The Art Institute of Pittsburgh®

2017 - 2018 Catalog

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See aiprograms.info for program duration, tuition, fees, and other costs, median debt, salary data, alumni success, and other important info.

PRESIDENT'S WELCOME

Dear Students,

On behalf of The Art Institute of Pittsburgh, I am so pleased to welcome you into a college community with a distinctive history characterized by graduate success.

We are looking forward to the inspired ideas and creativity you'll bring to life here.

When you arrive, you'll become part of something important. Something bigger than you can imagine and defined by the power of your imagination.

As a student at The Art Institute of Pittsburgh, you'll find yourself immersed in a community of expressive problem-solvers who make a difference with inspired creativity.

You are the reason we are here.

Your success is our single motivation for advancements in curriculum, our quest for excellence and our investment in resources of every type.

At The Art Institute of Pittsburgh, your investment in education is met with a strong sense of purpose. Here, you'll meet a team of inspired educators and experienced professionals ready to welcome, embrace and challenge you to reach new heights with innovative paths to successful learning.

Now is the time to make it count. As you begin, take a moment to define your personal mission and ask yourself exactly what you want to achieve.

I'll ask you to set high goals for yourself and plan to take advantage of everything our campus is prepared to offer: experienced, dedicated faculty; scholarship opportunities; access to industry-utilized technology; the support of dedicated career services professionals and a robust college life experience.

Above all, enjoy this important time in your life during which you'll develop and discover the creative professional you are here to become.

Welcome to The Art Institute of Pittsburgh.

Sincerely,

George W. Sebolt
President

HISTORY

The Art Institute of Pittsburgh was founded in 1921 by Willis Shook in the city of Pittsburgh. The Art Institute of Pittsburgh is the flagship college for Education Management II LLC, which was formed in 1969. On January 19, 2018, The Art Institute of Colorado was acquired by Dream Center Education Holdings (DCEH), a subsidary of the Dream Center Foundation, a California 501(c)3 non-profit Foundation. The college prepares students for careers in design, media arts, fashion, and culinary industries. The college includes The Art Institute of Pittsburgh Online Division.

MISSION

Mission: To provide an education in design, media arts and culinary that prepares students for individual and professional success.

Values:
1. We provide a distinctive, quality education
2. We value student success
3. We respect students, faculty and staff
4. We engage our communities
5. We support sustainable growth and strategic investment

Vision: The Art Institute of Pittsburgh's vision is to be America's leader in creative arts education.

Strategic Initiatives

The Art Institute of Pittsburgh has adopted the following four initiatives to guide the institution:

- Operational Effectiveness
- Positive Growth
- Academic Quality
- Culture of Assessment

The Art Institute of Pittsburgh seeks to provide an optimal learning experience for each of its students. To provide evidence of learning achievement in the classroom, students are required to participate in university level assessment activities (i.e. Educational Testing Service Proficiency Profile, Standardized Assessment of Information Literacy Skills, course embedded assessment and portfolios) on an ongoing basis throughout their academic studies. Current university level assessment activities are focused on general education learning outcomes (skills in the areas of mathematics, communications, critical thinking, etc.) in the undergraduate programs, in addition to the learning assessment, which takes place in each academic program.

LICENSING, ACCREDITATION AND MEMBERSHIPS

The Art Institute of Pittsburgh is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, Pennsylvania 19104. Telephone: (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

The Art Institute of Pittsburgh is authorized by the Pennsylvania Department of Education to confer the Bachelor of Science degree, Associate of Science degree, and diplomas. The Department of Education can be reached by writing to the Commonwealth of Pennsylvania, Department of Education, Office of Postsecondary and Higher Education, 333 Market Street, Harrisburg, Pennsylvania 17126, or by telephone at (717) 783-6788.

The Art Institute of Pittsburgh is licensed by the Alabama Commission on Higher Education, 100 North Union Street, Montgomery, Alabama 36104-4340.

The Art Institute of Pittsburgh is licensed by the Alabama Community College System, 135 South Union Street, Montgomery, Alabama 36104-4340, 334-293-4500.

The Art Institute of Pittsburgh programs are exempt from the Alaska Commission on Postsecondary Education authorization as an online or distance delivered program and the institution does not have a physical presence in the state. The exemption from authorization is a provision under 20 AAC 17.015(a)(5)

The Art Institute of Pittsburgh has been granted certification of the following degree programs by distance technology: Bachelor of Science in Advertising, Bachelor of Science in Culinary Management, Bachelor of Science in Graphic Design, Bachelor of Science in Game Art and Design, the Bachelor of Science in Fashion and Retail Management, Bachelor of Science in Hotel and Restaurant Management, Bachelor of Science in Interior Design, Bachelor of Science in Media Arts & Animation, Bachelor of Science in Photography, and Bachelor of Science in Web Design & Interactive Media by the Arkansas Higher Education Coordinating Board.

The Art Institute of Pittsburgh is authorized by the Arizona State Board for Private Postsecondary Education (1400 West Washington Street, Room 2560, Phoenix, AZ 85007, 1.602.542.5709, https://ppse.az.gov/).

The Art Institute of Pittsburgh is authorized by the Georgia Nonpublic Postsecondary Education Commission (2082 East Exchange Place, Suite 220, Tucker, GA 30084-4113, (770) 414-3300, http://gnpec.org/ .

The Kansas Board of Regents has approved The Art Institute of Pittsburgh to operate in the State of Kansas. The Kansas Board of Regents may be contacted at the following address: Kansas Board of Regents. Private Postsecondary Education Division, 1000 SW Jackson St., Suite 520, Topeka, Kansas 66612-1368 Telephone: (785) 430-4240.

The Art Institute of Pittsburgh is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by The State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

The Art Institute of Pittsburgh is registered with the Maryland Higher Education Commission as an Out-of-State Institution of Higher education offering online education.

The Art Institute of Pittsburgh is registered as a private institution 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.

The Art Institute of Pittsburgh has met the North Dakota University System's requirements for ND Century Code 15-18.1-02.8 Exemptions. (1815 Schafer St, Suite 202; Bismarck, ND 58501-1217; 701-328-2960; www.ndus.edu/system/state-authorization).

The Art Institute of Pittsburgh is registered with the New Mexico Higher Education Department.

The Art Institute of Pittsburgh is licensed to operate by the Commission on Postsecondary Education; 8778 South Maryland Parkway, Suite 115, Las Vegas, Nevada 89123, 1.702.486.7330

The Art Institute of Pittsburgh is approved by the Ohio State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, 614-466-2752

The Art Institute of Pittsburgh is also registered by the Ohio Board of Career Colleges & Schools and holds a permit for the recruitment of students.

The Art Institute of Pittsburgh holds a Certificate of State Authorization from the Utah Division of Consumer Protection (160 East 300 South, Second Floor, Salt Lake City, UT 84111, 801.530.6601).

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

The Art Institute of Pittsburgh has been approved and is legally authorized to do business in the state of Wisconsin as a private postsecondary school, subject to the provisions of §38.50 Wisconsin Statutes, and all administrative rules adopted pursuant to the statutes. Approval includes on those programs and those locations specifically approved by the Board (201 West Washington Ave, 3rd Floor; Madison, WI 53703; 608-266-1996;http://eab.state.wi.us/).

The Art Institute of Pittsburgh is licensed by the State of Wyoming as a post secondary proprietary school under W.S. 21-11-101 through 21-11-107.

The Diploma in Baking & Pastry, Associate of Science degree in Culinary Arts, Associate of Applied Science in Baking & Pastry, and the Bachelor of Science degree in Culinary Management are accredited by the Accrediting Commission of the American Culinary Federation Foundation.

The Interior Design program leading to the Bachelor of Science degree in Interior Design is accredited by the Council for Interior Design Accreditation (CIDA), www.accredit-id.org, 206 Grandville Avenue, Suite 350, Grand Rapids, MI 49503.

The Associate of Science in Culinary Arts degree program is accredited by The Accrediting Commission of the American Culinary Federation Education Foundation. The Bachelor of Science in Interior Design degree program is accredited by the National Kitchen & Bath Association (NKBA). NKBA can be contacted at 687 Willow Grove Street, Hackettstown, NJ 07840,1-800-THE-NKBA, www.nkba.org. The Interior Design program leading to the Bachelor of Science degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.

The Art Institute of Pittsburgh is a member of the American Council of Education, the American Association for Higher Education, the Allegheny Counselors Association, the Association of Private Sector Colleges and Universities (APSCU), the Pennsylvania Association of Private School Administrators, the Pennsylvania Association of College Admissions Counselors, the American Association of Collegiate Registrars and Admissions Officers, the National Art Education Association, the Ohio Council of Private Colleges and Schools, and the Ohio Association for College Admission Counseling.

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

The Art Institute of Pittsburgh is authorized under Federal law to enroll nonimmigrant alien students.

The Art Institute of Pittsburgh Leadership

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All operations are governed by The Art Institute of Pittsburgh Board of Trustees and The Art Institute of Pittsburgh Executive Committee.

The Board of Trustees includes the following members: Peter Giopulos, Chair, Professor Emeritus/ Former Dean at the College of Fine Arts, Rochester Institute of Technology; George W. Sebolt (ex officio member), President, The Art Institute of Pittsburgh; Pam Carter-Mendenhall, ASID, Interior Design Services; Kristine Andersen, Vice President, The Art Institutes International II LLC ;Doug Lockwood, Vice President of Admissions, The Art Institutes International II LLC; and Marylouise Fennell, RSM,Ed.D Past President, Carlow University, Partner, Hyatt- Fennell, Executive Search, Senior Counsel, Council of Independent Colleges.

The Art Institute of Pittsburgh Executive Committee consists of a seven-member board including George W. Sebolt, President; Daniel J. Garland, Ph.D., Vice President of Academic Affairs; Jennifer O'Brien, Senior Director of Admissions; Dana Melvin, Director of Student Services (oversees Student Services and Career Services; Daniel Klaas, Director of Human Resources; and Parker Charlton, Director of Financial Services (oversees Student Financial Services and Accounting. All members are located at 1400 Penn Avenue, Pittsburgh, PA 15222.

Dream Center Education Holdings, LLC

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On January 19, 2017, The Art Institute of Pittsburgh was acquired by Dream Center Education Holdings (DCEH), a subsidiary of the Dream Center Foundation, a California 501(c)3 non-profit Foundation.

Dream Center Education Holdings, LLC Board of Managers

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Brent Richardson – Co-Chairman and Chief Executive Officer

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

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

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

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

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

Academic Affairs

Jennifer Cooper, M.Ed.
Dean of Online Programs

Diane E. Carney, B.S.
Registrar

Rachel Homan, M.B.A.
Program Chair - International Culinary School
Jeff Davis, M.F.A.
Online Program Chair – Graphic Design, Interior Design, Web Design & Interactive Media

Anderson B. English, M.F.A.
Program Chair – Digital Photography, Digital Filmmaking & Video Production, Visual Effects & Motion
Graphics, Media Arts & Animation, and Game Art & Design

Matthew Falcone, M.S.
Online Associate Dean of Faculty

Jacob Kaltenbach
Online Program Chair– Art Foundations, General Education

Cynthia Orrico, M.A.
Online Program Chair – Advertising, Fashion Marketing & Management, Culinary Management, Hotel Restaurant Management

Kelly JK Spewock, M.F.A.
Program Chair - Interior Design, Kitchen & Bath Design, Residential Planning, Industrial Design, Entertainment Design, Fashion Marketing & Management, Fashion Design, Graphic Design, Web Design & Interactive Media, and Art Foundations

Katie Talerico, M.A.
Program Coordinator – General Education

Jennifer Greenwald, MLIS
Librarian

Mary Yates
Online Program Chair – Media Arts and Animation, Game Art and Design, Digital Photography

Administration

Aaron Lenk, B.F.A.
Director of Admissions

Allen F. Kuchinick
Director of Facilities

Doug Barkey, Ed.D, M.F.A.
Online Director of Teaching and Learning Effectiveness

Curtis Boyd, B.A.
Assistant Director of Housing and Residence Life

Jennifer Greenwood, B.S.
Director of Online Student Services

PROGRAMS OF STUDY

For all programs, please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

Note: The Art Institute of Pittsburgh reserves the right to alter the sequencing of classes. Some courses are offered on a rotating basis. Students should consult their Academic Advisors and/or Department Chair when creating their course schedules to ensure they are following the recommended sequence. Students must meet all co/prerequisites for courses.

Online students please note, programs are not available to residents of District of Columbia, Massachusetts, and Oregon.

Culinary
Culinary Management "CM"
Bachelor of Science

Hotel & Restaurant Management
"HRM"
Bachelor of Science

Culinary Arts "CA"
Associate of Science (available on ground only)

Baking & Pastry "BP"
Associate of Science (available on ground only)
Diploma (available on ground only)

Event Management "EM"
Certificate

Food & Beverage Operations "FB"
Certificate

Art of Cooking "AOC"
Diploma (available on ground only)

Design
Advertising
Advertising "ADV"
Bachelor of Science (available online only)

Internet Marketing "IM"
Certificate (available online only)

Entertainment Design
Entertainment Design "ED"
Bachelor of Science (available on ground only)

Graphic Design
Graphic Design "GD"
Bachelor of Science
Associate of Science
Associate of Applied Science (online Minnesota residents only)

Digital Design "DD"
Diploma

Industrial Design
Industrial Design "IND"
Bachelor of Science (available on ground only)
Associate of Science (available on ground only)

Interior Design
Interior Design "ID"
Bachelor of Science

Kitchen & Bath Design "KB"
Associate of Science (available online only)
Associate of Applied Science (online Minnesota residents only)

Residential Planning "RP"
Diploma

Fashion
Fashion Design "FD"
Bachelor of Science (available on ground only)

Fashion Marketing & Management
"FMM"
Bachelor of Science

Media Arts
Digital Filmmaking & Video Production
Digital Filmmaking & Video Production "DFVP"
Bachelor of Science (available on ground only)
Associate of Science (available on ground only)

Game Art & Design
Game Art & Design "GAD"
Bachelor of Science

3D Modeling for Games "3DM"
Certificate (available online only)

Character Animation for Games "CAG"
Certificate (available online only)

Media Arts and Animation
Media Arts & Animation "MAA"
Bachelor of Science

2D Animation "2D"
Certificate (available online only)

3D Animation "3D"
Certificate (available online only)

Digital Photography
Digital Photography "PH"
Bachelor of Science
Associate of Science

Associate of Applied Science
(online Minnesota residents only)

Digital Workflow "DW"
Certificate (available online only)

Portrait Photography "PP"
Certificate (available online only)

Studio Photography "SP"
Certificate (available online only)

Visual Effects & Motion Graphics
Visual Effects & Motion Graphics

"VEMG"
Bachelor of Science (available on ground only)

Web Design & Interactive Media
Web Design & Interactive Media "WDIM"
Bachelor of Science
Associate of Science
Associate of Applied Science
(online Minnesota residents only)

Web Design "WD"
Diploma

THE INTERNATIONAL CULINARY SCHOOL
at The Art Institute of Pittsburgh

PROGRAMS
The Art of Cooking "AOC"
Diploma (available on ground only)
Baking & Pastry "BP"
Diploma (available on ground only)
Baking & Pastry "BP"
Associate of Science (available on ground only)
Culinary Arts "CA"
Associate of Science (available on ground only)
Culinary Management "CM"
Bachelor of Science
Event Management "EM"
Certificate
Food & Beverage Operations "FB"
Certificate
Hotel & Restaurant Management "HRM"
Bachelor of Science

The International Culinary School at The Art Institute of Pittsburgh serves students with the international experience and culinary skills needed to seek work in the field.

At The International Culinary School at The Art Institute of Pittsburgh, you'll find a dynamic curriculum influenced by accomplished chef instructors and industry advisors. You'll practice your skills in professional kitchens. Courses are designed to build skills incrementally, so you'll benefit from the knowledge you've gained before moving on to new challenges and opportunities.

Our culinary education will help you develop your fundamental cooking techniques and professional skills—from the basic cuts to managing a menu and working as part of a team. Once you've learned the basics, you'll move on to explore a world of over 20 global cuisines—from the classics to emerging trends.

You'll learn beyond the classroom in a college environment filled with opportunities to imagine possibilities through collaboration with creative students in photography, video, advertising and design. Special projects, internships, a college dining lab and guest lectures are available to help you broaden the scope of your learning.

The Diploma in Baking & Pastry, Associate of Science in Culinary Arts, Associate of Applied Science in Baking & Pastry, and the Bachelor of Science in Culinary Management are accredited by The Accrediting Commission of the American Culinary Federation Education Foundation.

CULINARY MANAGEMENT
BACHELOR OF SCIENCE DEGREE - GROUND
THIS PROGRAM CAN BE COMPLETED ON GROUND OR BLENDED (PLUS).
REQUIRED COOKING COURSES CANNOT BE COMPLETED ONLINE.

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

The Culinary Management Bachelors program blends theoretical and hands-on learning in the areas of culinary arts, management, human resources, finance, food and beverage operations and service. Students will be exposed to a variety of world cuisines and use ingredients and techniques from around the globe. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with business acumen.

This degree takes an in-depth, comprehensive approach to culinary education.The program includes a senior-level keystone class, and senior portfolio, that require students to apply all of their learned managerial and leadership skills.

Student Learning Outcomes
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- Graduates will identify, establish and maintain safety and sanitation procedures which meet industry quality standards.
- Graduates will demonstrate and articulate an awareness of the cross-cultural, moral, ethical and environmental issues in hospitality organizations and their relationship with all stakeholders.
- Graduates will demonstrate the ability to analyze the food and beverage cost-control cycle and accounting practices, and implement controls to manage and maintain profitability.
- Graduates will demonstrate the ability to prepare standardized recipes using a variety of cooking techniques which meet industry quality standards
- Graduates will prepare a variety of international recipes using a variety of cooking techniques which meet industry quality standards.
- Graduates will apply standard Human Resource principles in regards to recruiting, retaining, and developing staff.
- Graduates will create a business plan for a food service outlet or hospitality company.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/36 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Culinary Management program.

Bachelor of Science Degree Program Requirements
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The Bachelor of Science in Culinary Management is comprised of 50 courses to complete 180 quarter credits as follows:

32 Program Courses (111 credits)		Credits
ADVA201	Fundamentals of Marketing	3
CUL105	Concepts and Theories of Culinary Techniques (available on ground only)	3
CUL106	Fundamentals of Classical Techniques (available on ground only)	6
CUL123	American Regional Cuisine (available on ground only)	6
CUL142	Latin Cuisine (available on ground only)	3
CUL207	Introduction to Baking and Pastry Techniques (available on ground only)	6
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL215	Garde Manger (available on ground only)	6
CUL222	Food and Beverage Operations Management	3
CUL236	Management by Menu	3
CUL242	World Cuisine (available on ground only) (OR)	
CUL243	Classical European Cuisine (available on ground only)	3
CUL244	Asian Cuisine (available on ground only)	3
CUL300	À la Carte Kitchen (available on ground only)	6
CUL303	Art Culinaire (available on ground only)	3
CUL305	Hospitality Managerial Accounting	3
CUL312	Global Management and Operations in the Hospitality Industry	3
CUL315	Facilities Management and Design	3
CUL326	Legal Issues and Ethics in Hospitality Management	3
CUL327	Hospitality Information Systems	3
CUL411	Event Management	3
CUL425	Leadership and Organizational Development	3
CUL427	Quality Service Management and Training	3
CUL432	Innovation and Entrepreneurship	3
CUL433	Culinary Management Keystone	3
CUL435	Culinary Management Portfolio	3
FND154	Fundamentals of Accounting	3
FND252	Human Resource Management	3
HRM110	Introduction to the Hospitality Industry & Industry Trends	3
HRM324	Wine and Spirits Management	3
HRM333	International Traditions and Protocol	3
HRM432	Etiquette for Today's Professional	3

3 Program Electives (9 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3

6 General Education Courses (24 credits)

ART1000	Introduction to the Visual Arts	4
BIO2010	Nutrition	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

9 General Education Electives (36 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

BP223	Artisan Breads and Baking Production (available on ground only) 6 credit course, if taken equals 2 program electives
BP232	Chocolate, Confections and Centerpieces (available on ground only)
BP238	European Cakes and Tortes (available on ground only)
CUL304	Culinary Internship (available on ground only)
CUL319	Advanced Garde Manger (available on ground only)
CUL431	Sales and Public Relations
FND114	Fundamentals of Media Communication
FND132	Fundamentals of the Internet
HRM131	Introduction to Tourism Management
HRM223	Recreation Facilities Management
HRM306	Private Club Management and Operations
HRM309	Resort Management
HRM331	Advanced Beverage Management, Oenology and Viticulture
HRM415	Institutional Operations
HRM431	Casino Operations Management

CULINARY MANAGEMENT
BACHELOR OF SCIENCE DEGREE – ONLINE***
THIS PROGRAM IS AVAILABLE ONLINE ONLY.
REQUIRED COOKING COURSES CANNOT BE COMPLETED ONLINE; TRANSFER CREDIT AND ADVANCED STANDING CAN BE ACCEPTED.

*** No longer accepting new enrollments.

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

Some programs are not available in all states. To find out if your program is available in your state, please contact an admissions representative prior to enrollment.

The Culinary Management online Bachelor of Science degree is designed to be a completion program where students will study business and management courses. Created by culinary professionals for culinary professionals, this program is for students who have an Associate of Science or the equivalent in Culinary Arts/Management. This program is designed to transition chefs into manager-owners while focusing on areas as varied as food and beverage operations, cost controls, purchasing, event management and includes a business concept portfolio and an internship.

The Culinary Management Bachelors program blends theoretical and hands-on learning in the areas of culinary arts, management, human resources, finance, food and beverage operations and service. Students will be exposed to a variety of world cuisines and use ingredients and techniques from around the globe. Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with business acumen.

This degree takes an in-depth, comprehensive approach to culinary education.The program includes a senior-level keystone class, and senior portfolio, that require students to apply all of their learned managerial and leadership skills.

Student Learning Outcomes
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- Graduates will identify, establish and maintain safety and sanitation procedures which meet industry quality standards.
- Graduates will demonstrate and articulate an awareness of the cross-cultural, moral, ethical and environmental issues in hospitality organizations and their relationship with all stakeholders.
- Graduates will demonstrate the ability to analyze the food and beverage cost-control cycle and accounting practices, and implement controls to manage and maintain profitability.
- Graduates will demonstrate the ability to prepare standardized recipes using a variety of cooking techniques which meet industry quality standards
- Graduates will prepare a variety of international recipes using a variety of cooking techniques which meet industry quality standards.
- Graduates will apply standard Human Resource principles in regards to recruiting, retaining, and developing staff.
- Graduates will create a business plan for a food service outlet or hospitality company.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/194 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Culinary Management program.

Bachelor of Science Degree Program Requirements
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The Bachelor of Science in Culinary Management is comprised of 50 courses to complete 180 quarter credits as follows:

32 Program Courses (111 credits)		Credits
CUL105	Concepts and Theories of Culinary Techniques (available on ground only)	3
CUL106	Fundamentals of Classical Technique (available on ground only)	6
CUL123	American Regional Cuisine (available on ground only)	6
CUL142	Latin Cuisine (available on ground only)	3
CUL207	Introduction to Baking and Pastry Techniques (available on ground only)	6
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL217	Garde Manger	3
CUL222	Food and Beverage Operations Management	3
CUL236	Management by Menu	3
CUL242	World Cuisine (available on ground only)	3
CUL243	Classical European Cuisine (available on ground only)	3
CUL244	Asian Cuisine (available on ground only)	3
CUL300	À la Carte Kitchen (available on ground only)	6
CUL301	Art Culinaire	6
CUL305	Hospitality Managerial Accounting	3
CUL312	Global Management and Operations in the Hospitality Industry	3
CUL315	Facilities Management and Design	3
CUL326	Legal Issues and Ethics in Hospitality Management	3
CUL327	Hospitality Information Systems	3
CUL411	Event Management	3
CUL425	Leadership and Organizational Development	3
CUL427	Quality Service Management and Training	3
CUL433	Culinary Management Keystone	3
CUL435	Culinary Management Portfolio	3
FND154	Fundamentals of Accounting	3
FND252	Human Resource Management	3
HRM110	Introduction to the Hospitality Industry & Industry Trends	3
HRM324	Wine and Spirits Management	3
HRM333	International Traditions and Protocol	3
HRM350	Strategic Planning & Marketing	3
HRM432	Etiquette for Today's Professional	3

3 Program Electives (9 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3

6 General Education Courses (24 credits)

ART1000	Introduction to the Visual Arts	4
BIO2010	Nutrition	4
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9 General Education Electives (36 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

ADVA328	Public Relations
CUL431	Sales and Public Relations
CUL432	Innovation and Entrepreneurship
FND114	Fundamentals of Media Communication
HRM131	Introduction to Tourism Management
HRM223	Recreation Facilities Management
HRM306	Private Club Management and Operations
HRM309	Resort Management
HRM331	Advanced Beverage Management, Oenology, and Viticulture

Program Electives (The following courses cannot be complete online and can only be fulfilled by having Transfer Credit or Advanced Standing credits Accepted by The Art Institute of Pittsburgh.)

BP223	Artisan Breads and Baking Production 6 credit course, if taken equals 2 program electives
BP232	Chocolate, Confections and Centerpieces
BP238	European Cakes and Tortes
CUL304	Culinary Internship
CUL319	Advanced Garde Manger
HRM415	Institutional Operations
HRM431	Casino Operations Management

HOTEL & RESTAURANT MANAGEMENT
BACHELOR OF SCIENCE DEGREE - GROUND: COOKING
THIS PROGRAM CAN BE COMPLETED ON GROUND OR BLENDED (PLUS).
REQUIRED COOKING COURSES CANNOT BE COMPLETED ONLINE.

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

The goal of the Hotel & Restaurant Management program is to educate students in lodging management and the food systems unique to the hospitality and restaurant environment. Graduates are prepared to seek entry-level management positions through courses that emphasize job skills needed in the field. The strength of this program lies in the blending of business and management courses with basic kitchen training, which gives students a keen understanding of the skills needed to run a successful hotel and food service enterprise.

Graduates may be prepared for entry-level management positions in restaurants, catering, hotels, and other segments of the industry.

Student Learning Outcomes
_____

- Managerial Skills: Graduates are capable of explaining and demonstrating skills in key management functions such as delegation, negotiation, team leadership, communications, critical thinking and ethics. Practical applications in the management of personnel and basic human resources, financial matters including accounting, and property supervision including real estate, chattel and tools and equipment. This training encompasses the motivations for global hospitality operations, international and local marketing, legal issues and international relations.
- Technology: Identify and use appropriate software for business presentation and communications, food costing, spreadsheets for financial/budgeting analysis, Point of Sale software and hardware, and use of the Internet for research.
- Marketing: Perform PEST (Political, Economical, Social, and Technological) and SWOT (Strengths, Weaknesses, Opportunities, and Threats) operations analyses. Develop a strategic marketing plan to include demographic analyses, sales strategy, marketing materials, and to merchandise a business concept with regards to decor, demographics, design, theme and customer buying behavior analysis.
- Beverage Management: Maximize customer service and profitability through price comparison, beverage tracking and control, tracking and analyzing beverage menu and sales mixes. Evaluate taste, flavor, and texture principles of proper wine and food pairing. List and identify recipes, glassware, and tools in beverage management. Examine menu marketing techniques for the sale of wines, spirits and beer.
- Event Management: Develop a cuisine, cooking, and concept philosophy. Use of recipe programs, even checklists, customer and vendor negotiation techniques, customer profiles, and incorporation of proper event-specific cost allocation analysis. Demonstrate the use of flow management techniques for the efficient movement of guests through an event.
- Externship: Function as a team member/leader while demonstrating a willingness to learn and share knowledge with fellow workers and team members while learning to give and receive constructive feedback in a professional manner. Observe management styles as they relate to employee empowerment, customer service, cost reduction, and employee relations.
- Customer Service: Analyze quality customer service programs for foodservice operations with various specific and measurable results, while identifying how training of employees must accompany proper systems to provide quality customer service. Define the internal and external customer and how to not only meet but to exceed customer expectations by engraining customer satisfaction goals into the company culture.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/44 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Hotel & Restaurant Management program.

Bachelor of Science Degree Program Requirements

The Bachelor of Science in Hotel & Restaurant Management is comprised of 55 courses to complete 180 quarter credits as follows:

36 Program Courses (108 credits)		Credits
CUL102	Sanitation and Safety	3
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL222	Food and Beverage Operations Management	3
CUL236	Management by Menu	3
CUL305	Hospitality Managerial Accounting	3
CUL312	Global Management and Operations in the Hospitality Industry	3
CUL315	Facilities Management and Design	3
CUL326	Legal Issues and Ethics in Hospitality Management	3
CUL327	Hospitality Information Systems	3
CUL411	Event Management	3
CUL425	Leadership and Organizational Development	3
CUL427	Quality Service Management and Training	3
FND154	Fundamentals of Accounting	3
FND252	Human Resource Management	3
HRM110	Introduction to the Hospitality Industry & Industry Trends	3
HRM131	Introduction to Tourism Management	3
HRM132	Hotel and Operations Management	3
HRM135	Introduction to Foods, Cooking, Production and Preparation Techniques	3
HRM211	Hotel and Convention Management	3
HRM215	History and Study of Cuisines	3
HRM221	Hotel Front Office Management and Housekeeping	3
HRM223	Recreation Facilities Management	3
HRM224	Global Tourism and the Hotel Resort Industry	3
HRM313	Hospitality Industry Financing	3
HRM321	Elements of Food Display, Plating, and Buffet	3
HRM323	Hospitality Franchising, Licensing, and Distributorship	3
HRM324	Wine and Spirits Management	3
HRM331	Advanced Beverage Management, Oenology, and Viticulture	3
HRM333	International Traditions and Protocol	3
HRM350	Strategic Planning and Marketing	3
HRM415	Institutional Operations	3
HRM421	Hospitality Internship*	
	(OR)	
	Program Elective V	3

HRM431	Casino Operations Management	3
HRM432	Etiquette for Today's Professional	3
HRM435	Hospitality Portfolio	3

4 Program Electives (12 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3
Program Elective IV	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

ADVA328	Public Relations
CUL432	Innovation and Entrepreneurship
CUL433	Culinary Management Keystone*
FND114	Fundamentals of Media Communication
FND132	Fundamentals of the Internet
GWDA101	Applications & Industry
HRM306	Private Club Management and Operations
HRM308	International Lodging Development and Management
HRM309	Resort Management

*Online students please note, this course is not available to students in all states. To find out if this course is available in your state, please contact your Academic Advisor prior to enrolling in this course.

HOTEL & RESTAURANT MANAGEMENT
BACHELOR OF SCIENCE DEGREE - GROUND: NON-COOK
THIS PROGRAM IS AVAILABLE AS A BLENDED (PLUS) PROGRAM ONLY.

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

The goal of the Hotel & Restaurant Management program is to educate students in lodging management and the food systems unique to the hospitality and restaurant environment. Graduates are prepared to seek entry-level management positions through courses that emphasize job skills needed in the field. The strength of this program lies in the emphasis of business and management courses which gives students a keen understanding of the skills needed to run a successful hotel and food service enterprise.

Graduates may be prepared for entry-level management positions in restaurants, catering, hotels, and other segments of the industry.

Student Learning Outcomes

- Managerial Skills: Graduates are capable of explaining and demonstrating skills in key management functions such as delegation, negotiation, team leadership, communications, critical thinking and ethics. Practical applications in the management of personnel and basic human resources, financial matters including accounting, and property supervision including real estate, chattel and tools and equipment. This training encompasses the motivations for global hospitality operations, international and local marketing, legal issues and international relations.
- Technology: Identify and use appropriate software for business presentation and communications, food costing, spreadsheets for financial/budgeting analysis, Point of Sale software and hardware, and use of the Internet for research.
- Marketing: Perform PEST (Political, Economical, Social, and Technological) and SWOT (Strengths, Weaknesses, Opportunities, and Threats) operations analyses. Develop a strategic marketing plan to include demographic analyses, sales strategy, marketing materials, and to merchandise a business concept with regards to decor, demographics, design, theme and customer buying behavior analysis.
- Beverage Management: Maximize customer service and profitability through price comparison, beverage tracking and control, tracking and analyzing beverage menu and sales mixes. Evaluate taste, flavor, and texture principles of proper wine and food pairing. List and identify recipes, glassware, and tools in beverage management. Examine menu marketing techniques for the sale of wines, spirits and beer.
- Event Management: Develop a cuisine, cooking, and concept philosophy. Use of recipe programs, even checklists, customer and vendor negotiation techniques, customer profiles, and incorporation of proper event-specific cost allocation analysis. Demonstrate the use of flow management techniques for the efficient movement of guests through an event.
- Externship: Function as a team member/leader while demonstrating a willingness to learn and share knowledge with fellow workers and team members while learning to give and receive constructive feedback in a professional manner. Observe management styles as they relate to employee empowerment, customer service, cost reduction, and employee relations.
- Customer Service: Analyze quality customer service programs for foodservice operations with various specific and measurable results, while identifying how training of employees must accompany proper systems to provide quality customer service. Define the internal and external customer and how to not only meet but to exceed customer expectations by engraining customer satisfaction goals into the company culture.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/44 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Hotel & Restaurant Management program.

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Hotel & Restaurant Management is comprised of 55 courses to complete 180 quarter credits as follows:

35 Program Courses (105 credits)		Credits
CUL105	Concepts and Theories of Culinary Techniques (available on ground only)	3
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL222	Food and Beverage Operations Management	3
CUL236	Management by Menu	3
CUL305	Hospitality Managerial Accounting	3
CUL312	Global Management and Operations in the Hospitality Industry	3
CUL315	Facilities Management and Design	3
CUL326	Legal Issues and Ethics in Hospitality Management	3
CUL327	Hospitality Information Systems	3
CUL411	Event Management	3
CUL425	Leadership and Organizational Development	3
CUL427	Quality Service Management and Training	3
FND154	Fundamentals of Accounting	3
FND252	Human Resource Management	3
HRM110	Introduction to the Hospitality Industry & Industry Trends	3
HRM131	Introduction to Tourism Management	3
HRM132	Hotel and Operations Management	3
HRM211	Hotel and Convention Management	3
HRM215	History and Study of Cuisines	3
HRM221	Hotel Front Office Management and Housekeeping	3
HRM223	Recreation Facilities Management	3
HRM224	Global Tourism and the Hotel Resort Industry	3
HRM313	Hospitality Industry Financing	3
HRM321	Elements of Food Display, Plating, and Buffet	3
HRM323	Hospitality Franchising, Licensing, and Distributorship	3
HRM324	Wine and Spirits Management	3
HRM331	Advanced Beverage Management, Oenology, and Viticulture	3
HRM333	International Traditions and Protocol	3
HRM350	Strategic Planning and Marketing	3
HRM415	Institutional Operations	3
HRM421	Hospitality Internship (OR) Program Elective VI	3
HRM431	Casino Operations Management	3

| HRM432 | Etiquette for Today's Professional | 3 |
| HRM435 | Hospitality Portfolio | 3 |

5 Program Electives (15 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3
Program Elective IV	3
Program Elective V	3

6 General Education Courses (24 credits)

ART1000	Introduction to the Visual Arts	4
BIO2010	Nutrition	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

9 General Education Electives (36 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

ADVA328	Public Relations
CUL432	Innovation and Entrepreneurship
CUL433	Culinary Management Keystone
FND114	Fundamentals of Media Communication
FND132	Fundamentals of the Internet
GWDA101	Applications & Industry
HRM306	Private Club Management and Operations
HRM308	International Lodging Development and Management
HRM309	Resort Management

HOTEL & RESTAURANT MANAGEMENT
BACHELOR OF SCIENCE DEGREE - ONLINE
THIS PROGRAM IS AVAILABLE ONLINE ONLY.

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

The goal of the Hotel & Restaurant Management program is to educate students in lodging management and the food systems unique to the hospitality and restaurant environment. Graduates are prepared to seek entry-level management positions through courses that emphasize job skills needed in the field. The strength of this program lies in the emphasis of business and management courses which gives students a keen understanding of the skills needed to run a successful hotel and food service enterprise.

Graduates may be prepared for entry-level management positions in restaurants, catering, hotels, and other segments of the industry.

Student Learning Outcomes
_____

- Managerial Skills: Graduates are capable of explaining and demonstrating skills in key management functions such as delegation, negotiation, team leadership, communications, critical thinking and ethics. Practical applications in the management of personnel and basic human resources, financial matters including accounting, and property supervision including real estate, chattel and tools and equipment. This training encompasses the motivations for global hospitality operations, international and local marketing, legal issues and international relations.
- Technology: Identify and use appropriate software for business presentation and communications, food costing, spreadsheets for financial/budgeting analysis, Point of Sale software and hardware, and use of the Internet for research.
- Marketing: Perform PEST (Political, Economical, Social, and Technological) and SWOT (Strengths, Weaknesses, Opportunities, and Threats) operations analyses. Develop a strategic marketing plan to include demographic analyses, sales strategy, marketing materials, and to merchandise a business concept with regards to decor, demographics, design, theme and customer buying behavior analysis.
- Beverage Management: Maximize customer service and profitability through price comparison, beverage tracking and control, tracking and analyzing beverage menu and sales mixes. Evaluate taste, flavor, and texture principles of proper wine and food pairing. List and identify recipes, glassware, and tools in beverage management. Examine menu marketing techniques for the sale of wines, spirits and beer.
- Event Management: Develop a cuisine, cooking, and concept philosophy. Use of recipe programs, even checklists, customer and vendor negotiation techniques, customer profiles, and incorporation of proper event-specific cost allocation analysis. Demonstrate the use of flow management techniques for the efficient movement of guests through an event.
- Externship: Function as a team member/leader while demonstrating a willingness to learn and share knowledge with fellow workers and team members while learning to give and receive constructive feedback in a professional manner. Observe management styles as they relate to employee empowerment, customer service, cost reduction, and employee relations.
- Customer Service: Analyze quality customer service programs for foodservice operations with various specific and measurable results, while identifying how training of employees must accompany proper systems to provide quality customer service. Define the internal and external customer and how to not only meet but to exceed customer expectations by engraining customer satisfaction goals into the company culture.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/200 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Culinary Management program.

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Hotel & Restaurant Management is comprised of 55 courses to complete 180 quarter credits as follows:

35 Program Courses (105 credits)

		Credits
CUL105	Concepts and Theories of Culinary Techniques	3
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL222	Food and Beverage Operations Management	3
CUL236	Management by Menu	3
CUL305	Hospitality Managerial Accounting	3
CUL312	Global Management and Operations in the Hospitality Industry	3
CUL315	Facilities Management and Design	3
CUL326	Legal Issues and Ethics in Hospitality Management	3
CUL327	Hospitality Information Systems	3
CUL411	Event Management	3
CUL425	Leadership and Organizational Development	3
CUL427	Quality Service Management and Training	3
FND154	Fundamentals of Accounting	3
FND252	Human Resource Management	3
HRM110	Introduction to the Hospitality Industry & Industry Trends	3
HRM131	Introduction to Tourism Management	3
HRM132	Hotel and Operations Management	3
HRM211	Hotel and Convention Management	3
HRM215	History and Study of Cuisines	3
HRM221	Hotel Front Office Management and Housekeeping	3
HRM223	Recreation Facilities Management	3
HRM224	Global Tourism and the Hotel Resort Industry	3
HRM313	Hospitality Industry Financing	3
HRM321	Elements of Food Display, Plating, and Buffet	3
HRM323	Hospitality Franchising, Licensing, and Distributorship	3
HRM324	Wine and Spirits Management	3
HRM331	Advanced Beverage Management, Oenology, and Viticulture	3
HRM333	International Traditions and Protocol	3
HRM350	Strategic Planning and Marketing	3
HRM415	Institutional Operations	3
HRM421	Hospitality Internship* (OR) Program Elective VI	3
HRM431	Casino Operations Management	3

| HRM432 | Etiquette for Today's Professional | 3 |
| HRM435 | Hospitality Portfolio | 3 |

5 Program Electives (15 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3
Program Elective IV	3
Program Elective V	3

6 General Education Courses (24 credits)

ART1000	Introduction to the Visual Arts	4
BIO2010	Nutrition	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

9 General Education Electives (36 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

*Online students please note, this course is not available to students in all states. To find out if this course is available in your state, please contact your Academic Advisor prior to enrolling in this course.

Program Electives

ADVA328	Public Relations
CUL432	Innovation and Entrepreneurship
CUL433	Culinary Management Keystone*
FND114	Fundamentals of Media Communication
FND132	Fundamentals of the Internet
GWDA101	Applications & Industry
HRM306	Private Club Management and Operations
HRM308	International Lodging Development and Management
HRM309	Resort Management

CULINARY ARTS
ASSOCIATE OF SCIENCE DEGREE - GROUND
THIS PROGRAM CAN BE COMPLETED ON GROUND OR BLENDED (PLUS).

REQUIRED COOKING COURSES CANNOT BE COMPLETED ONLINE.

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

The Associate of Science degree program in Culinary Arts develops students skills through a variety of culinary courses designed to teach classical cuisine techniques, as well as exploring international cuisine. Students will be exposed to a variety of world cuisines and use ingredients and techniques from around the globe.

Instruction in kitchen management, purchasing, cost control, menu design, and dining room operation provides students with business acumen. The program focuses on both production and individual skills necessary to seek entry-level employment in restaurants, hotels, resorts, and other catering or foodservice institutional settings.

Student Learning Outcomes
_____

- Graduates will establish and maintain safety and sanitation procedures.
- Graduates will prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
- Graduates will prepare a variety of international recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
- Graduates will describe and perform tasks related to common business practices in the culinary industry, including inventory, menu planning, cost control, and food purchasing.
- Graduates will describe the principles of food and beverage management
- Graduates will define and articulate the core values of the culinary professional.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/5610 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Associate of Science Degree in Culinary Arts program.

Associate of Science Degree Program Requirements
_____

The Associate of Science in Culinary Arts is comprised of 23 courses to complete 92 quarter credits as follows:

15 Program Courses (60 credits)		Credits
CUL105	Concepts and Theories of Culinary Techniques (available on ground only)	3
CUL106	Fundamentals of Classical Techniques (available on ground only)	6
CUL123	American Regional Cuisine (available on ground only)	6
CUL142	Latin Cuisine (available on ground only)	3
CUL207	Introduction to Baking and Pastry Techniques (available on ground only)	6
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL215	Garde Manger (available on ground only)	6
CUL222	Food and Beverage Operations Management	3
CUL236	Management by Menu	3
CUL242	World Cuisine (available on ground only)	
	(OR)	

CUL243	Classical European Cuisine (available on ground only)	3
CUL244	Asian Cuisine (available on ground only)	3
CUL300	À la Carte Kitchen (available on ground only)	6
CUL303	Art Culinaire (available on ground only)	3
CUL320	Culinary Arts Portfolio	3

6 General Education Courses (24 credits)

ART1000	Introduction to the Visual Arts	4
BIO2010	Nutrition	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

2 General Education Electives (8 credits)

| General Education Elective 1000+ level | 4 |
| General Education Elective 2000+ level | 4 |

BAKING & PASTRY
ASSOCIATE OF SCIENCE DEGREE
THIS PROGRAM CAN BE COMPLETED ON GROUND OR BLENDED (PLUS).
REQUIRED COOKING COURSES CANNOT BE COMPLETED ONLINE.

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

The Associate of Science degree program in Baking & Pastry provides students with culinary skills combined with a focus on baking and pastry skills. The combination of culinary, baking and pastry skills, as well as business courses enhances the students' ability to meet the challenges of an increasingly demanding and rapidly changing field. Students develop competencies in breads, plated and restaurant desserts, cake production, and buffet centerpieces.

The program focuses on both production and individual skills necessary to seek entry-level employment in bakeries, restaurants, hotels, resorts, and other catering or foodservice institutional settings.

Student Learning Outcomes
_____
- Graduates demonstrate the ability to establish and maintain safety and sanitation procedures
- Graduates demonstrate the ability to prepare standardized recipes using a variety of cooking, baking and pastry techniques as well as appropriate equipment and tools
- Produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards
- Graduates demonstrate the ability to produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards
- Graduates demonstrate the ability to design, produce, assemble and decorate display and wedding cakes using various finishing methods which meet industry quality standards
- Graduates demonstrate proficiency with common business practices within the foodservice industry including inventory, menu planning, cost control and food purchasing

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/5611 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Associate of Science Degree in Baking & Pastry program.

Associate of Science Degree Program Requirements
_____

The Associate of Science in Baking & Pastry is comprised of 22 courses to complete 92 quarter credits as follows:

14 Program Courses (60 credits)		Credits
BP223	Artisan Breads and Baking Production (Available on ground only)	6
BP231	Chocolate, Confections, and Centerpieces (Available on ground only)	3
BP238	European Cakes and Tortes (Available on ground only)	3
BP301	Advanced Patisserie and Display Cakes	6
BP303	Portfolio	3
CUL105	Concepts and Theories of Culinary Techniques (Available on ground only)	3
CUL106	Fundamentals of Classical Techniques (Available on ground only)	6
CUL123	American Regional Cuisine	6

CUL142	Latin Cuisine	3
CUL207	Introduction to Baking and Pastry Techniques (Available on ground only)	6
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL222	Food and Beverage Operations Management	3
CUL300	A' la Carte Kitchen	6

6 General Education Courses (24 credits)

ART1000	Introduction to the Visual Arts	4
BIO2010	Nutrition	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

2 General Education Electives (8 credits)

| General Education Elective 1000+ level | 4 |
| General Education Elective 2000+ level | 4 |

BAKING & PASTRY
DIPLOMA PROGRAM
THIS PROGRAM CAN BE COMPLETED ON GROUND ONLY.

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

Baking and Pastry Diploma students obtain foundational knowledge and skills in fundamental baking techniques, theories of the baking and pastry arts, and in industry practices. Through applied coursework and hands-on experiences students will build the necessary skills and abilities to meet the challenges of the baking, pastry and food service industry. The curriculum is based on classical principles emphasizing modern techniques and trends in both the classroom and the kitchen.

Students are prepared to seek entry-level employment in the culinary industry such as entry-level pastry cooks, entry level bakers, entry-level prep cooks, and entry level line cooks.

Student Learning Outcomes
_____

- Graduates demonstrate the ability to establish and maintain safety and sanitation procedures.
- Graduates demonstrate the ability to prepare standardized recipes using a variety of cooking, baking and pastry techniques as well as appropriate equipment and tools.
- Graduates demonstrate the ability to produce various baked goods and a variety of international and classical pastries and desserts using basic as well as advanced techniques, which meet industry quality standards.
- Graduates demonstrate the ability to design, produce, assemble and decorate display and wedding cakes using various finishing methods which meet industry quality standards.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3440 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Baking & Pastry Diploma program.

Diploma Program Requirements
_____
The Diploma in Baking & Pastry is comprised of 12 courses to complete 55 quarter credits as follows:

11 Program Courses (51 credits)		Credits
BP223	Artisan Breads and Baking Production	6
BP232	Chocolate, Confections, and Centerpieces	6
BP238	European Cakes and Tortes	3
BP301	Advanced Patisserie and Display Cakes	6
CUL105	Concepts and Theories of Culinary Techniques	3
CUL106	Fundamentals of Classical Techniques	6
CUL123	American Regional Cuisine	6
CUL207	Introduction to Baking and Pastry Techniques	6
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL236	Management by Menu	3
1 General Education Course (4 credits)		
BIO2010	Nutrition	4

EVENT MANAGEMENT
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS) OR ONLINE.

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

The Event Management certificate program prepares students to use their combined creative and business skills to manage events such as meetings, conferences, weddings, trade shows, and other gatherings. Graduates may have the opportunity to respond to customer needs within a given budget. The program is designed to provide students with the skills to identify event trends, be aware of customer needs, predict the goods and services needed to host the event, and costing out the required elements of an event.

Student Learning Outcomes
_____

Individuals in Event Planning will learn how to evaluate customer needs, identify equipment, services, and menus for the events, how to plan and execute different types of events. They will also have the opportunity to gain knowledge of customer behavior, leadership, and managing their own event management firm.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3463 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Event Management Certificate program.

Certificate Program Requirements
_____

The Certificate in Event Management is comprised of 13 courses to complete 39 quarter credits as follows:

13 Program Courses (39 credits)		Credits
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL222	Food and Beverage Operations Management	3
CUL236	Management by Menu	3
CUL326	Legal Issues and Ethics in Hospitality Management	3
CUL411	Event Management	3
CUL427	Quality Service Management and Training	3
CUL431	Sales and Public Relations	3
HRM135	Introduction to Foods, Cooking Production and Preparation Techniques	3
HRM211	Hotel and Convention Management	3
HRM321	Elements of Food Display, Plating, and Buffet	3
HRM324	Wine and Spirits Management	3
HRM333	International Traditions and Protocol	3

FOOD & BEVERAGE OPERATIONS
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS) OR ONLINE.

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

The Food & Beverage Operations certificate program prepares students to use their combined creative and business skills to manage the front of the house of foodservice operations including restaurants, bars, retail food stores, cafés, hospital and medical cafeterias, or school cafeterias. Graduates will be able to create menus and determine the service requirements needed to meet customer expectations.

The program will develop skills necessary to identify foodservice trends, customer needs, and the technical aspects of managing a front-of-the-house operation. Students will have the opportunity to gain knowledge of customer behavior, alcohol service, leadership, marketing, finances, and management within this field.

Student Learning Outcomes
_____

- Individuals in Food and Beverage Operations will learn how to evaluate customer needs, identify the personnel, equipment, and service techniques needed to serve the customers. They will also have the opportunity to gain knowledge of customer behavior, alcohol service, leadership, marketing, finances, and management within this field.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3464 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Food & Beverage Management Certificate program.

Certificate Program Requirements
_____

The Certificate in Food & Beverage Operations is comprised of 13 courses to complete 39 quarter credits as follows:

13 Program Courses (39 credits)		Credits
CUL102	Sanitation and Safety	3
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL222	Food and Beverage Operations Management	3
CUL236	Management by Menu	3
CUL327	Hospitality Information Systems	3
CUL427	Quality Service Management and Training	3
HRM110	Introduction to the Hospitality Industry & Industry Trends	3
HRM135	Introduction to Foods, Cooking Production and Preparation Techniques	3
HRM215	History and Study of Cuisines	3
HRM321	Elements of Food Display, Plating and Buffet	3
HRM324	Wines and Spirits Management	3
HRM331	Advanced Beverage Management, Oenology, and Viticulture	3

ART OF COOKING
DIPLOMA PROGRAM
THIS PROGRAM CAN BE COMPLETED ON GROUND ONLY.

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

The Art of Cooking diploma program is designed for students who are passionate about food and love to cook. This diploma program is offered for the student interested in acquiring a basic culinary skill set, understanding of proper classical cooking techniques, and learning the trends of today's culinary industry.

Participation in this program may be limited by state drinking age requirements. Please contact local school for information.

Student Learning Outcomes
_____

- Graduates will establish and maintain safety and sanitation procedures.
- Graduates will prepare standardized recipes using a variety of cooking techniques which meet industry quality standards.
- Graduates will prepare a variety of recipes utilizing the correct techniques, ingredients and equipment which meet industry quality standards.
- Graduates will define and articulate the core values of the culinary professional.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/34 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Art of Cooking Diploma program.

Diploma Program Requirements
_____

The Diploma in Art of Cooking is comprised of 13 courses to complete 55 quarter credits as follows:

12 Program Courses (51 credits)		Credits
CUL105	Concepts and Theories of Culinary Techniques	3
CUL106	Fundamentals of Classical Techniques	6
CUL123	American Regional Cuisine	6
CUL142	Latin Cuisine	3
CUL207	Introduction to Baking and Pastry Techniques	6
CUL209	Sustainable Purchasing and Controlling Costs	3
CUL210	Management, Supervision and Career Development	3
CUL215	Garde Manger	6
CUL222	Food and Beverage Operations Management	3
CUL242	World Cuisine (OR)	
CUL243	Classical European Cuisine	3
CUL244	Asian Cuisine	3
CUL300	À la Carte Kitchen	6
1 General Education Course (4 credits)		
BIO2010	Nutrition	4

ADVERTISING
at The Art Institute of Pittsburgh

PROGRAMS
Advertising, *Bachelor of Science (available online only)*
Internet Marketing, *Certificate (available online only)*

Today's technology gives us more opportunities to connect than ever before, from smart phones to social media sites to streaming video. Advertising professionals use these innovations—as well as traditional print and broadcast media—to impact our culture and economy, testing the boundaries of how technology can change the way we think and interact. They are creative problem solvers who combine language, images, and a strong concept to deliver the messages that can power entire industries.

In the Bachelor of Science in Advertising program at The Art Institute of Pittsburgh, you'll study the core components of advertising, including conceptual and creative thinking, art direction, copywriting, brand strategy, and media buying. You will also be able to gear your degree towards social media and marketing, account planning and management, or interactive and creative development.

ADVERTISING
BACHELOR OF SCIENCE DEGREE - ONLINE
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

The Bachelor of Science degree program in Advertising provides students with skills in conceptual thinking, copywriting, design, marketing and public relations, developing advertising campaigns, the business side of advertising, and account and strategic planning. This degree is also designed to provide a balance in liberal arts courses as well as educating the student in the application of advertising principles to evolving communication channels (interactive media) and the skills needed to seek entry-level opportunities in advertising and related fields.

Student Learning Outcomes
_____

- Theory: Graduates apply industry knowledge and critical thinking skills to analyze, develop, and implement effective advertising solutions that meet professional standards- Design: Graduates develop concepts as well as analyze and incorporate aesthetics and layout in the design process for advertising campaigns and marketing communications.
- Critical Thinking: Graduates will demonstrate knowledge of the interdependence between advertising/marketing objectives and visual expression and be able to evaluate, and critique, their ideas.
- Technology and Production: Graduates demonstrate proficiency with the tools and graphic techniques of the profession to plan and implement production of advertising media such as print collateral, audio and video spots, and Web-interactive materials.
- Critical Thinking: Graduates articulate the vision behind their creative work and promote their solutions to design and marketing problems consistent with professional standards
- Professionalism: Graduates demonstrate professional presentation skills, articulation of visual problem solving, and mastery of industry standards, business practices and ethics.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/193 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Advertising program.

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Advertising is comprised of 55 courses to complete 180 quarter credits as follows:

35 Program Courses (105 credits)		Credits
ADVA101	Fundamentals of Advertising	3
ADVA201	Fundamentals of Marketing	3
ADVA204	Consumer Behavior & Persuasive Sales Techniques	3
ADVA205	History of Advertising	3
ADVA207	Creative & Strategic Planning	3
ADVA208	Principles of Marketing Research	3
ADVA209	Portfolio I	3
ADVA214	Advertising Copywriting	3
ADVA215	Advertising Storyboarding & Scriptwriting	3
ADVA302	Introduction to Advertising Campaigns	3
ADVA303	Interactive Advertising	3
ADVA307	Brand Strategy	3

ADVA308	Account Planning	3
ADVA328	Pubic Relations	3
ADVA332	Intermediate Advertising Campaigns	3
ADVA338	Media Planning	3
ADVA406	Internship*	
	(OR)	
	Program Elective	3
ADVA409	Portfolio Presentation	3
ADVA412	Advanced Advertising Campaigns	3
ADVA419	Portfolio II	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA101	Applications & Industry	3
GWDA102	Rapid Visualization	3
GWDA103	Digital Illustration	3
GWDA105	Concept Design	3
GWDA111	Introduction to Layout Design	3
GWDA112	Typography – Traditional	3
GWDA133	Fundamentals of Web Design	3
GWDA222	Intermediate Layout Design	3
GWDA305	Art Direction	3
GWDA308	Business of Graphic Design	3
FND134	Photography	3

1 Program Elective (3 credits)

Program Elective I	3

4 Thematic Track Electives (12 credits)

Thematic Track Elective I	3
Thematic Track Elective III	3
Thematic Track Elective III	3
Thematic Track Elective IV	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4

| ENG1010 | Composition and Language | 4 |
| MTH1010 | College Math | 4 |

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

| A435 | Concepts of Multimedia Production |
| G223 | Digital Image Manipulation II |

Thematic Tracks (choose one)

Interactive & Creative Development Track

ADVA304	Writing for Interactive Media
ADVA312	Emerging Media in Advertising
GWDA382	Design for Mobile Devices
GWDA392	User Experience: Prototyping

Account Planning & Management Track

ADVA318	Budgeting & Financial Management
ADVA348	Leadership & Organizational Behavior
ADVA407	E-Commerce Strategies & Analytics
ADVA408	Advanced Account Planning

Social Media & Marketing Track

ADVA304	Writing for Interactive Media
ADVA322	Digital Media Campaigns
ADVA402	Online Community Management
ADVA407	E-Commerce Strategies & Analytics

Online students please note, this course is not available to students in all states. To find out if this course is available in your state, please contact your Academic Advisor prior to enrolling in this course.

INTERNET MARKETING
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

The Internet Marketing certificate program offers students a unique opportunity to focus on a focused area of marketing. Through the examination of key internet marketing topics, including email & mobile marketing, analytics and conversion optimization and principles of market research, students will explore internet marketing principles.

Students will have the opportunity to apply basic practices of internet marketing and learn how to translate client needs (either internal or external) into the development of an online marketing campaign. The use of marketing tools and techniques to achieve measurable goals will also be introduced.

Students will have the opportunity to learn the skills to interpret marketing results and effectively report on outcomes. Students will also learn to utilize data to improve future online marketing campaigns, tactics, and strategies.

Student Learning Outcomes

_____
- Apply basic theories and practices of Online Marketing.
- Translate client needs (either internal or external) into the development of an online marketing campaign.
- Use online marketing tools and techniques to achieve measurable goals established in the plan.
- Interpret the results and effectively report on the outcomes to the leadership.
- Utilize the data to improve future Online Marketing campaigns, tactics and strategies.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3467 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Internet Marketing Certificate program.

Certificate Program Requirements

_____
The Certificate in Internet Marketing is comprised of 15 courses to complete 45 quarter credits as follows:

15 Program Courses (45 credits)		Credits
ADVA201	Fundamentals of Marketing	3
ADVA204	Consumer Behavior & Persuasive Sales Techniques	3
ADVA207	Creative & Strategic Planning	3
ADVA208	Principles of Marketing Research	3
ADVA209	Portfolio I	3
ADVA302	Introduction to Advertising Campaigns	3
ADVA303	Interactive Advertising	3
ADVA304	Writing for Interactive Media	3
ADVA312	Emerging Media in Advertising	3
ADVA322	Digital Media Campaigns	3
ADVA402	Online Community Management	3
ADVA407	E-Commerce Strategies & Analytics	3
GWDA101	Applications & Industry	3
GWDA133	Fundamentals of Web Design	3
GWDA308	Business of Graphic Design	3

ENTERTAINMENT DESIGN
at The Art Institute of Pittsburgh

PROGRAMS
Entertainment Design, *Bachelor of Science (Available on ground only)*

Entertainment designers work in special effects, 3D entertainment and immersive experiences. In the Entertainment Design Bachelor of Science program, students have the opportunity to learn the art, theory and mechanics used to build special effects products and animatronic systems.

Experienced faculty teach both architectural and virtual experiences — to conceptualize, organize, write and illustrate specifications to construct and create material and digital experiences.

ENTERTAINMENT DESIGN
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM IS AVAILABLE ON GROUND ONLY.

Entertainment designers are artists, technicians, and material experts. They have the creative ability to evoke three-dimensional designs and the technical expertise to guide and execute their designs toward physical completion. The entertainment designer creates physical and digital artifacts that are used to entertain, educate, replicate, and fascinate. Entertainment designers create these artifacts using an array of materials and fabrication techniques.

The creations of the entertainment designer are used in movie, television, and theatrical productions. Their designs can be found in amusement parks, family entertainment centers, museums, exhibits, casinos, and zoos.

Entertainment designers' broad scope of skills enable them to produce products for medical reproduction, forensic replication and investigation, prosthetic application, military simulation, robotics, dental reproduction, and sculptural expression.

Student Learning Outcomes
_____

- Basic Skills: Graduates will demonstrate the ability to implement design principles that can be practically applied to current industry standards.
- Process Skills: Graduates demonstrate how to conduct design research, how products work, and how they are manufactured. Design products that accommodate the capabilities and the needs of the intended user population.
- Technology and Production: Graduates will select and use appropriate industrial design tools, software, materials and techniques.
- Communication: Graduates will demonstrate the ability to articulate the vision behind their creative work and explain and promote their solutions. Model the interdependence of content and visual expression and evaluate and critique their ideas.
- Professional Practice: Graduates will exhibit professionalism through their comprehension and application of ergonomic research, social responsibility, project management and the team dynamic.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/39 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Entertainment Design program.

Bachelor's Degree Program Requirements
_____

The Bachelor of Science in Entertainment Design is comprised of 55 courses to complete 180 quarter credits as follows:

38 Program Courses (114 credits)		Credits
AUDA101	Fundamentals of Audio	3
DFVA103	Fundamentals of Video Production	3
ED122	Storyboarding	3
ED123	Theory and Development of Form for Entertainment Design	3
ED211	Movie Miniature Animation	3
ED224	Teeth, Hair and Eyes	3
ED227	3D Modeling I	3
ED228	3D Modeling II	3
ED314	Acting for Film and Video	3

ED334	Movie Miniature Sets	3
ED335	Advanced F/X Makeup	3
ED414	Movie Miniature Models	3
ED415	F/X Movie Making I	3
ED416	Scenery and Lighting Design	3
ED430	Computer Portfolio	3
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	3
GDE407	Airbrush Basics	3
GWDA101	Applications & Industry	3
IND101	Survey of the Industrial and Entertainment Profession	3
IND110	Drafting	3
IND112	Fabrications	3
IND217	Mechanical and Electrical Principles	3
IND221	Introduction to CADD	3
IND236	CNC Milling I	3
IND241	History of Special Effects	3
IND422	Graduate Project Research and Programming	3
IND432	Graduate Project Application and Defense	3
INDT114	Human and Animal Anatomy	3
INDT124	Basic F/X Makeup	3
INDT134	Lifecast/Foam	3
INDT215	Mechanical Masks I	3
INDT216	F/X Props	3
INDT225	Mechanical Masks II	3
INDT226	Mechanical Creatures I	3
INDT239	Multi-Piece Prosthetics	3
INDT240	Mechanical Creatures II	3
INDT242	Multi-Piece Prosthetics II	3

2 Program Electives (6 credits)

| Program Elective I | 3 |
| Program Elective II | 3 |

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

CC420	Internship
ED421	F/X Movie Making II
ED423	Theme Parks
ED433	Project Management
IND234	Robotics
IND235	CNC Milling II
IND310	Game and Toy Design
PHOA101	Principles of Photography

GRAPHIC DESIGN
at The Art Institute of Pittsburgh

PROGRAMS
Graphic Design, *Bachelor of Science*
Graphic Design, *Associate of Science*
Graphic Design, *Associate of Applied Science (Online Minnesota residents only)*
Digital Design, *Diploma*

The creative work of a talented graphic designer can be seen almost anywhere you look - books, magazines, outdoor advertising, signage, merchandise packaging, advertisements, websites, digital publications and much more. But graphic design is more than just appearances—it's understanding how to communicate conceptually and how to combine typography, color, illustration, and photography to make an effective layout.

The programs in the area Graphic Design at The Art Institute of Pittsburgh deliver an education focused on the art and the business of design while preparing you to exceed expectations as a creative problem solver.

GRAPHIC DESIGN
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS) OR ONLINE.

Glossy magazines, digital media, logos, corporate stationery, television graphics and billboards are composed of images, design, and printed words that work together to sell products and services or to convey ideas. This is the fundamental concept of graphic design, and it's the basis of some of today's most dynamic fields - advertising, publishing, television, and interactive communications.

The Graphic Design program at The Art Institute of Pittsburgh is the first step toward a career in commercial graphics. Initially, students have the opportunity to develop an understanding of color, composition, design, and typography; and learn accurate drawing skills. As they progress through the program, students are trained in creative problem solving and learn to offer solutions that are effective in the business world.

Student Learning Outcomes
_____
- Technical: Graduates utilize industry-specific computer software programs to create and present concrete projects demonstrating mastery of technical aspects of prepress, output, and high quality reproduction.
- Design: Graduates will analyze and incorporate aesthetics and formal concepts of layout and design. This includes spatial relationship; communication legibility and effectiveness; interrelationships among imagery and text; balance; typography; and color theory.
- Conceptual: Graduates demonstrate design concepts integrating historical and contemporary trends and social context by producing successful visual solutions to assigned problems.
- Communication: Graduates demonstrate the interdependence of content and visual expression; evaluate and critique their design concept; articulate the vision behind their creative work, and defend their creative solutions.
- Professional Presentation: Graduates integrate knowledge of industry standards, professional practices and ethics in their work and self-presentation.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Bachelor of Science in Graphic Design degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/938
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/198

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Graphic Design is comprised of 55 courses to complete 180 quarter credits as follows:

37 Program Courses (111 credits)		**Credits**
PHOA101	Principles of Photography (ground and PLUS students will take this course)	
(OR)		
FND134	Photography (fully online students will take this course)	3
FND135	Introduction to Web Design	3

FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
G120	Life Drawing	3
G121	Concept Development	3
G131	Typography	3
G132	History and Analysis of Design	3
G135	Graphic Symbolism	3
G210	Mixed Media	3
G211	Advanced Typography	3
G212	Electronic Design	3
G223	Digital Image Manipulation II	3
G224	Design Principles	3
G230	Digital Illustration	3
G231	Corporate Identity	3
G310	Dimensional Design	3
G311	Art Direction	3
G312	Design and Technology	3
G320	Intermediate Illustration	3
G330	Graphic Illustration	3
G331	Contemporary Typography	3
G333	Packaging Design	3
G350	Web Scripting	3
G410	Editorial Illustration	3
G412	Advertising Design	3
G420	Portfolio Preparation for Graphic Design	3
G422	Communication Design	3
G427	Basic Web Animation	3
G430	Portfolio	3
G435	Experimental Typography	3
G444	Interactive Portfolio Design	3
G450	Contemporary Design Issues	3
GWDA101	Applications & Industry	3

3 Program Electives (9 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

ADVA101	Fundamentals of Advertising (available online only)
ADVA201	Fundamentals of Marketing
AUDA101	Fundamentals of Audio
CC420	Internship I*
CC430	Internship II*
CC478	Special Projects
CC479	Special Projects II
CC480	Special Projects III
DFVA103	Fundamentals of Video Production (available on ground only)
FADA308	Fundamentals of Business
FND130	Desktop Video (available online only)
FND132	Fundamentals of the Internet
G130	Painting
G321	Design Team Production (available on ground only)
G431	Digital Illustration II
GADA102	Interactive Story Telling
GDE404	Advanced Life Drawing
GDE406	Advanced Computer Graphics
GDE407	Airbrush Basics

GDE409	Environmental Graphics
GDE416	Information Graphics
GDE417	Advanced Illustration
GDE420	Design Studio I (available on ground only)
GDE421	Design Studio II (available on ground only)
GDE436	Digital Photography II
GDE437	Advertising Design II
GDE440	Web Animation II
GDE445	Dynamic Digital Illustration
GWDA308	Business of Graphic Design (available online only)
IMD314	Video for Interactive Media
IMD407	Illustration for Multimedia and Web I
INTA101	Architectural Drafting
INTA122	Textiles

GRAPHIC DESIGN
ASSOCIATE OF SCIENCE DEGREE
THIS PROGRAM IS AVAILABLE ON GROUND, PLUS and Online (PENNSYLVANIA RESIDENTS Only).

Some programs are not available in all states. To find out if your program is available in your state, please contact an admissions representative prior to enrollment.

Glossy magazines, digital media, logos, corporate stationery, television graphics and billboards are composed of images, design, and printed words that work together to sell products and services or to convey ideas. This is the fundamental concept of graphic design, and it's the basis of some of today's most dynamic fields - advertising, publishing, television, and interactive communications.

The Graphic Design program at The Art Institute of Pittsburgh is the first step toward a career in commercial graphics. Initially, students have the opportunity to develop an understanding of color, composition, design, and typography; and learn accurate drawing skills. As they progress through the program, students are trained in creative
problem solving and learn to offer solutions that are effective in the business world.

Student Learning Outcomes
_____

- Technical: Graduates apply skills in industry-specific computer software programs to produce concrete projects
- Design: Graduates apply aesthetics and formal concepts of layout and design, including spatial relationships; communication effectiveness; interrelationships among imagery and text; balance; typography; and color theory.-
- Communication: Graduates articulate the vision behind their creative work and explain and defend their solutions
- Concept: Graduates apply design concepts to produce successful visual solutions to assigned problems.
- History / Concepts: Students will demonstrate design concepts and relate these to historical and contemporary trends and social context by producing successful visual solutions to assigned problems.
- Professionalism: Graduates demonstrate an understanding of industry standards, professional practices and ethics in their work and self-presentation.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Bachelor of Science in Graphic Design degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/43
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/5612

Associate of Science Degree Program Requirements
_____

The Associate of Science in Graphic Design is comprised of
28 courses to complete 92 quarter credits as follows:

20 Program Courses (60 credits)		Credits
FND135	Introduction to Web Design	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3

G120	Life Drawing	3
G121	Concept Development	3
G131	Typography	3
G132	History and Analysis of Design	3
G210	Mixed Media	3
G211	Advanced Typography	3
G212	Electronic Design	3
G224	Design Principles	3
G230	Digital Illustration	3
G231	Corporate Identity	3
G312	Design and Technology	3
G313	Portfolio	3
G330	Graphic Illustration	3
G333	Packaging Design	3
GWDA101	Applications & Industry	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

3 General Education Electives (12 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4

GRAPHIC DESIGN
ASSOCIATE OF SCIENCE DEGREE
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY

Glossy magazines, digital media, logos, corporate stationery, television graphics and billboards are composed of images, design, and printed words that work together to sell products and services or to convey ideas. This is the fundamental concept of graphic design, and it's the basis of some of today's most dynamic fields - advertising, publishing, television, and interactive communications.

The Graphic Design program at The Art Institute of Pittsburgh is the first step toward a career in commercial graphics. Initially, students have the opportunity to develop an understanding of color, composition, design, and typography; and learn accurate drawing skills. As they progress through the program, students are trained in creative
problem solving and learn to offer solutions that are effective in the business world.

Student Learning Outcomes
_____

- Technical: Graduates apply skills in industry-specific computer software programs to produce concrete projects
- Design: Graduates apply aesthetics and formal concepts of layout and design, including spatial relationships; communication effectiveness; interrelationships among imagery and text; balance; typography; and color theory.-
- Communication: Graduates articulate the vision behind their creative work and explain and defend their solutions
- Concept: Graduates apply design concepts to produce successful visual solutions to assigned problems.
- History/Concepts: Students will demonstrate design concepts and relate these to historical and contemporary trends and social context by producing successful visual solutions to assigned problems.
- Professionalism: Graduates demonstrate an understanding of industry standards, professional practices and ethics in their work and self-presentation.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/199 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Associate of Science Degree in Graphic Designprogram.

Associate of Science Degree Program Requirements
_____

The Associate of Science in Graphic Design is comprised of 28 courses to complete 91 quarter credits as follows:

20 Program Courses (60 credits)		Credits
FND135	Introduction to Web Design	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
G120	Life Drawing	3
G121	Concept Development	3
G131	Typography	3
G132	History and Analysis of Design	3
G210	Mixed Media	3
G211	Advanced Typography	3

G212	Electronic Design	3
G224	Design Principles	3
G230	Digital Illustration	3
G231	Corporate Identity	3
G312	Design and Technology	3
G313	Portfolio	3
G333	Packaging Design	3
GWDA101	Applications & Industry	3

1 Program Elective (3 credits)

3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

2 General Education Electives (8 credits)

| General Education Elective 1000+ level | 4 |
| General Education Elective 2000+ level | 4 |

Program Electives

G320	Intermediate Illustration
G331	Contemporary Typography
G350	Web Scripting
G412	Advertising Design
G444	Interactive Portfolio Design
GWDA308	Business of Graphic Design

GRAPHIC DESIGN
ASSOCIATE OF APPLIED SCIENCE DEGREE (Online MINNESOTA RESIDENTS ONLY) – ONLINE

Glossy magazines, digital media, logos, corporate stationery, television graphics and billboards are composed of images, design, and printed words that work together to sell products and services or to convey ideas. This is the fundamental concept of graphic design, and it's the basis of some of today's most dynamic fields - advertising, publishing, television, and interactive communications.

The Graphic Design program at The Art Institute of Pittsburgh is the first step toward a career in commercial graphics. Initially, students have the opportunity to develop an understanding of color, composition, design, and typography; and learn accurate drawing skills. As they progress through the program, students are trained in creative problem solving and learn to offer solutions that are effective in the business world.

Student Learning Outcomes
_____

- Technical: Graduates apply skills in industry-specific computer software programs to produce concrete projects
- Design: .Graduates apply aesthetics and formal concepts of layout and design, including spatial relationships; communication effectiveness; interrelationships among imagery and text; balance; typography; and color theory.-
- Communication: Graduates articulate the vision behind their creative work and explain and defend their solutions
- Concept: Graduates apply design concepts to produce successful visual solutions to assigned problems.
- History / Concepts: Students will demonstrate design concepts and relate these to historical and contemporary trends and social context by producing successful visual solutions to assigned problems.
- Professionalism: Graduates demonstrate an understanding of industry standards, professional practices and ethics in their work and self-presentation.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/199 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Associate of Applied Science Degree in Graphic Design program.

Associate of Applied Science Degree (online Minnesota Residents Only) Program Requirements
_____

The Associate of Applied Science in Graphic Design is comprised of 29 courses to complete 95 quarter credits as follows:

20 Program Courses (60 credits)		Credits
FND135	Introduction to Web Design	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
G120	Life Drawing	3

G121	Concept Development	3
G131	Typography	3
G132	History and Analysis of Design	3
G210	Mixed Media	3
G211	Advanced Typography	3
G212	Electronic Design	3
G224	Design Principles	3
G230	Digital Illustration	3
G231	Corporate Identity	3
G312	Design and Technology	3
G313	Portfolio	3
G333	Packaging Design	3
GWDA101	Applications & Industry	3

1 Program Elective (3 credits) 3

6 General Education Courses (24 credits)

ART1000	Introduction to the Visual Arts	4
BIO1010	Introduction to Biology	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

2 General Education Electives (8 credits)

Social Science Elective 2000+ level	4
Humanities Elective 2000+ level	4

Program Electives

G320	Intermediate Illustration
G331	Contemporary Typography
G350	Web Scripting
G412	Advertising Design
G444	Interactive Portfolio Design
GWDA308	Business of Graphic Design

DIGITAL DESIGN
DIPLOMA PROGRAM
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS) OR ONLINE.

The diploma program in Digital Design at The Art Institute of Pittsburgh offers content related to design fundamentals, typography, page composition, creative concept development, and other aspects of graphic design. Students of the Digital Design diploma program are guided toward developing portfolios to show prospective employers.

Student Learning Outcomes
_____

- Technical expertise: Demonstrated through proficiency of software, manual skills, and craftsmanship for preparation and presentation of work.
- Visual and Verbal Communication: Demonstrated through an expressive visual voice, control of form, and relevance to the needs of the client and values of the target audience.
- Design Professionalism: Displayed in the student's work through demonstration of insightful background research, and credibility. The work should be error-free with a meaningful hierarchy of visual elements.
- Theory and Concept: Student's work demonstrates striking originality. Evidence of knowledge of design trends is thorough and the solving of the design problem is insightful.
- Graduates will have a basic marketing package and basic portfolio of work, demonstrating the competencies of the curriculum.
- Form: Student's work demonstrates applied mastery of application of the formal aspects of graphic design, image making, and typography to the creation of design objects (form) and page compositions.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Digital Design Diploma program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/194
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/37

Diploma Program Requirements
_____

The Diploma in Digital Design is comprised of 12 courses to complete 36 quarter credits as follows:

12 Program Courses (36 credits)		Credits
FND135	Introduction to Web Design	3
FNDA105	Design Fundamentals	3
FNDA135	Image Manipulation	3
G121	Concept Development	3
G131	Typography	3
G212	Electronic Design	3
G224	Design Principles	3
G230	Digital Illustration	3
G312	Design and Technology	3
G313	Portfolio	3
G444	Interactive Portfolio Design	3
GWDA101	Applications & Industry	3

INDUSTRIAL DESIGN
at The Art Institute of Pittsburgh

PROGRAMS
Industrial Design, *Bachelor of Science (Available on ground only)*
Industrial Design, *Associate of Science (Available on ground only)*

Furniture, automobiles, toys, appliances, robotics, computers - 3D products of every type require the skills of an industrial designer to move from the imagination to the marketplace.

Combining aesthetics with ergonomics, usability and sustainability, industrial designers create and improve products to make our lives easier, more efficient and more enjoyable.

INDUSTRIAL DESIGN
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM IS AVAILABLE ON-GROUND ONLY.

Industrial Designers solve dimensional design problems, define and develop new products, build 3D models and prototypes. Students of the Industrial Design program require manual dexterity, artistic interest, drawing skills, mechanical, technical, and engineering aptitude, craftsmanship, aesthetic sensitivity, good communication skills, self-discipline, and conceptual vision.

The Industrial Design program begins with the fundamentals of drawing, designing, and fabricating. Design History provides a contextual understanding of the evolution of theories and principles of design. The science of ergonomics is emphasized to ensure that designs apply the proper fit, safety and efficient use by the intended population.

Students learn to apply a design process that addresses the full evolution of a project, from research, conception and design, development to manufacturing processes and presentation. Students also learn to use computers to develop, visualize and communicate concepts, make design decisions, detail design, and build physical models or prototypes.

Bachelor degree graduate's opportunities include seeking entry-level positions within a wide range of industries such as exhibit design, consumer products, transportation design, medical products, furniture, architectural, environmental and sustainable designs.

Student Learning Outcomes
_____
- Basic Skills: Graduates will demonstrate the ability to implement design principles that can be practically applied to current industry standards.
- Process Skills: Graduates demonstrate how to conduct design research, how products work, and how they are manufactured. Design products that accommodate the capabilities and the needs of the intended user population.
- Technology and Production: Graduates will select and use appropriate industrial design tools, software, materials and techniques.
- Communication: Graduates will demonstrate the ability to articulate the vision behind their creative work and explain and promote their solutions. Model the interdependence of content and visual expression and evaluate and critique their ideas.
- Professional Practice: Graduates will exhibit professionalism through their comprehension and application of ergonomic research, social responsibility, project management and the team dynamic.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/45 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Industrial Design program.

Bachelor of Science Degree Program Requirements
_____
The Bachelor of Science in Industrial Design is comprised of 55 courses to complete 180 quarter credits as follows:

38 Program Courses (114 credits)		Credits
FND120	Visual Indication	3
FND121	Theory and Development of Form	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	3

FNDA150	Digital Color Theory	3
GWDA101	Applications & Industry	3
IND101	Survey of the Industrial and Entertainment Profession	3
IND110	Drafting	3
IND112	Fabrications	3
IND120	Anatomy Drawing	3
IND122	Materials and Processes I	3
IND131	Modelmaking	3
IND132	Materials and Processes II	3
IND133	Structural Design	3
IND210	Industrial Rendering	3
IND212	Product Design	3
IND213	Graphic Symbolism and Typography	3
IND214	History of Industrial Design	3
IND215	Ergonomics	3
IND220	Advanced Industrial Rendering	3
IND221	Introduction to CADD	3
IND222	Recreational Product Design	3
IND223	Transportation Design	3
IND232	Environmental Design for Industrial Design	3
IND310	Game and Toy Design	3
IND311	Advanced CADD	3
IND312	Intermediate Product Design	3
IND321	Principles of Mechanical Engineering	3
IND322	Exhibit Design	3
IND330	Computer Aided Industrial Design	3
IND332	Advanced Product Design	3
IND333	Design Model Making	3
IND410	Advanced Computer Applications	3
IND412	Furniture Design	3
IND422	Graduate Project Research and Programming	3
IND432	Graduate Project Application and Defense	3
PHOA101	Principles of Photography	3

2 Program Electives (6 credits)

Program Elective I	3
Program Elective II	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

CC420	Internship
FNDA135	Image Manipulation
GDE407	Airbrush Basics
IND236	CNC Milling I
IND235	CNC Milling II
IND426	Design
IND427	Computer Modeling and Animation
INDT237	Jewelry
INDT238	Ceramics
INDT471	Design Studio

INDUSTRIAL DESIGN
ASSOCIATE OF SCIENCE DEGREE
THIS PROGRAM IS AVAILABLE ON-GROUND ONLY.

Industrial Designers solve dimensional design problems, define and develop new products, build 3D models and prototypes. Students of the Industrial Design program require manual dexterity, artistic interest, drawing skills, mechanical, technical, and engineering aptitude, craftsmanship, aesthetic sensitivity, good communication skills, self-discipline, and conceptual vision.

The Industrial Design program begins with the fundamentals of drawing, designing, and fabricating. Design History provides a contextual understanding of the evolution of theories and principles of design. The science of ergonomics is emphasized to ensure that designs apply the proper fit, safety and efficient use by the intended population.

Students have the opportunity to learn to apply a design process that addresses the full evolution of a project, from research, conception and design, development to manufacturing processes and presentation. Students may also learn to use computers to develop, visualize and communicate concepts, make design decisions, detail design, and build physical models or prototypes.

Student Learning Outcomes
_____

- Basic Skills: Graduates will demonstrate the ability to implement design principles that can be practically applied to current industry standards.
- Process Skills: Graduates will demonstrate how products work and how they are manufactured. Design products that accommodate the capabilities and the needs of the intended user population.
- Technology and Production: Graduates will select and use appropriate industrial design tools, software, materials and techniques.
- Communication: Graduates will demonstrate the ability to articulate the vision behind their creative work and explain and promote their solutions. Model the interdependence of content and visual expression and evaluate and critique their ideas.
- Professional Practice: Graduates will exhibit professionalism through their comprehension and application of ergonomic research, social responsibility, project management and the team dynamic.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/46 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Associate of Science Degree in Industrial Design program.

Associate of Science Degree Program Requirements
_____

The Associate of Science in Industrial Design is comprised of 28 courses to complete 91 quarter credits as follows:

12 Program Courses (36 credits)		Credits
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	3
GWDA101	Applications & Industry	3
IND110	Drafting	3
IND112	Fabrications	3
IND122	Materials and Processes I	3

IND132	Materials and Processes II	3
IND133	Structural Design	3
IND217	Mechanical and Electrical Principles	3
IND221	Introduction to CADD	3
IND227	3D Modeling I	3
IND420	Portfolio and Presentation Techniques	3

9 Track Electives - Choose from one of the following tracks (27 credits) : 27

Product Development Track

FND121	Theory and Development of Form
FNDA105	Design Fundamentals
IND131	Modelmaking
IND212	Product Design
IND223	Transportation Design
IND233	Transportation Modelmaking
IND235	CNC Milling II
IND236	CNC Milling I
IND323	Architectural Modelmaking for Industrial Design

(OR)

Special Effects Track

INDT114	Human and Animal Anatomy
INDT124	Basic F/X Makeup
INDT134	Lifecast/Foam
INDT215	Mechanical Masks I
INDT216	F/X Props
INDT225	Mechanical Masks II
INDT226	Mechanical Creatures I
INDT239	Multi-Piece Prosthetics
INDT240	Mechanical Creatures II

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

2 General Education Electives (8 credits)

General Education Elective 1000+ level	4
General Education Elective 2000+ level	4

INTERIOR DESIGN
at The Art Institute of Pittsburgh

PROGRAMS
Interior Design, *Bachelor of Science*
Kitchen & Bath Design, *Associate of Science (available online only)*
Kitchen & Bath Design, *Associate of Applied Science (online Minnesota residents only)*
Residential Planning, *Diploma*

Interior design encompasses color, texture, pattern and analysis of space in the immersive study between people and our interior environment. Interior designers create commercial, residential and public spaces with expertise in public safety and environmental standards.

Students learn to work in three dimensions, combining traditional design techniques with industry technology to create beautiful, functional spaces that impact how we interact and develop their own sense of style in the process.

INTERIOR DESIGN
BACHELOR OF SCIENCE DEGREE -
THIS PROGRAM IS AVAILABLE ON GROUND, OR BLENDED (PLUS), OR ONLINE

Some programs are not available in all states. To find out if your program is available in your state, please contact an admissions representative prior to enrollment.

The Bachelor of Science in Interior Design degree is a program that is rich in theory and practice. The focus on theory at the beginning of the program articulates the guiding principles which provide the foundation for the hands-on application of design concepts. Students have the opportunity to develop abilities in all aspects of the design of three-dimensional space rooted in historical and cultural context. This includes areas such as drafting, modeling, space planning, lighting, codes and regulations and research. Students can learn to communicate design solutions through a variety of visual media, interface with professionals and manage the business of their profession. Students will have the opportunity to develop aesthetic and ethical sensitivities over the course of the program. Graduates are prepared to seek entry-level employment in the fields of commercial and/or residential interior design.

Student Learning Outcomes
_____

- Problem Solving: Graduates will solve complex interior design problems using the design process and their knowledge of interior design principles, theories, and applications to analyze the client profile and project program, both individually and collaboratively.
- Communication: Graduates will provide interior design services using effective oral, written, and visual communication employing a variety of means, methods, and technologies, in both 2- and 3-dimensions.
- Building Systems: Graduates will produce interior design solutions that constructively integrate with available building, environmental, and property management systems, as well as prevailing standards of use, maintenance and sustainability.
- Interior Finish Materials: Graduates will specify and apply to their interior design solutions finish materials that meet prevailing standards of use, maintenance, sustainability, regulatory compliance, and aesthetics.
- Professionalism: Graduates provide professional services based on their body of knowledge with a standard of care that meets both client needs and protects the health, safety, and welfare of the public in an ethical and legal manner.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Bachelor of Science in Interior Design degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.art institutes.edu/programoffering/49
The Art Institute of Pittsburgh – Online Division	ge.art institutes.edu/programoffering/203

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Interior Design is comprised of 55 courses to complete 180 quarter credits as follows:

38 Program Courses (114 credits)		**Credits**
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3

FNDA120	Perspective Drawing	3
GWDA101	Applications & Industry	3
INTA101	Architectural Drafting	3
INTA102	Introduction to Interior Design	3
INTA103	CAD I	3
INTA105	Sketching & Ideation	3
INTA107	History of Architecture, Interiors, & Furniture I	3
INTA111	Space Planning	3
INTA112	Design Basics 3D	3
INTA122	Textiles	3
INTA201	Materials & Specifications	3
INTA202	Presentation Techniques	3
INTA203	CAD II	3
INTA207	History of Architecture, Interiors & Furniture II	3
INTA211	Codes & Regulations	3
INTA212	Residential Design I	3
INTA222	Human Factors	3
INTA232	Lighting Design	3
INTA242	Commercial Design I	3
INTA252	Interior Detailing	3
INTA262	Construction Documents I	3
INTA302	Residential Design II	3
INTA303	Digital Modeling I	3
INTA306	Professional Practice	3
INTA312	Global Design	3
INTA313	Digital Modeling II	3
INTA322	Building & Mechanical Systems	3
INTA332	Environmental & Sustainable Design	3
INTA342	Commercial Design II	3
INTA352	Hospitality Design	3
INTA402	Senior Studio I	3
INTA406	Internship	3
INTA409	Portfolio	3
INTA412	Institutional Design	3
INTA422	Senior Studio II	3
INTA432	Construction Documents II	3

2 Program Electives (6 credits)

| Program Elective I | 3 |
| Program Elective II | 3 |

6 General Education Courses (24 credits)

ART1000	Introduction to the Visual Arts	4
ART3020	American Architecture	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

9 General Education Electives (36 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

Elective Options for Fully Online Students

ID220	Residential Design/Kitchen and Bath
ID270	Architectural Design Conceptualization
ID275	Sustainable Practices for Residential Design
ID276	Sustainable Building Principles and Practices

Elective Options for Ground and PLUS Students

CC420	Internship
ID220	Residential Design/Kitchen and Bath
ID270	Architectural Design Conceptualization
ID275	Sustainable Practices for Residential Design
ID276	Sustainable Building Principles and Practices
ID478	Special Topics: Interior Design (available on ground only)
IND213	Graphic Symbolism and Typography (available on ground only)
IND412	Furniture Design (available on ground only)
INDT237	Jewelry (available on ground only)
INDT238	Ceramics (available on ground only)
PHOA101	Principles of Photography

KITCHEN & BATH DESIGN
ASSOCIATE OF SCIENCE DEGREE/ ASSOCIATE OF APPLIED SCIENCE DEGREE (online MINNESOTA RESIDENTS ONLY)
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

Some programs are not available in all states. To find out if your program is available in your state, please contact an admissions representative prior to enrollment.

Students enrolled in the Kitchen & Bath associate's degree are exposed to both creative and technical courses that provide the necessary foundation to complete their studio work. Studio courses are designed to provide students with real-to-life project scenarios that advance in skill level and complexity as the curriculum progresses.

Students have the opportunity to learn to utilize industry-specific CAD software in order to plan kitchen and bath spaces in a residential setting. In addition, students utilize a working knowledge of lighting, materials, building systems, codes, and appliances for their projects.

Business fundamentals specific to the kitchen and bath trade such as budgets, cost estimates, project bidding, and an overview of marketing are incorporated into the curriculum at a variety of levels. Students have the opportunity to gain hands-on industry experience working with kitchen and bath designers through two required internship courses.

Student Learning Outcomes
_____
- Client Expectations: Graduates will demonstrate design and visual communication skills to meet employer and client expectations.
- Design Skills: Graduates will apply industry guidelines to generate design solutions that meet client needs.
- Practical Application: Graduates will apply concepts of construction and mechanical systems to evaluate appropriate installation procedures and code compliance for kitchen and bath applications.
- Professionalism: Graduates will employ professional and ethical business management practices.
- Materials Knowledge: Graduates will select and specify products and materials appropriate for design solutions.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/1901 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Associate of Science/Associate of Applied Science Degree in Kitchen & Design program.

Associate of Science Degree Program Requirements
_____

The Associate of Science in Kitchen & Bath Design is comprised of 28 courses to complete 91 quarter credits as follows:

21 Program Courses (63 credits)

		Credits
FNDA120	Perspective Drawing	3
GWDA101	Applications & Industry	3
INTA101	Architectural Drafting	3
KB110	Introduction to Kitchen and Bath Design	3
KB122	History of Kitchen and Bath	3
KB123	Building Systems and Codes for Kitchen and Bath	3
KB124	Kitchen and Bath Visual Presentation Techniques	3
KB134	Kitchen and Bath Construction Applications	3
KB135	Bath Design	3
KB136	Products and Sources	3
KB222	Kitchen and Bath CADD	3
KB223	Advanced Kitchen and Bath Drafting	3
KB240	Kitchen Design	3
KB241	Lighting Design	3
KB252	Advanced Kitchen Design	3
KB253	Advanced Bath Design	3
KB261	Kitchen and Bath Design Studio	3
KB262	Kitchen and Bath Business Practices	3
KB370	Portfolio	3
KB371	Internship I	3
KB372	Internship II	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

2 General Education Electives (8 credits)

General Education Elective 1000+ level	4
General Education Elective 2000+ level	4

Associate of Applied Science Degree (online Minnesota Residents Only) Program Requirements
_____

The Associate of Applied Science in Kitchen & Bath Design is comprised of 29 courses to complete 95 quarter credits as follows:

21 Program Courses (63 credits)

		Credits
FNDA120	Perspective Drawing	3
GWDA101	Applications & Industry	3
INTA101	Architectural Drafting	3
KB110	Introduction to Kitchen and Bath Design	3
KB122	History of Kitchen and Bath	3
KB123	Building Systems and Codes for Kitchen and Bath	3
KB124	Kitchen and Bath Visual Presentation Techniques	3
KB134	Kitchen and Bath Construction Applications	3
KB135	Bath Design	3
KB136	Products and Sources	3
KB222	Kitchen and Bath CADD	3
KB223	Advanced Kitchen and Bath Drafting	3
KB240	Kitchen Design	3
KB241	Lighting Design	3
KB252	Advanced Kitchen Design	3
KB253	Advanced Bath Design	3
KB261	Kitchen and Bath Design Studio	3
KB262	Kitchen and Bath Business Practices	3
KB370	Portfolio	3
KB371	Internship I	3
KB372	Internship II	3

7 General Education Courses (28 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
ENG1020	Composition and Language II	4
MTH1010	College Math	4
PSY1010	Introduction to Psychology	4

1 General Education Elective (4 credits)

Social Science Elective 2000+ level	4

RESIDENTIAL PLANNING
DIPLOMA PROGRAM
THIS PROGRAM CAN BE COMPLETED ON GROUND OR BLENDED (PLUS), OR ONLINE.

The Art Institute of Pittsburgh has designed the Residential Planning diploma program to provide a hands-on approach to education that develops students' strengths in the basics of residential planning, furniture placement, drafting, finish selections, and kitchen and bath planning. Residential Planning graduates will have the skills necessary to counsel customers who are planning changes to residential spaces. Concentrated technical-skills courses in drawing, drafting and CAD will prepare graduates to help customers visualize, plan and ommunicate their residential remodeling projects.

Student Learning Outcomes
_____

- Drafting: Apply skills in drafting and drawing as a means to communicate design concepts and design documentation.
- Interior Design History: Apply principles of design utilizing knowledge of the history of architecture and furniture.
- Space Planning: Apply principles of space planning to the design of residential space.
- Textiles: Apply knowledge of textiles and materials as they relate to the planning of residential spaces.
- Professionalism: Apply the principles governing the business of interior design in an ethical professional manner, exhibiting effective communications skills.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Diploma in Residential Planning program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/53
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/205

Diploma Program Requirements
_____

The Diploma in Residential Planning is comprised of 12 courses to complete 36 quarter credits as follows:

12 Program Courses (36 credits)		Credits
FNDA110	Observational Drawing	3
GWDA101	Applications & Industry	3
ID220	Residential Design/Kitchen and Bath	3
INTA101	Architectural Drafting	3
INTA102	Introduction to Interior Design	3
INTA103	CAD I	3
INTA111	Space Planning	3
INTA112	Design Basics 3D	3
INTA122	Textiles	3
INTA207	History of Architecture, Interiors & Furniture II	3
INTA212	Residential Design I	3
INTA306	Professional Practice	3

FASHION
at The Art Institute of Pittsburgh
Fashion Design, *Bachelor of Science (Available on ground only)*
Fashion Marketing & Management, *Bachelor of Science*

You crave style and envision becoming a fashion professional. Our fashion programs and courses can help you achieve your career goals with programs tailored to help you prepare to seek an entry-level job in the global fashion industry.

Your faculty and staff care about your future and are committed to helping you achieve your greatest potential. Here, your fashion education is comprised of courses influenced and taught by professional experts. Faculty share personal career experience and guide you to develop and refine your talent.

Today's fashion design industry is built on global influences, trends, and markets. It adds up to a world of opportunities for creative people with the right blend of motivation and education. In the Fashion Design Bachelor of Science program, you can learn both traditional and computer-generated design, and patternmaking as you define your unique sense of style. You'll have the opportunity to gain the marketing and entrepreneurial skills necessary to promote your designs—helping you compete in the job market.

The business side of fashion has a world of opportunities for people with a knack for creating something that's always in style: consumer demand. In the Fashion Marketing & Management Bachelor of Science program, you'll have the opportunity to learn about the three components of the program: Fashion, business, and marketing. Your knowledge and experience will give you an understanding of what makes compelling fashion marketing and management. This is a focused education that will help you channel both your creative abilities and your business sense.

Find out more by scheduling a visit to meet the faculty and tour the campus.

FASHION DESIGN
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM IS AVAILABLE ON GROUND ONLY.

The Bachelor of Science in Fashion Design degree is a program that explores industry practices from concept to consumer. Coursework incorporates technical sketching and fashion illustration, flat patternmaking and draping, computer-aided design, garment construction and fit, industry software knowledge, and conceptual and critical thinking. The curriculum offers exposure to global fashion business practices, product development, entrepreneurship and professional presentations. Students will have opportunities to push their creativity while developing skills in technical product design. Students may explore strategies for marketing themselves and their ideas through their coursework as well as study professional business practices.

Student Learning Outcomes

- Design: Graduates integrate the art of fashion design with the knowledge of materials and apparel production.
- Production Skills: Graduates integrate textile knowledge and process skills in the production of garments from concept development to finished product
- Technology: Graduates effectively employ industry software and equipment to design and produce garments and produce garment technical packages.
- Context and Critical Thinking: Graduates evaluate interconnections of historical perspectives, global events, forecasting, design, and color to create products relevant to fashion industry business trends.
- Professionalism: Graduates exemplify professional standards, ethics, and business concepts.
- Communication: Graduates display the ability to professionally communicate their ideas visually and verbally.

Gainful Employment Information

Please visit ge.artinstitutes.edu/programoffering/2396 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Fashion Design program.

Bachelor of Science Degree Program Requirements

The Bachelor of Science in Fashion Design is comprised of 55 courses to complete 180 quarter credits as follows:

38 Program Courses (114 credits)

		Credits
FADA101	Elements of Garment Construction	3
FADA102	Fashion Illustration	3
FADA103	Textile Fundamentals	3
FADA108	Textile Applications	3
FADA111	Survey of the Fashion Industry	3
FADA113	Fundamentals of Patternmaking	3
FADA121	Fundamentals of Construction	3
FADA131	Intermediate Construction	3
FADA201	Advanced Construction	3
FADA202	Technical Drawing	3
FADA203	Intermediate Patternmaking	3
FADA207	Early History of Fashion	3

FADA208	Trends & Forecasting	3
FADA212	Advanced Fashion Illustration	3
FADA213	Advanced Patternmaking	3
FADA217	Modern History of Fashion	3
FADA223	Computer Patternmaking	3
FADA233	Draping	3
FADA243	Specialized Sewing Techniques	3
FADA302	Fit Analysis	3
FADA303	Advanced Computer Patternmaking	3
FADA308	Fundamentals of Business	3
FADA312	Sourcing & Technical Design	3
FADA313	Computer Production Systems	3
FADA322	Senior Collection Concept	3
FADA332	Surface Design	3
FADA402	Digital Textile Design	3
FADA403	Senior Collection Technical	3
FADA406	Internship	
	(OR)	
	Program Elective III	3
FADA409	Portfolio I	3
FADA413	Senior Collection Production	3
FADA419	Portfolio II	3
FMMA103	Survey of Manufacturing & Product Development	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA150	Digital Color Theory	3
GWDA101	Applications & Industry	3
GWDA103	Digital Illustration	3

2 Program Electives (6 credits)

Program Elective I	3
Program Elective II	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

ADVA201	Fundamentals of Marketing
ADVA204	Consumer Behavior & Persuasive Sales Techniques
ADVA307	Brand Strategy
ADVA328	Public Relations
ADVA348	Leadership & Organizational Behavior
CC478	Special Projects
FMMA202	3D Visual Merchandising I
FMMA203	Event & Fashion Show Production
FMMA302	Global Marketing
FMMA308	Fashion Business Law
FMMA312	Fundamentals of Fashion Styling
FRM334	Special Topics in Fashion and Retail Management
FRM335	Merchandising Menswear
INDT237	Jewelry
PHOA101	Principles of Photography

* If a student chooses to complete the required internship in a location outside of Pittsburgh, he/she will be able to remain full-time by taking general education courses or electives online during the internship quarter (typically Quarter 11). As an added opportunity, students may take two quarters of internship by using elective credit for the second internship. It is important that students adequately prepare for the internship experience by discussing plans in advance with the program chair and academic advisor to ensure un-interrupted full-time status and financial aid.

FASHION MARKETING & MANAGEMENT
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM IS AVAILABLE ON GROUND, OR BLENDED (PLUS), OR ONLINE.

The Bachelor of Science in Fashion Marketing & Management program is a program that is designed to offer experience across disciplines in business, fashion, and design, covering both soft and hard lines. This cross-functional focus gives students the opportunity to expand beyond traditional fashion design positions and choose among options in manufacturing, design and retailing. The curriculum coursework includes fashion industry trends and manufacturing, general business, management, operations and compliance, retailing, marketing, advertising, and design. Students will have the opportunity to learn how to effectively bridge the gap between designers and the retail market. They will be required to both identify and anticipate fashion trends, as well as to develop the decision-making skills needed to ensure that the preferred consumer goods are in stock at the appropriate time.

Student Learning Outcomes
_____

- Technology, Graduates utilize advanced business and design software for marketing, management, publications, social media, communication and visual merchandising.
- Marketing, Graduates analyze consumer behavior utilizing target markets, demographics, product development, psychographics, and cultural, social and individual variables to influence the buyer decision process.
- Management, Graduates apply the elements of management processes including personnel, operations, finance, and supply chain distribution.
- Visual Merchandising, Graduates design and critique visual merchandising as a communication tool to target-market merchandise to the consumer.
- Professionalism, Graduates demonstrate professional presentation skills through integrating and articulating appropriate communication skills, knowledge of fashion marketing and management and industry standards, professional practices, and ethics.
- Branding, Graduates evaluate and assess fashion branding, utilizing product trends, brand identity, and forecasting as related to creating a brand image

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Bachelor of Science in Fashion Marketing & Management degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/4426
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/4502

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Fashion Marketing & Management is comprised of 55 courses to complete 180 quarter credits as follows:

37 Program Courses (111 credits)		Credits
ADVA201	Fundamentals of Marketing	3
ADVA204	Consumer Behavior & Persuasive Sales Techniques	3
ADVA307	Brand Strategy	3
ADVA328	Public Relations	3

ADVA348	Leadership & Organizational Behavior	3
ADVA407	E-Commerce Strategies & Analytics	3
FADA103	Textile Fundamentals	3
FADA111	Survey of the Fashion Industry	3
FADA207	Early History of Fashion	3
FADA208	Trends & Forecasting	3
FADA217	Modern History of Fashion	3
FADA308	Fundamentals of Business	3
FADA312	Sourcing & Technical Design	3
FMMA101	Introduction to Retailing	3
FMMA103	Survey of Manufacturing & Product Development	3
FMMA104	Sales Promotion	3
FMMA201	Merchandising Math	3
FMMA202	3D Visual Merchandising I	3
FMMA203	Event & Fashion Show Production	3
FMMA208	Finance Principles	3
FMMA211	Retail Buying	3
FMMA212	3D Visual Merchandising II	3
FMMA218	Human Resource Management	3
FMMA221	Merchandise Management	3
FMMA301	Elements of Retail Logistics & Distribution	3
FMMA302	Global Marketing	3
FMMA303	Apparel Fit & Construction Evaluation	3
FMMA308	Fashion Business Law	3
FMMA312	Fundamentals of Fashion Styling	3
FMMA406	Internship* (OR) Program Elective IV	3
FMMA408	Entrepreneurship	3
FMMA409	Portfolio I	3
FMMA419	Portfolio & Professional Development	3
FNDA105	Design Fundamentals	3
FNDA150	Digital Color Theory	3
GWDA101	Applications & Industry	3
GWDA103	Digital Illustration	3

3 Program Electives (9 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

Elective Options for Fully Online Students

ADVA214	Advertising Copywriting
FND134	Photography
FNDA110	Observational Drawing
FNDA135	Image Manipulation
FRM120	Fashion Drawing
FRM335	MerchandisingMenswear
GWDA112	Typography-Traditional
GWDA133	Fundamentals of Web Design

Elective Options for Ground and PLUS Students

ADVA214	Advertising Copywriting
CC478	Special Projects
FADA101	Elements of Garment Construction (available on ground only)
FADA102	Fashion Illustration (available on ground only)
FNDA110	Observational Drawing
FNDA135	Image Manipulation
FRM334	Special Topics in Fashion and Retail Management (available on ground only)
FRM335	MerchandisingMenswear
GWDA112	Typography-Traditional
GWDA133	Fundamentals of Web Design

HRM432   Etiquette for Today's Professional

INDT237   Jewelry (available on ground only)

PHOA101   Principles of Photography

*Online students please note, this course is not available to students in all states. To find out if this course is available in your state, please contact your Academic Advisor prior to enrolling in this course.

DIGITAL FILMMAKING & VIDEO PRODUCTION
at The Art Institute of Pittsburgh

PROGRAMS
Digital Filmmaking & Video Production, *Bachelor of Science (Available on ground only)*
Digital Filmmaking & Video Production, *Associate of Science (Available on ground only)*

Writers, producers, directors, editors, camera operators, lighting and sound designers are modern storytellers with a gift for combining technology and visual artistry to bring a story to life.

The Art Institute of Pittsburgh's programs in Digital Filmmaking & Video Production can help you master techniques in digital media, camera equipment, lighting, audio production, editing, scriptwriting and technology to prepare to seek careers in film, television, communications, advertising, commercial video, the creative media arts and more.

DIGITAL FILMMAKING & VIDEO PRODUCTION
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM IS AVAILABLE ON GROUND ONLY.

The Bachelor of Science in Digital Filmmaking & Video Production degree is a program designed to provide the student with the knowledge, critical thinking and organizational skills necessary for creative design, the ability to use new technology, and the skills to effectively present video content. Advances in high definition video, storage area networks, and software toolsets have brought about new competencies, enhanced quality, and improved workflow within the digital filmmaking and video production field and the Bachelor of Science in Digital Filmmaking & Video Production degree program is designed to offer the student relevant curricula to formulate, construct, and deliver digital audio, video and motion graphics. Graduates of the Digital Filmmaking & Video Production program will have the opportunity to apply the emerging digital production techniques to the changing world of mass communication while maintaining high standards of artistic expression.

Student Learning Outcomes
_____

- Communication: Graduates integrate the elements of storytelling and collaborate with and direct participants in a project to communicate ideas to an intended audience.
- Context: Graduates evaluate aesthetics and a wide range of stories in various genres and film history and develop research skills to support creative vision and outcome.
- Pre-Production: Graduates conceptualize and create scripts, story boards, and production development plans.
- Production: Graduates direct and execute successful production plans; identify, anticipate and find solutions to technical, logistical, storytelling, and personnel problems; integrate theory, techniques, and terminology of the field; and apply cinematography, lighting, and audio as components of the storytelling process.
- Post-Production: Graduates integrate technical aptitude, aesthetic decision-making, and an awareness of intended audience through technical proficiency in editing and assembling audio and video elements of a film.
- Professionalism: Graduates present and conduct themselves professionally; demonstrate knowledge of the film industry and industry expectations; and apply business principles and practices while maintaining legal and ethical standards.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/38 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Digital Filmmaking & Video Production program.

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Digital Filmmaking & Video Production is comprised of 55 courses to complete 180 quarter credits as follows:

37 Program Courses (111 credits)		Credits
AUDA101	Fundamentals of Audio	3
DFVA101	Survey of Digital Filmmaking& Video Production	3
DFVA102	Introduction to Filmmaking Applications & Design	3
DFVA103	Fundamentals of Video Production	3
DFVA105	Conceptual Storytelling	3
DFVA107	Fundamentals of Producing & Directing	3
DFVA111	Principles of Cinematography	3

DFVA113	Fundamentals of Editing	3
DFVA123	Intermediate Video Production	3
DFVA133	Lighting for Digital Film	3
DFVA201	Fundamentals of Scriptwriting	3
DFVA202	Digital Cinematography	3
DFVA203	Intermediate Editing	3
DFVA204	Acting & Directing	3
DFVA205	History of Film & Media	3
DFVA208	Media Business Practices	3
DFVA212	Broadcast Graphics I	3
DFVA213	Studio Production	3
DFVA214	Scriptwriting	3
DFVA222	Broadcast Graphics II	3
DFVA223	Intermediate Audio	3
DFVA233	Electronic Field Production	3
DFVA303	Multi-Camera Production	3
DFVA307	Media Theory & Criticism	3
DFVA308	Media Delivery Systems and Distribution	3
DFVA309	Portfolio I	3
DFVA313	Sound Design	3
DFVA316	Media Production Workshop (OR)	
DFVA306	Internship	3
DFVA323	Short Media Production	3
DFVA332	Senior Project Preparation	3
DFVA333	Senior Project Production	3
DFVA343	Advanced Editing	3
DFVA353	Compositing for Digital Film	3
DFVA403	Senior Project Post Production	3
DFVA409	Portfolio II	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3

3 Program Electives (9 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

CC478	Special Projects
DFV213	Lighting II
DFV300	Experimental Filmmaking & Video Art
DFV325	Filmmaking
DFV334	Adaptation Production
DFV335	Digital Documentary Production
DFV336	Audio Post Production
DFV431	Advanced Sound Design

DIGITAL FILMMAKING & VIDEO PRODUCTION
ASSOCIATE OF SCIENCE DEGREE
THIS PROGRAM IS AVAILABLE ON GROUND ONLY.

The Associate of Science in Digital Filmmaking & Video Production degree is a program designed to provide the student with the knowledge, critical thinking and organizational skills necessary for creative design, the ability to use new technology, and the skills to effectively present video content. Advances in high definition video, storage area networks, and software toolsets have brought about new competencies, enhanced quality, and improved workflow within the digital filmmaking and video production field and the Associate of Science in Digital Filmmaking & Video Production degree program offers the student relevant curricula to formulate, construct, and deliver digital audio, video and motion graphics. Graduates of the Digital Filmmaking & Video Production program will have the opportunity to apply the emerging digital production techniques to the changing world of mass communication while maintaining high standards of artistic expression.

Student Learning Outcomes

_____

- Producing & Directing: Graduates demonstrate the ability to conceptualize, plan and execute different styles of media productions. Graduates will demonstrate an understanding of their leadership and collaborative responsibilities in relationship to artistic partners, crews, clients, the wider community and their own personal development.
- Writing & Critical Thinking: Graduates demonstrate the ability to effectively communicate ideas, stories and expectations in written work. Graduates have an understanding of the historical, cultural and social contexts for moving images.
- Cinematography & Lighting: Graduates demonstrate control of camera, cinematic and lighting equipment in relation to a given subject.
- Sound: Graduates demonstrate control of audio recording and sound equipment in a variety of applications. Graduates show ability to create a meaningful relationship between image and sound.
- Editing & Post-Production: Graduates demonstrate appropriate skill in editing with attention to duration, shot to shot relation, shot to scene and relation to the whole. Graduates demonstrate a basic understanding of design principles in use of typography, motion graphics and animation, as well as compositing and image processing skills (where applicable).
- Professionalism: Graduates present and conduct themselves professionally and demonstrate an understanding of specific career paths, job responsibilities, and industry expectations.

Gainful Employment Information

Please visit ge.artinstitutes.edu/programoffering/55 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Associate of Science Degree in Digital Filmmaking & Video Production program.

Associate of Science Degree Program Requirements

_____

The Associate of Science in Digital Filmmaking & Video Production is comprised of 28 courses to complete 92 quarter credits as follows:

20 Program Courses (60 credits)

		Credits
AUDA101	Fundamentals of Audio	3
DFVA101	Survey of Digital Filmmaking & Video Production	3
DFVA102	Introduction to Filmmaking Applications & Design	3
DFVA103	Fundamentals of Video Production	3

DFVA105	Conceptual Storytelling	3
DFVA111	Principles of Cinematography	3
DFVA113	Fundamentals of Editing	3
DFVA123	Intermediate Video Production	3
DFVA133	Lighting for Digital Film	3
DFVA201	Fundamentals of Scriptwriting	3
DFVA202	Digital Cinematography	3
DFVA203	Intermediate Editing	3
DFVA205	History of Film & Media	3
DFVA212	Broadcast Graphics I	3
DFVA213	Studio Production	3
DFVA223	Intermediate Audio	3
DFVA233	Electronic Field Production	3
DFVA309	Portfolio I	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

3 General Education Electives (12 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4

GAME ART & DESIGN
at The Art Institute of Pittsburgh

PROGRAMS
Game Art & Design, *Bachelor of Science Degree*
3D Modeling for Games, *Certificate (available online only)*
Character Animation for Games, *Certificate (available online only)*

The video game industry invests millions of dollars to compete for the attention of players looking for the next level of action and entertainment. All that competition means real opportunity for talented people who can capture the imagination in a field as exciting as it is competitive.

At The Art Institute of Pittsburgh, faculty with gaming industry experience create a learning environment that resembles the professional world.

Traditional and digital art fundamentals such as drawing, color, design, and computer applications will provide the background you'll need to learn techniques of animation, storyboarding, 2D and 3D modeling, lighting effects, and texture mapping. You'll have the opportunity to learn how to apply the principles of gaming, balance and usability to devise game rules and mechanics; create the entire gaming experience; and develop games that can be used in industry-standard engines through every stage of the production pipeline.

Finally, you'll be required to build a digital portfolio designed to introduce your skills and specializations to potential employers.

GAME ART & DESIGN
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS), OR ONLINE.

Bachelor of Science in Game Art & Design degree is a program that explores the design and production of digital games and other types of interactive multimedia. This program offers an opportunity for students to master traditional skills through a rich variety of fundamental art courses while learning to use 2D and 3D design tools to create characters, backgrounds, animations, and textures used in producing digital games and related interactive media. In addition, they have the opportunity to acquire a level of awareness and knowledge of the terminology used in programming and scripting to be able to converse intelligently with programmers. The program is also designed to provide a unique learning opportunity in the management of projects and game development teams. Anticipated assignments and projects include designing gameplay and back stories; creating characters and related environments; employing 3D modeling and animation software to create game art; employing 2D image software to create backgrounds and 3D textures; and applying knowledge of games to evaluate game products.

Student Learning Outcomes
_____

- Core Skills: Graduates demonstrate the ability to apply design and art skills, both traditional and digital, towards game related projects. -Graduates will employ the principles of gaming, balance and usability to plan and create game rules, mechanics, environments, aesthetics and experiences.
- Principles of Gaming : Graduates employ the principles of gaming, to plan, design, and create environments, level play, background stories, and characters.
- Industry Readiness : Graduates demonstrate the requisite skills in presentation, interviewing, networking, resume-building and game business knowledge critical to seeking an entry-level artist and/or designer position in the industry
- Technology and Production: Graduates demonstrate the ability to apply the skills necessary to create quality game-ready assets using industry standard techniques and tools.
- Professional Practice: Graduates demonstrate knowledge of the managerial and developmental aspects of the game production pipeline and demonstrate knowledge of planning, budgeting, specifications, constraints, scope, teamwork, problem solving, and deadlines that go into making a market-ready game.

Gainful Employment Information

The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Bachelor of Science in Game Art & Design degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/41
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/197

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Game Art & Design is comprised of 55 courses to complete 180 quarter credits as follows:

36 Program Courses (108 credits)	Credits
FNDA105 Design Fundamentals	3
FNDA110 Observational Drawing	3

FNDA120	Perspective Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GADA101	Introduction to Game Development	3
GADA102	Interactive Story Telling	3
GADA202	Game Design & Game Play	3
GADA203	Texture Mapping for Games	3
GADA205	Concept Design & Illustration	3
GADA212	Level Design	3
GADA213	Game Modeling	3
GADA222	Advanced Level Design	3
GADA223	Advanced Hard Surface & Organic Modeling	3
GADA233	Material & Lighting for Games	3
GADA243	Programming for Artists	3
GADA253	Environmental Modeling	3
GADA302	Mobile & Social Game Design	3
GADA303	Game Prototyping	3
GADA312	Game Animation	3
GADA313	Advanced Game Prototyping	3
GADA314	Team Production Planning	3
GADA323	Team Production I	3
GADA403	Team Production II	3
GADA406	Internship*	
	(OR)	
	Program Elective	3
GADA409	Portfolio I	3
GADA419	Portfolio II	3
MAAA102	Life Drawing & Gesture	3
MAAA111	Animation Principles	3
MAAA202	Character & Object Design	3
MAAA213	3D Modeling	3
MAAA223	Hard Surface & Organic Modeling	3
MAAA232	3D Animation	3
MAAA242	Character Modeling	3
MAAA243	Material & Lighting	3
MAAA303	3D Character Rigging	3

4 Program Electives (12 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3
Program Elective IV	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

C220	Intermediate 2D Animation
C230	Advanced 2D Animation
C240	Creative and Collaborative Project Management Techniques
C314	2D Digital Animation
C332	Advanced Software
C412	Advanced Software II
C422	Advanced Software III
CAT406	Filmmaking for Animation
CC478	Special Projects
CC479	Special Projects II
CC480	Special Projects III
DFVA353	Compositing for Digital Film
GAD121	Scriptwriting for Games and Multimedia

GAD226   Sound Design for Games

GAD322   Project Management for Game Art & Design

GAD394   Motion Capture

GAD423   Virtual Reality

MAAA112   Short Format Storytelling

MAAA122   Drawing & Anatomy

MAAA204   Acting & Movement for Animators

MAAA212   2D Animation

MAAA233   Motion Graphics

MAAA323   Emerging Technologies for Animation

MAAA333   Dynamics and Simulation

MAAA343   Pre-Production Team

MAAA353   Technical Visualization

MAAA363   Advanced Illustration for Production

MAAA403   Production Team

*Online students please note, this course is not available to students in all states. To find out if this course is available in your state, please contact your Academic Advisor prior to enrolling in this course.

3D MODELING FOR GAMES
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

The 3D Modeling for Games certificate program is designed to provide students with a comprehensive overview of the skills needed to work as a 3D modeler with special emphasis on the areas that differentiate game modeling from other modeling disciplines.

Graduates of the 3D Modeling for Games certificate will be able to use a variety of 3D modeling tools and techniques to create models for characters, environment, and props. In particular, students will be able to generate realistic 3D models and also models optimized to meet strict polygon budgets for real-time rendering in game applications.

Student Learning Outcomes

- Upon completion of the Certificate program in 3D Modeling for Games, graduates will be able to use a variety of advanced 3D modeling tools and techniques to create high quality models, both for characters and for environment/props. In particular, students will be able to generate realistic 3D models and also models optimized to meet strict polygon budgets for real time rendering in game applications. They will be able to apply materials and textures for realistic effects, and use lighting and camera techniques effectively for enhancing their models. They will be able to create models to meet animation requirements and animate those models.

Gainful Employment Information

Please visit ge.artinstitutes.edu/programoffering/3459 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Certificate in 3D Modeling for Games program.

Certificate Program Requirements

The Certificate in 3D Modeling for Games is comprised of 13 courses to complete 39 quarter credits as follows:

13 Program Courses (39 credits)		Credits
FNDA135	Image Manipulation	3
GAD442	Character Animation for Games Portfolio	3
GADA203	Texture Mapping for Games	3
GADA212	Level Design	3
GADA213	Game Modeling	3
GADA222	Advanced Level Design	3
GADA223	Advanced Hard Surface & Organic Modeling	3
GADA253	Environmental Modeling	3
MAAA102	Life Drawing & Gesture	3
MAAA213	3D Modeling	3
MAAA223	Hard Surface & Organic Modeling	3
MAAA243	Material & Lighting	3
MAAA252	Background Design & Layout	3

CHARACTER ANIMATION FOR GAMES
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

The Character Animation for Games certificate program is designed to provide students with a comprehensive overview of the skills needed to work as a character animator, with special emphasis on the areas that differentiate game animation from other animation disciplines.

Graduates of the Character Animation for Games certificate will be able to use a variety of advanced tools and techniques to model and animate characters for use in video games. Graduates will be able to create 3D geometry and texture for realistic characters, as well as create skeletons for these models. Building on this basic knowledge, students will implement single and multiple character actions within a game environment, with attention to factors such as camera and lighting constraints.

Student Learning Outcomes
_____

- Upon completion of the Certificate program in Character Animation for Games, graduates will be able to use a variety of advanced tools and techniques to model and animate characters for use in video games. They will be able to create 3D geometry and texture it for realistic characters. They will be able to create skeletons for these models and they will be able to animate the skeletons, using both IK and FK techniques. Building on this basic knowledge, they will be able to implement single and multiple character actions within a game environment, with attention to such other factors as camera and lighting constraints.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3460 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Certificate in Character Animation for Games program.

Certificate Program Requirements
_____

The Certificate in Character Animation for Games is comprised of 16 courses to complete 49 quarter credits as follows:

15 Program Courses (45 credits)		Credits
FNDA135	Image Manipulation	3
GAD442	Character Animation for Games Portfolio	3
GADA203	Texture Mapping for Games	3
GADA213	Game Modeling	3
GADA312	Game Animation	3
MAAA102	Life Drawing & Gesture	3
MAAA111	Animation Principles	3
MAAA202	Character & Object Design	3
MAAA213	3D Modeling	3
MAAA223	Hard Surface & Organic Modeling	3
MAAA232	3D Animation	3
MAAA242	Character Modeling	3
MAAA243	Material & Lighting	3
MAAA302	3D Character Animation	3
MAAA303	3D Character Rigging	3

1 General Education Course (4 credits)		
PHY1010	Physics	4

MEDIA ARTS & ANIMATION
at The Art Institute of Pittsburgh

PROGRAMS
Media Arts & Animation, *Bachelor of Science Degree*
2D Animation, *Certificate (available online only)*
3D Animation, *Certificate (available online only)*

In the world of animation and special effects, if you can imagine it, you can create it. Animation professionals are the artists, storytellers and character developers who create visualizations for business, entertainment and communications, advertising, architecture, television, feature films, real estate, healthcare and government.

At The Art Institute of Pittsburgh, you'll begin with fundamentals such as design, drawing, color theory and industry-relevant software. Next, you'll have the opportunity to learn to express your ideas in pictures and words as you gain experience with storyboarding, scriptwriting, scenic layout, 2D and 3D animation, digital video editing and more.

From there, you'll have the opportunity to build an ability to express your ideas in pictures and words, gaining a strong working knowledge of storyboarding, scriptwriting, scenic layout, 2D and 3D animation, digital video editing and more.

You'll be required to build a digital portfolio designed to showcase your skills, achievements and specializations to potential employers.

MEDIA ARTS & ANIMATION
BACHELOR OF SCIENCE DEGREE -
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS), OR ONLINE.

The Bachelor of Science in Media Arts & Animation degree program is a program designed to provide the graduate with skills in the fields of animation and related media arts such as design, illustration, compositing, concept development, animation and rigging and 3D computer modeling. Students may explore story development, environments, background design, scenic layout, and special effects and learn about media arts and animation in a hands-on environment, using industry-related technology and software. Students may work independently and in teams to produce professional-level animations. Media arts and animation graduates are prepared to seek entry-level jobs like animator, 3D modeler, and computer artist.

Student Learning Outcomes
_____

- Graduates demonstrate application of learned concepts from foundation level art courses. These would include: drawing, color, form, design, composition and foundation level digital art skills.
- Graduates demonstrate an applied technical knowledge of animation tools and software according to current industry standards.
- Graduates demonstrate a practical understanding and application in the principles of animation, acting and movement and cinematic storytelling as it relates to 2D and 3D animation (as applicable).
- Graduates demonstrate professionalism, through the creation and presentation of a demo-reel and self-promotion package, according to current industry standards.
- Graduates demonstrate the ability to conceptualize, plan, execute, and deliver quality animation projects.
- Graduates demonstrate the ability to work on team-based projects.

Gainful Employment Information

The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Bachelor of Science in Media Arts & Animation degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/50
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/204

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Media Arts & Animation is comprised of 55 courses to complete 180 quarter credits as follows:

37 Program Courses (111 credits)

		Credits
DFVA353	Compositing for Digital Film	3
FNDA105	Design Fundamentals	3
FNDA110	Observational Drawing	3
FNDA120	Perspective Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
MAAA101	Language of Animation & Film	3

MAAA102	Life Drawing & Gesture	3
MAAA111	Animation Principles	3
MAAA112	Short Format Storytelling	3
MAAA122	Drawing & Anatomy	3
MAAA202	Character & Object Design	3
MAAA203	Audio and Editing Techniques	3
MAAA204	Acting & Movement for Animators	3
MAAA212	2D Animation	3
MAAA213	3D Modeling	3
MAAA222	Storyboarding & Animatics	3
MAAA223	Hard Surface & Organic Modeling	3
MAAA232	3D Animation	3
MAAA233	Motion Graphics	3
MAAA242	Character Modeling	3
MAAA243	Material & Lighting	3
MAAA252	Background Design & Layout	3
MAAA302	3D Character Animation	3
MAAA303	3D Character Rigging	3
MAAA309	Portfolio Pre-Production	3
MAAA312	Animation Studio	3
MAAA313	Advanced Lighting & Texturing	3
MAAA323	Emerging Technologies for Animation	3
MAAA333	Dynamics and Simulation	3
MAAA343	Pre-Production Team	3
MAAA353	Technical Visualization	3
MAAA363	Advanced Illustration for Production	3
MAAA403	Production Team	3
MAAA406	Internship*	
	(OR)	
MAAA402	Special Topics	3
MAAA409	Portfolio Production	3
MAAA419	Portfolio Presentation	3

3 Program Electives (9 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

C220	Intermediate 2D Animation
C230	Advanced 2D Animation
C240	Creative and Collaborative Project Management Techniques
C314	2D Digital Animation
C332	Advanced Software
C412	Advanced Software II
C422	Advanced Software III
CAT406	Filmmaking for Animation
CC478	Special Projects
CC479	Special Projects II
CC480	Special Projects III
GAD121	Scriptwriting for Games and Multimedia
GAD226	Sound Design for Games
GAD322	Project management for Game Art & Design
GAD394	Motion Capture
GAD423	Virtual Reality
GADA101	Introduction to Game Development
GADA203	Texture Mapping for Games
GADA212	Level Design
GADA222	Advanced Level Design
GADA253	Environmental Modeling
GADA223	Advanced Hard Surface & Organic Modeling
GADA243	Programming for Artists

*Online students please note, this course is not available to students in all states. To find out if this course is available in your state, please contact your Academic Advisor prior to enrolling in this course.

2D ANIMATION
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

The program provides students with a comprehensive overview of skills needed to work as specialists of 2D animation, including traditional frame to frame animation as well as Flash animation. Starting from a strong foundation in drawing, students may move on to producing storyboards and focusing on the principles of 2D animation, advanced 2D animation, web animation, and Flash.

Students of the 2D Animation program will have the opportunity to develop and execute accurate freehand drawings, render textures and tones on human figures, draw expressive images of body language, with weight and balance. They may be able to develop original characters, model sheets and compositions. Students will have the opportunity to develop a production schedule and exposure sheets, design and render a presentation storyboard, apply camera angles, point of view, and a variety of shots.

Student Learning Outcomes
_____

- Upon completion of the Certificate in 2D Animation certificate program, graduates will be able to develop and execute accurate freehand drawings, render textures & tones on human figures, draw expressive images of body language, with weight and balance. They will be able to develop original characters, model sheets and compositions. They will be able to develop a production schedule and exposure sheets, design and render a presentation storyboard, apply camera angles, point of view, and a variety of shots.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3458 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Certificate in 2D Animation program.

Certificate Program Requirements
_____

The Certificate in 2D Animation is comprised of 14 courses to complete 42 quarter credits as follows:

14 Program Courses (42 credits)		Credits
C220	Intermediate 2D Animation	3
C230	Advanced 2D Animation	3
C440	Portfolio for 2D Animation	3
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3
MAAA101	Language of Animation & Film	3
MAAA102	Life Drawing & Gesture	3
MAAA111	Animation Principles	3
MAAA122	Drawing & Anatomy	3
MAAA202	Character & Object Design	3
MAAA204	Acting & Movement for Animators	3
MAAA212	2D Animation	3
MAAA222	Storyboarding & Animatics	3
MAAA363	Advanced Illustration for Production	3

3D ANIMATION
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

The 3D Animation certificate program is designed to provide students with a comprehensive overview of 3D animation. Students will utilize art software applications used in production for movies, games, advertising, software and the other entertainment industries. Students will learn foundational skills that are used for animation, such as rigging and skinning. Students will also create animations to test the rig.

Graduates will have attained foundation production skills used in feature films, games, advertising, software and other entertainment industries utilizing 3D modeling and animation software.

Student Learning Outcomes
_____

- Upon completion of the Certificate in 3D Animation program, graduates will be able to create, build, and modify multiple complex 3D models, generate 3D animation, and animate 3D armatures. They will be able to create 3D models, create simple and complex surface materials, perform renders as well as prepare CG assets that are suitable for compositing into still or live action imagery. They will be provided with foundational tools that are used for animation, such as rigging and skinning, and will create animation to test the rig. Also, students will create 3D assets and environments from real world observations, camera positioning and animation to create mood and atmosphere, including depth of field, static, motion, zoom, pan, dolly and truck in camera movement for 3D computer animation.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3461 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Certificate in 3D Animation program.

Certificate Program Requirements
_____

The Certificate in 3D Animation is comprised of 13 courses to complete 39 quarter credits as follows:

13 Program Courses (39 credits)		Credits
C440	Portfolio for 2D Animation	3
MAAA111	Animation Principles	3
MAAA212	2D Animation	3
MAAA213	3D Modeling	3
MAAA222	Storyboarding & Animatics	3
MAAA223	Hard Surface & Organic Modeling	3
MAAA232	3D Animation	3
MAAA242	Character Modeling	3
MAAA243	Material & Lighting	3
MAAA302	3D Character Animation	3
MAAA303	3D Character Rigging	3
MAAA312	Animation Studio	3
MAAA313	Advanced Lighting & Texturing	3

DIGITAL PHOTOGRAPHY
at The Art Institute of Pittsburgh

PROGRAMS
Digital Photography, *Bachelor of Science*
Digital Photography, *Associate of Science*
Digital Photography, *Associate of Applied Science (Online Minnesota Residents only)*
Digital Workflow, *Certificate (available online only)*
Portrait Photography, *Certificate (available online only)*
Studio Photography, *Certificate (available online only)*

Photography professionals fill the world with the images we see everyday illustrating beauty, emotion and action as they inform, entertain, persuade, and sometimes shock us. Photographers are artists, journalists, designers, technicians, directors and producers. They are in studios and far away places and every situation in between. Professional photographers constantly find innovative ways to tell stories, one frame at a time.

Graduates are prepared to demonstrate a creative and comprehensive knowledge of the theory of applied photography demonstrating practical technical excellence, problem solving skills and a unique, cohesive visual direction using industry standard photographic equipment and software.

DIGITAL PHOTOGRAPHY
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS), OR ONLINE.

The Bachelor of Science in Digital Photography degree is a program that reflects the continued impact of technology in the photography industry and offers the breadth of skills needed by graduates to maintain marketability when seeking entry-level employment. Coursework in the Bachelor of Science in Digital Photography degree program focuses on skills and expertise required in areas such as digital color management, digital asset management, lighting, composition, and image manipulation which provide a strong technical and creative foundation. Students also have the opportunity to focus on a breadth of related skills in web, time-based media, business fundamentals, business operations and marketing with competencies in communications skills, ethics and professional behavior needed by photographers today. Elective courses on topics related to students' areas of interest such as documentary, fashion, food styling, wedding and event photography are also offered to students as well as an opportunity for an internship related to their chosen profession.

Student Learning Outcomes
_____

- Professional Presentation: Graduates will be able to produce a portfolio of original work for current media and multiple platforms, demonstrating industry standards, personal interest and career specialization.
- Critical Thinking: Graduates will be able to articulate how they place themselves and their work within a historical and cultural context.
- Visual Communication: Graduates will be able to use problem-solving processes to produce visually compelling imagery reflective of their personal styles and visions.
- Business Skills: Graduates will demonstrate the ability to conceptualize, plan and implement marketing strategies and a business model reflective of industry standards, while demonstrating personal motivation and ethical practices.
- Knowledge: Graduates will demonstrate a comprehensive knowledge of the theory of applied photography and demonstrate practical technical excellence gained in their various areas of photographic studies.
- Digital Skills: Graduates demonstrate the ability to use photographic equipment and software correctly, including proper usage of image manipulation and digital illustration.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Bachelor of Science in Digital Photography degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/4425
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/4501

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Digital Photography is comprised of 55 courses to complete 180 quarter credits as follows:

36 Program Courses (108 credits)

		Credits
FNDA110	Observational Drawing	3
FNDA135	Image Manipulation	3

FNDA150	Digital Color Theory	3
PHOA101	Principles of Photography	3
PHOA102	Introduction to Photography Applications	3
PHOA103	Digital Image Management	3
PHOA105	Photojournalism	3
PHOA112	Photographic Design	3
PHOA113	Lighting	3
PHOA115	History of Photography I	3
PHOA122	View Camera Theory	3
PHOA123	Color Management & Printing	3
PHOA202	Studio Photography	3
PHOA203	Photographic Post-Production	3
PHOA205	Advertising/Art Direction	3
PHOA208	Business of Photography	3
PHOA209	Portfolio I	3
PHOA212	Editorial Photography	3
PHOA213	Time-Based Media I	3
PHOA222	Web Design for Non-Majors	3
PHOA223	Advanced Lighting	3
PHOA232	Portraiture	3
PHOA233	Advanced Photographic Post-Production	3
PHOA302	Location Photography	3
PHOA303	Time-Based Media II	3
PHOA305	History of Photography II	3
PHOA307	Photographic Essay	3
PHOA308	Marketing for Photographers	3
PHOA309	Portfolio II	3
PHOA312	Applied Portraiture	3
PHOA315	Creative Concepts	3
PHOA317	Photography Criticism	3
PHOA332	Special Topics I	3
PHOA408	Photography Marketing & Portfolio Package	3
PHOA409	E-Portfolio	3
PHOA412	Special Topics II	3

4 Program Electives (12 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3
Program Elective IV	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

CC430	Internship II*
DFVA111	Principles of Cinematography (available on ground only)
PH223	Magazine Photography
PH321	Documentary
PH330	Photographic Materials and Processes (available on ground only)
PH334	Sports Photography
PH412	Project Development
PH420	Thesis (available on ground only)
PH435	Figure/Fashion Photography
PH436	Architectural Photography
PHOA406	Internship*

*Online students please note, this course is not available to students in all states. To find out if this course is available in your state, please contact your Academic Advisor prior to enrolling in this course.

DIGITAL PHOTOGRAPHY
ASSOCIATE OF SCIENCE DEGREE || ASSOCIATE OF APPLIED SCIENCE DEGREE (online Minnesota RESIDENTS ONLY) – ONLINE
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS), OR ONLINE.

The Associate of Science in Digital Photography degree is a program that reflects the continued impact of technology in the photography industry and offers the breadth of skills needed by graduates to maintain marketability when seeking entry-level employment. Coursework in the Associate of Science in Digital Photography degree program focuses on skills and expertise required in areas such as digital color management, digital asset management, lighting, composition, and image manipulation which provide a strong technical and creative foundation. Students also have the opportunity to focus on a breadth of related skills in web, time-based media, business fundamentals, business operations and marketing with competencies in communications skills, ethics and professional behavior needed by photographers today. Elective courses on topics related to students' areas of interest such as documentary, fashion, food styling, wedding and event photography are also offered to students as well as an opportunity for an internship related to their chosen profession.

Student Learning Outcomes
_____
- Professional Presentation: Graduates will produce a basic portfolio of original work demonstrating industry standards.
- Visual Communication: Graduates will use problem-solving processes to produce visually compelling imagery reflective of their personal styles and visions.
- Business Skills: Graduates will demonstrate the ability to conceptualize, plan and implement marketing strategies and a business model reflective of entry-level standards, while demonstrating personal motivation and ethical practices.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Associate of Science/Associate of Applied Science in Digital Photography degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/4406
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/4500

Associate of Science Degree Program Requirements

_____

The Associate of Science in Digital Photography is comprised of 28 courses to complete 92 credits as follows:

20 Program Courses (60 credits)

		Credits
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
PHOA101	Principles of Photography	3
PHOA102	Introduction to Photography Applications	3
PHOA103	Digital Image Management	3
PHOA105	Photojournalism	3
PHOA112	Photographic Design	3
PHOA113	Lighting	3
PHOA115	History of Photography I	3
PHOA122	View Camera Theory	3
PHOA123	Color Management & Printing	3
PHOA202	Studio Photography	3
PHOA203	Photographic Post-Production	3
PHOA208	Business of Photography	3
PHOA209	Portfolio I	3
PHOA218	Marketing for Photographers	3
PHOA223	Advanced Lighting	3
PHOA232	Portraiture	3
PHOA233	Advanced Photographic Post Production	3
PHOA305	History of Photography II	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

3 General Education Electives (12 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4

DIGITAL WORKFLOW
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

The Digital Workflow certificate is a highly-focused track of study that constructs in-depth knowledge of the technical process of digital photography from exposure to final presentation. The program culminates with a portfolio of photographic work that demonstrates the student's skills and achievements with concrete documentation.

The program builds from basic exposure, composition, and camera operations to photographic design, digital processing, color management, printing, and applied business practices. A portfolio course gives the student an opportunity to create a competitive presentation of their photographic work.

Student Learning Outcomes
_____

- Meet industry standards for exposing, processing, and outputting a high quality digital image based on client needs.
- Provide assistance to an established photographer by managing and executing the digital processing needed by the studio.
- Present a competitive portfolio that meets market standards for entry-level employment in the digital imaging and processing photography sector.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3468 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Certificate in Digital Workflow program.

Certificate Program Requirements
_____

The Certificate in Digital Workflow is comprised of 13 courses to complete 39 credits as follows:

13 Program Courses (39 credits)		Credits
FNDA135	Image Manipulation	3
GWDA111	Introduction to Layout Design	3
PHOA101	Principles of Photography	3
PHOA102	Introduction to Photography Applications	3
PHOA103	Digital Image Management	3
PHOA109	Certificate Portfolio	3
PHOA112	Photographic Design	3
PHOA113	Lighting	3
PHOA123	Color Management & Printing	3
PHOA203	Photographic Post-Production	3
PHOA208	Business of Photography	3
PHOA218	Marketing for Photographers	3
PHOA233	Advanced Photographic Post-Production	3

PORTRAIT PHOTOGRAPHY
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

The Portrait Photography certificate is a highly focused track of study that constructs in-depth knowledge of camera operations, photographic lighting techniques for portraits, one-person studio business procedures, and professional portrait methodology. The program culminates with a portfolio of photographic portraits that demonstrates the student's skills and achievements with concrete documentation.

The program is designed to develop the skills needed to work competently as a portrait photographer. As the product of a portrait photographer is a print, the course sequence covers color management and printing techniques.

Student Learning Outcomes
_____

- Meet industry standards for creating professional portraits using appropriate lighting solutions based on client needs.
- Assist in managing the complex tasks of a commercial portrait photography studio.
- Present a competitive portfolio that meets market standards to seek entry-level employment in the portrait photography sector.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3469 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Certificate in Portrait Photography program.

Certificate Program Requirements
_____

The Certificate in Portrait Photography is comprised of 14 courses to complete 42 quarter credits as follows:

14 Program Courses (42 credits)		Credits
FNDA135	Image Manipulation	3
PHOA101	Principles of Photography	3
PHOA102	Introduction to Photography Applications	3
PHOA103	Digital Image Management	3
PHOA109	Certificate Portfolio	3
PHOA112	Photographic Design	3
PHOA113	Lighting	3
PHOA122	View Camera Theory	3
PHOA123	Color Management & Printing	3
PHOA202	Studio Photography	3
PHOA208	Business of Photography	3
PHOA218	Marketing for Photographers	3
PHOA223	Advanced Lighting	3
PHOA232	Portraiture	3

STUDIO PHOTOGRAPHY
CERTIFICATE PROGRAM
THIS PROGRAM CAN BE COMPLETED ONLINE ONLY.

The Studio Photography certificate is a focused track of study that constructs in-depth knowledge of camera operations, photographic lighting techniques, studio management and procedures, and photographic advertising methods . The program culminates with a portfolio of studio-based photography that documents and demonstrates the skills and achievements the student has generated through thirteen courses of specific study.

The program builds from basic exposure, composition, and camera operations to their application in the photographic studio environment, including studio lighting and applied business practices. The program is designed to develop the skills needed for a photographer to work competently within the studio environment. The initial sequence covers basic camera operations, digital management, and digital image manipulation. The student is subsequently introduced to studio-related skills, such as lighting, models, and tabletop sets.

Student Learning Outcomes
_____

- Meet industry standards for creating studio photographs using appropriate lighting solutions on client demand.
- Assist in managing the complex tasks of a commercial photography studio.
- Present a competitive portfolio that meets market standards to seek entry-level employment.

Gainful Employment Information
Please visit ge.artinstitutes.edu/programoffering/3470 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Certificate in Studio Photography program.

Certificate Program Requirements
_____

The Certificate in Studio Photography is comprised of 14 courses to complete 42 quarter credits as follows:

14 Program Courses (42 credits)		Credits
FNDA135	Image Manipulation	3
PHOA101	Principles of Photography	3
PHOA102	Introduction to Photography Applications	3
PHOA103	Digital Image Management	3
PHOA109	Certificate Portfolio	3
PHOA112	Photographic Design	3
PHOA113	Lighting	3
PHOA122	View Camera Theory	3
PHOA123	Color Management & Printing	3
PHOA202	Studio Photography	3
PHOA203	Photographic Post-Production	3
PHOA208	Business of Photography	3
PHOA218	Marketing for Photographers	3
PHOA223	Advanced Lighting	3

VISUAL EFFECTS & MOTION GRAPHICS
at The Art Institute of Pittsburgh

PROGRAMS
Visual Effects & Motion Graphics, *Bachelor of Science Degree (Available on ground only)*

If you wonder what it takes to make a cutting edge commercial, astonishing visual designs and graphics for television or how to create a special effects sequence in a movie, the Visual Effects & Motion Graphics program at The Art Institute of Pittsburgh is the place to start.

Visual effects studios combine graphic design, video making, animation, compositing, and VFX to produce attention-grabbing communication design for film, television, multi-media and the Web. Visual effects artists are responsible for special effects in movies, opening trailers, film credits, television commercials, animated network identities, digital motion art designs, and creative promotions.

This program culminates in the creation of a digital portfolio which can be used to showcase your talents and skills to potential employers.

VISUAL EFFECTS & MOTION GRAPHICS
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM IS AVAILABLE ON GROUND ONLY.

The Visual Effects & Motion Graphics Program is designed to provide graduates with a variety of skills drawn from the fields of photography, graphic design, compositing, video, film, audio and animation, providing them with competitive entry level capabilities in both motion graphics and digital compositing. Program graduates will be able to edit and assemble a product for television, movies or the web, create opening titles for feature films and television shows, create station or network identification logos and bumpers, and design graphics which use type, color and brand elements.

They will have the opportunity to add sound to a project, synchronized to picture, create special effects that are based on animation and graphics, mix animations and graphics with live action film, using professional editing tools and processes.

As technology and software are constantly evolving, students will be trained in diagnostic and problem solving techniques designed to orient them quickly to unfamiliar software environments and solve common technical problems. Finally, students will have the opportunity to learn how to communicate an idea or tell a story effectively, as well as how to work in a collaborative environment.

Student Learning Outcomes

- Traditional Art Skills: Graduates will demonstrate the ability to use traditional design skills in the production of digital art projects.
- Graduates will demonstrate an applied technical knowledge of compositing, effects, animation tools and software according to current industry standards.
- Graduates will demonstrate professionalism through the creation and presentation of a demo-reel and self-promotion package, according to current industry standards.
- Graduates will apply visual effects and motion graphics skills to meet the needs of corporate communication, television, motion picture, video production, and other media outlets.
- Graduates will demonstrate the ability to conceptualize, plan, execute, and deliver quality visual effects and motion graphic projects.
- Graduates will demonstrate the ability to work on team-based projects.

Gainful Employment Information

Please visit ge.artinstitutes.edu/programoffering/56 for program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info on the Bachelor of Science Degree in Visual Effects & Motion Graphics program.

Bachelor of Science Degree Program Requirements
_____

The Bachelor of Science in Visual Effects & Motion Graphics is comprised of 55 courses to complete 180 quarter credits as follows:

38 Program Courses (114 credits)

		Credits
AUDA101	Fundamentals of Audio	3
CC420	Internship (OR) Program Elective III	3
DFVA111	Principles of Cinematography	3
FND250	Intellectual Property Law	3
FNDA105	Design Fundamentals	3
FNDA120	Perspective Drawing	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
G224	Design Principles	3
MAAA243	Material & Lighting	3
MAAA313	Advanced Lighting & Texturing	3
VE112	Introduction to Visual Effects	3
VE121	3D Design	3
VE131	Maps, Mattes and Masks	3
VE141	Broadcast Typography	3
VE222	Motion Graphics	3
VE231	Lighting for Visual Effects	3
VE241	Video for Visual Effects	3
VE242	3D Modeling and Animation	3
VE251	Intermediate Visual Effects I	3
VE252	3D Modeling and Animation Techniques II	3
VE261	Intermediate Visual Effects II	3
VE264	Editing for Visual Effects I	3
VE265	Intermediate Motion Graphics	3
VE371	Advanced Visual Effects I	3
VE372	Video for Visual Effects II	3
VE381	Advanced Visual Effects II	3
VE382	3D Effects	3
VE384	Editing for Visual Effects II	3

VE391	Production Studio I	3
VE392	Post-Production Management	3
VE393	Interactive Visual Design	3
VE401	Production Studio II	3
VE403	Advanced Motion Graphics	3
VE410	Senior Project for Visual Effects and Motion Graphics	3
VE411	Portfolio Development	3
VE421	Portfolio Presentation	3
VE422	Conceptual Storytelling	3

2 Program Electives (6 credits)

Program Elective I	3
Program Elective II	3

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

C332	Advanced Software
C412	Advanced Software II
CC420	Internship
CC478	Special Projects
DFV213	Lighting II
DFV325	Filmmaking
DFVA205	History of Film & Media
DFVA343	Advanced Editing
GAD394	Motion Capture
VE423	Special Topics

WEB DESIGN & INTERACTIVE MEDIA
at The Art Institute of Pittsburgh

PROGRAMS
Web Design & Interactive Media, *Bachelor of Science*
Web Design & Interactive Media, *Associate of Science*
Web Design & Interactive Media, *Associate of Applied Science (online Minnesota residents only)*
Web Design, *Diploma*

Web designers combine technology skills with design to advance an organization's communications, drive its marketing strategy and increase business opportunities.

Today's businesses need skilled professionals who can create media and e-commerce for modern communication platforms such as websites and mobile devices.

Talented, experienced faculty guide students to learn how to design effective content for both traditional and mobile web devices. Coursework includes design fundamentals, color theory, typography, illustration, digital image manipulation, and more. Students have the opportunity to learn publishing and a variety of industry-standard computer applications used in the production and presentation of online media.

WEB DESIGN & INTERACTIVE MEDIA
BACHELOR OF SCIENCE DEGREE
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS) OR ONLINE.

The Web Design & Interactive Media program is designed to prepare students for to seek entry-level opportunities in designing and developing Web sites and interactive/multimedia software products. Web design and interactive media is a dynamic industry that includes products running on conventional computers, kiosks, museum displays, tablets, and cell phones. Web design & interactive media is an essential part of business, education, scientific, and entertainment industries worldwide.

Students begin the program with the opportunity to develop their skills in drawing and design while learning the fundamentals of digital imaging, audio, and basic Web technologies. Intermediate courses introduce interactive media authoring, video technology, and project management skills. Students continue to develop their Web skills, learning programming and scripting techniques using the latest programming and scripting languages for design, animation, and data handling. In advanced courses, students will have the opportunity to expand their understanding of the structure and technologies of Web and interactive media products and learn techniques for designing and managing large projects.

Programmatic Student Learning Outcomes
_____

- Professional Presentation: Graduates demonstrate the mastery of concept and execution of web design and visual problem solving, and integrate industry standards, professional practices and ethics in a cohesive body of work.
- Design: Graduates evaluate and incorporate aesthetics and formal concepts of interactive design, including communication legibility and effectiveness, and interrelationships among applications, imagery and text.
- Technical Skill: Graduates demonstrate and apply competencies in interactive development through effective and efficient implementation of integrated functionality with authoring systems and/or web scripting.
- Problem Solving: Graduates apply advanced web design skills to document and produce designs and business solutions appropriate to a particular client or target audience while developing a professional portfolio.
- Concept: Graduates integrate theory of design concepts with historical and contemporary trends in interactive media.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Bachelor of Science in Web Design & Interactive Media degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/47
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/201

Bachelor of Science Degree Program Requirements
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The Bachelor of Science in Web Design & Interactive Media is comprised of 55 courses to complete 180 quarter credits as follows:

35 Program Courses (105 credits)	Credits
AUDA101 Fundamentals of Audio	3

DFVA102	Introduction to Filmmaking Application & Design (ground and PLUS students will take this course)	
	(OR)	
FND130	Desktop Video (fully online students will take this course)	3
DFVA103	Fundamentals of Video Production (ground and PLUS students will take this course)	
	(OR)	
DFV120	Video I (fully online students will take this course)	3
FND114	Fundamentals of Media Communication	3
FND132	Fundamentals of the Internet	3
FND251	E-Commerce	3
FNDA105	Design Fundamentals	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA101	Applications & Industry	3
IMD122	Design and Typography	3
IMD123	User-Centered Information Design	3
IMD130	Writing for Multimedia	3
IMD131	Screen Design and Graphics	3
IMD211	Interactive Authoring I	3
IMD212	Basic Web Scripting	3
IMD213	Project Management	3
IMD221	Interactive Authoring II	3
IMD222	Computer Animation for Multimedia and Web (Available on ground only)	3
IMD232	Interactive Authoring III	3
IMD233	Web Site Development	3
IMD241	Media Law and Ethics	3
IMD311	Sophomore Digital Portfolio	3
IMD312	Introduction to Programming	3
IMD314	Video for Interactive Media	3
IMD315	Theory and Practice in Interactive System Design	3
IMD323	Database Systems	3
IMD324	Digital Photography for Interactive Media	3
IMD331	Web Site Development II	3
IMD332	Web Imaging Techniques	3
IMD401	Advanced Web Scripting	3
IMD411	Senior Research	3
IMD412	Interactive Telecommunications	3
IMD431	Senior Project	3
IMD432	Portfolio	3

3 Program Electives (9 credits)

Program Elective I	3
Program Elective II	3
Program Elective III	3

2 Track Electives - Choose from one of the following tracks (6 credits) :   6

Track 1: Computer-Based Training

IMD244	E-Learning I
IMD344	E-Learning II

(OR)

Track 2: 2D/3D Authoring (available on ground only)

GAD419	Advanced Edutainment Development
IMD320	Prototyping for Interactive Media and Games

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

10 General Education Electives (40 credits)

General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 1000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 2000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4
General Education Elective 3000+ level	4

Program Electives

ADVA101	Fundamentals of Advertising (available online only)
ADVA201	Fundamentals of Marketing
CC420	Internship I*
CC430	Internship II*

CC478	Special Projects
CC479	Special Projects II
CC480	Special Projects III
FADA308	Fundamentals of Business
G121	Concept Development
G131	Typography
G135	Graphic Symbolism
G211	Advanced Typography
G223	Digital Image Manipulation II
GADA101	Introduction to Game Development
GADA102	Interactive Story Telling
GDE420	Design Studio I (available on ground only)
GDE421	Design Studio II (available on ground only)
ID276	Sustainable Building Principles and Practices
IMD402	Web Systems Management and Structures (available on ground only)
IMD403	Database Programming (available on ground only)
IMD404	Database Management
IMD406	Intranet/Internet Management (available on ground only)
IMD407	Illustration for Multimedia and Web I
PHOA101	Principles of Photography (ground and PLUS students will take this course)
FND134	Photography (fully online students will take this course)

*Online students please note, this course is not available to students in all states. To find out if this course is available in your state, please contact your Academic Advisor prior to enrolling in this course.

WEB DESIGN & INTERACTIVE MEDIA
ASSOCIATE OF SCIENCE DEGREE
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS) OR ONLINE.

Some programs are not available in all states. To find out if your program is available in your state, please contact an admissions representative prior to enrollment.

The Web Design & Interactive Media program is designed to prepare students for entry-level opportunities designing and developing Web sites and interactive/multimedia software products. Web design and interactive media is a dynamic industry that includes products running on conventional computers, kiosks, museum displays, tablets, and cell phones. Web design & interactive media is an essential part of business, education, scientific, and entertainment industries worldwide.

Students begin the program with the opportunity to develop their skills in drawing and design while learning the fundamentals of digital imaging, audio, and basic Web technologies. Intermediate courses introduce interactive media authoring, video technology, and project management skills. Students continue to develop their Web skills, learning programming and scripting techniques using the latest programming and scripting languages for design, animation, and data handling. In advanced courses, students will have the opportunity to expand their understanding of the structure and technologies of Web and interactive media products and learn techniques for designing and managing large projects.

Student Learning Outcomes
_____

- Professional Presentation: Graduates demonstrate professional layout, integrating media elements and employing industry standards and professional practices.
- Design: Graduates apply the vocabulary and concepts of interactive design, including communication effectiveness, and interrelationships among imagery and text.
- Technical: Graduates demonstrate competencies in interactive development using authoring systems and/or web scripting.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Associate/Associate of Applied of Science in Web Design & Interactive Media degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.artinstitutes.edu/programoffering/48
The Art Institute of Pittsburgh – Online Division	ge.artinstitutes.edu/programoffering/202

Associate of Science Degree Program Requirements
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The Associate of Science in Web Design & Interactive Media is comprised of 28 courses to complete 91 quarter credits as follows:

19 Program Courses (57 credits)		**Credits**
AUDA101	Fundamentals of Audio	3
DFVA102	Introduction to Filmmaking Application & Design (ground and PLUS students will take this course)	
	(OR)	
FND130	Desktop Video (fully online students will take this course)	3
FND114	Fundamentals of Media Communication	3
FND132	Fundamentals of the Internet	3
FNDA105	Design Fundamentals	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA101	Applications & Industry	3
IMD122	Design and Typography	3
IMD123	User-Centered Information Design	3
IMD130	Writing for Multimedia	3
IMD131	Screen Design and Graphics	3
IMD211	Interactive Authoring I	3
IMD212	Basic Web Scripting	3
IMD213	Project Management	3
IMD221	Interactive Authoring II	3
IMD233	Web Site Development	3
IMD311	Sophomore Digital Portfolio	3
IMD312	Introduction to Programming	3

1 Program Elective (3 credits)

Program Elective		3

1 Track Elective - Choose from one of the following tracks (3 credits) :   3

Track 1: Computer-Based Training

IMD244	E-Learning I

(OR)

Track 2: 2D/3D Authoring

IMD320	Prototyping for Interactive Media & Games

5 General Education Courses (20 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
MTH1010	College Math	4

2 General Education Electives (8 credits)

General Education Elective 1000+ level	4
General Education Elective 2000+ level	4

Program Electives

ADVA101	Fundamentals of Advertising (available online only)
ADVA201	Fundamentals of Marketing
CC420	Internship I
CC478	Special Projects
FADA308	Fundamentals of Business
G121	Concept Development
G135	Graphic Symbolism
G211	Advanced Typography
G223	Digital Image Manipulation II
GADA101	Introduction to Game Development
GADA102	Interactive Story Telling
GDE420	Design Studio I (available on ground only)
ID276	Sustainable Building Principles and Practices
IMD324	Digital Photography for Interactive Media (available on ground only)
IMD402	Web Systems Management and Structures (available on ground only)
IMD403	Database Programming (available on ground only)
IMD406	Intranet/Internet Management (available on ground only)
IMD407	Illustration for Multimedia and Web I
PHOA101	Principles of Photography (ground and PLUS students will take this course)
FND134	Photography (fully online students will take this course)

*Online students please note, this course is not available to students in all states. To find out if this course is available in your state, please contact your Academic Advisor prior to enrolling in this course.

Associate of Applied Science Degree (Online Minnesota Residents Only) Program Requirements
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The Associate of Applied Science in Web Design & Interactive Media is comprised of 28 courses to complete 91 quarter credits as follows:

19 Program Courses (57 credits)

		Credits
AUDA101	Fundamentals of Audio	3
FND130	Desktop Video	3
FND132	Fundamentals of the Internet	3
FNDA105	Design Fundamentals	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA101	Applications & Industry	3
IMD122	Design and Typography	3
IMD123	User-Centered Information Design	3
IMD130	Writing for Multimedia	3
IMD131	Screen Design and Graphics	3
IMD211	Interactive Authoring I	3
IMD212	Basic Web Scripting	3
IMD213	Project Management	3
IMD221	Interactive Authoring II	3
IMD233	Web Site Development	3
IMD311	Sophomore Digital Portfolio	3
IMD312	Introduction to Programming	3
IMD320	Prototyping for Interactive Media	3

1 Program Elective (3 credits)

Program Elective	3

8 General Education Courses (31 credits)

ART1000	Introduction to the Visual Arts	4
COM1010	Introduction to Communications	4
COM3010	Advanced Communications	4
ENG1010	Composition and Language	4
ENG1020	Composition and Language II	4
FND114	Fundamentals of Media Communication	3
MTH1010	College Math	4
PSY1010	Introduction to Psychology	4

Program Electives

ADVA101	Fundamentals of Advertising
ADVA201	Fundamentals of Marketing
CC420	Internship I
CC478	Special Projects
FADA308	Fundamentals of Business
G121	Concept Development
G135	Graphic Symbolism
G211	Advanced Typography
G223	Digital Image Manipulation II
GADA101	Introduction to Game Development
GADA102	Interactive Story Telling
ID276	Sustainable Building Principles and Practices
IMD407	Illustration for Multimedia and Web I
PHOA101	Principles of Photography (available on ground only)
FND134	Photography (available online only)

WEB DESIGN
DIPLOMA PROGRAM
THIS PROGRAM CAN BE COMPLETED ON GROUND, BLENDED (PLUS) OR ONLINE.

The Web Design diploma program is designed to prepare graduates to create compelling and effective content to be presented and interacted with on the Web and multiple interactive media platforms, with a focus on either the technical or visual aspects of design.

Introductory courses include basic world wide Web technologies, HTML scripting, and design and preparation of screen graphics. Intermediate courses cover Web site planning and development, interactive media authoring, scripting, and a choice between a series of three courses dealing with either technical web development or visual design for the web. Students may complete their studies with a digital portfolio course to showcase their work and skills to prospective employers.

Student Learning Outcomes
_____
- Demonstrate professional visual communication skills through the use of graphic illustrations, photography and typography.
- Integrate composition and design in support of concept
- Demonstrate the ability to program and code to functional requirements of media project(s).
- Apply critical thinking and needs analysis to concept design and in developing media marketing.
- Apply presentation and communication skills to produce design and business solutions appropriate to a particular client or target audience.

Gainful Employment Information
The following links provide program duration, tuition, fees, other costs, median debt, salary data, alumni success, and other important info for the Diploma in Web Design degree program offered in the modalities specified below:

Modality	Gainful Employment Link
The Art Institute of Pittsburgh	ge.art institutes.edu/programoffering/57
The Art Institute of Pittsburgh – Online Division	ge.art institutes.edu/programoffering/206

Diploma Program Requirements

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The Diploma in Web Design is comprised of 15 courses to complete 45 quarter credits as follows:

12 Program Courses (36 credits)		Credits
FND132	Fundamentals of the Internet	3
FNDA105	Design Fundamentals	3
FNDA135	Image Manipulation	3
FNDA150	Digital Color Theory	3
GWDA101	Applications & Industry	3
IMD122	Design and Typography	3
IMD123	User-Centered Information Design	3
IMD131	Screen Design and Graphics	3
IMD211	Interactive Authoring I	3
IMD212	Basic Web Scripting	3
IMD233	Web Site Development	3
IMD311	Sophomore Digital Portfolio	3

3 Track Electives - Choose from one of the following tracks (9 credits) :   9

Track 1: Technical Web Development

IMD312	Introduction to Programming
IMD323	Database Systems
IMD331	Web Site Development II

(OR)

Track 2: Visual Design

IMD324	Digital Photography for Interactive Media
IMD332	Web Imaging Techniques
IMD407	Illustration for Multimedia and Web I

GENERAL EDUCATION COURSES

The General Education curriculum provides knowledge and skills required to become a well-rounded college graduate and citizen. The main learning outcomes focus on written and oral communication skills, critical thinking and problem solving skills, artistic and aesthetic appreciation, and information fluency, which are essential for success in a continually evolving workplace.

Course offerings include a broad array of disciplines such as art history, literature, mathematics, political science, psychology, and science. These classes offer the opportunity for students to explore the world around them, to help focus their own personal interests, and, ultimately, enrich the work they do in their programs of study. The curriculum is designed so that courses build in depth and breadth while allowing students to select courses in areas of their own interest.

Perhaps General Education's most important role is helping students to develop both professionally and personally. Some important areas of emphasis include: learning to work responsibly in diverse social and professional environments, recognizing the potential impact of local, national, and world events on both a career and personal level, valuing and applying quantitative and critical thinking skills to everyday experiences, and communicating effectively, both orally and in writing. The General Education curriculum supports and enhances the education that students receive within their majors and provides a well-rounded academic experience.

Institutional Learning Outcomes
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- Written Communication: Graduates will have the opportunity to demonstrate effective written communication by providing their audience sufficient information on a topic that is organized and that employs the generally accepted conventions of English usage.
- Oral Communication: Graduates will have the opportunity to demonstrate effective oral communication by providing their audience sufficient information on a topic that is organized and that employs the generally accepted conventions of English usage.
- Arts and Humanities: Graduates will have the opportunity to demonstrate the ability to interpret and analyze artistic work, historical events, or philosophical thought and describe the relevance of the work to themselves, society, and cultures.
- Behavioral/Social Sciences: Graduates will have the opportunity to analyze the nature, diversity, and impact of social, political, psychological, and/or economic thought on the individual, institutions, and cultures.
- Math/Natural Sciences: Graduates will have the opportunity to demonstrate critical thinking and problem-solving skills using mathematical and/or scientific reasoning to solve problems.
- Information Fluency: Graduates will have the opportunity to demonstrate responsible use of information by discerning authority, by evaluating the relevance of information to their purpose, and by appropriately documenting sources.

All courses offered as general education are listed below. The following policies apply:
_____

- Students must meet all prerequisites for selected general education courses.
- Each degree will have a minimum of 5 to 6 required general education courses as stipulated in the program course sequences.

Bachelor of Science degrees require a specific number of general education electives from each of the following areas and as well as level requirements:

- Humanities (1)
- Natural Science/Mathematics (1)
- Social Science (2)
- Three courses must be taken at the 2000-level or higher
- Three additional courses must be taken at the 3000-level or higher.

Associate of Science/Associate of Applied Science degrees will require one general education elective at the 2000 level or higher, with the exception of the Associate of Applied Science in Web Design & Interactive Media program, which does not contain general education electives.

Students in all AS and BS programs take the following five courses:
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ART1000	Introduction to the Visual Arts
COM1010	Introduction to Communications
COM3010	Advanced Communications
ENG1010	Composition and Language
MTH1010	College Math

Students in the programs indicated must also take the following courses in addition to the five listed above:
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BIO2010   Nutrition (required for all students in the Bachelor of Science in Culinary Management and the Bachelor of Science in Hotel & Restaurant Management programs)

ART3020   American Architecture (required for the Bachelor of Science in Interior Design students)

NATURAL SCIENCE/MATHEMATICS

BIO1010	Introduction to Biology
BIO2010	Nutrition
BIO3010	Human Anatomy
BIO3020	Biotechnology
CHM1010	Introduction to Chemistry
CHM2010	Chemistry of Materials
MTH2010	College Math II
MTH3010	Applied Trigonometry
MTH4010	Applied Calculus
MTH4100	Applied Statistics
PHY1010	Physics
PHY2010	Optics
PHY2020	Acoustics
PHY3010	Concepts in Modern Physics

SOCIAL SCIENCE

ECO1010	Microeconomics
ECO2010	Macroeconomics
ECO3010	American Economic History
HIS1010	U.S. History I: First Contact to Reconstruction
HIS1020	U.S. History II: Reconstruction to the Present
HIS2010	History of the 1960s - America
HIS2500	Western Civilization I: Antiquity to the Renaissance
HIS2510	Western Civilization II: Early Modern Europe to the Present
HIS2520	US History Since 1945
HIS2900	History of Piracy

HIS3010	Pittsburgh in History
HIS3020	Women in History
HIS3030	World War II Europe
HIS3040	History of Sports in American Society
PS1010	Introduction to American Politics
PS2010	International Politics
PSY1010	Introduction to Psychology
PSY2020	Positive Psychology: Psychology of Motivation and Emotion
PSY2100	Cross-Cultural Psychology
PSY3010	Cognitive Psychology
PSY3020	Theories of Personality
PSY3030	Abnormal Psychology
PSY3040	Introduction to Forensic Psychology
PSY4010	Organizational Psychology
PSY4020	Human Development (available on ground only)
SOC1010	Introduction to Sociology
SOC2020	Social Problems

HUMANITIES

ART1020	Art History: Prehistory to the Early Modern Era
ART1030	Art History: From the Early Modern to the Contemporary
ART2010	American Popular Culture
ART2020	Real and Imagined Creatures in the History of Art
ART2100	The Afterlife in the History of Art
ART3010	American Art History
ART3020	American Architecture
ART3030	Theories of Modernism and Postmodernism
ART3040	Theories of Contemporary Drawing Applications
ART4010	African American Art
ART4020	Latin American Art History
ENG1020	Composition and Language II
ENG2200	Advanced Composition (available online only)
ENG2500	World Literature
ENG2510	American Literature
ENG3010	Creative Writing I - Poetry
ENG3020	Creative Writing II - Fiction
ENG3030	Pop Culture Literature
ENG3040	Trends in Contemporary Writing
ENG3500	Science Fiction Literature
ENG4010	Children's Literature
ENG4020	Women's Literature
ENG4030	Special Topics in Writing
ENG4040	Western and Non-Western Traditions: Contemporary Literature Since 1970
PHI1010	Introduction to Ethics
PHI2100	Aesthetics
PHI2200	Logic
PHI3010	Applied Ethics
PHI3100	Environmental Ethics
SPN1010	Elementary Spanish
SPN2100	Intermediate Spanish
SPN3100	Conversational Spanish

FOUNDATION COURSES

The Foundations courses are basic and introductory in nature, and include the areas of art, design, business, and audio and digital technology. They are designed to provide students with the conceptual development skills necessary for successful advancement in their creative coursework.

Depending on the program of study, students can develop an understanding of color, composition, design, perspective, and basic drawing skills, or will be introduced to fundamental business and management skills and/or beginning digital or audio technology. Students in the Foundation courses may also benefit from the interaction and exchange of ideas among different program disciplines.

Students will be exposed to the importance of creative problem solving, concept development, and critical analysis and reasoning. In addition, instruction is started on the very essential skills of oral and written communication and presentation.

All courses in the Foundations Department are also available online.

The Foundations curriculum mission is to provide all students who are enrolled in program specialties with a rigorous art and design foundation and a basic knowledge of business principles and audio/digital media. This will enable the students to advance in their respective program areas. These efforts will be accomplished in a studio/lecture/lab environment through learner-centered instruction delivered by qualified faculty.

The following Foundation courses are available:
_____

FNDA105	Design Fundamentals
FNDA110	Observational Drawing
FNDA120	Perspective Drawing
FNDA135	Image Manipulation
FNDA150	Digital Color Theory
FND114	Fundamentals of Media Communications
FND120	Visual Indication
FND121	Theory and Development of Form
FND130	Desktop Video (available online only)
FND132	Fundamentals of the Internet
FND134	Photography (available online only)
FND135	Introduction to Web Design
FND154	Fundamentals of Accounting
FND250	Intellectual Property Law
FND251	E-Commerce
FND252	Human Resource Management

COURSE DESCRIPTIONS
at The Art Institute of Pittsburgh

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

A435 Concepts of Multimedia Production
This course advances students to understand skills and to understand the process of presenting various forms of information (media) to professional audiences. Students will research and study, and analyze videos, moving graphics, graphics, and copy. They will create short mock projects and apply techniques and aesthetics discussed in the lectures, demos and readings. Professionalism and presentation techniques are also to be covered. Prerequisite: ADVA303. 3 credits

ADVA101 Fundamentals of Advertising
Examines various methods, objectives and types of advertising and marketing communications in the context of current and emerging trends and cultural influences necessary to produce a variety of advertising campaigns. Prerequisite: None. 3 credits (available online only)

ADVA201 Fundamentals of Marketing
The fundamental concepts and principles of marketing. The overview of marketing provided here will help students place their knowledge in a framework and understand how each component contributes to the strength and utility of a marketing plan. Students will also learn how to identify the ways in which world events and cultural assumptions influence marketing. Prerequisite: None. 3 credits

ADVA204 Consumer Behavior & Persuasive Sales Techniques
Examine the cultural, social, psychological and individual variables involved in consumer behavior. Review marketing practices that influence buyer decisions. Focus on the essential skills and persuasive techniques to affect a sales cycle. Prerequisite: ADVA201. 3 credits

ADVA205 History of Advertising
Examines the origins and evolution of advertising and how it has changed over time; its history, potential, limitations and impact on current culture and emerging trends. Prerequisite: None. 3 credits

ADVA207 Creative & Strategic Planning
Translate marketing objectives into advertising strategy. Take the business challenge the client has presented and translate it into a creative strategy with specific deliverables. Prerequisite: ADVA201. 3 credits

ADVA208 Principles of Marketing Research
Marketing research as a tool for developing strategies. The source of data, sampling procedures, questionnaire design, data collection and analysis. Prerequisite: None. 3 credits

ADVA209 Portfolio I
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Academic Director Approval. 3 credits

ADVA214 Advertising Copywriting
Developing effective advertising strategies and copy executions that underlie and enable creative marketing and advertising campaigns and cultivate clear, logical, and creative copywriting skills. The unique characteristics of digital media and the creation of copy for digital media will be explored. Prerequisite: ENG1010. 3 credits

ADVA215 Advertising Storyboarding & Scriptwriting
Basic storyboard layouts and techniques are examined and practiced. Students write scripts that convey messages in a clear, effective style that communicates to specific audiences. Emphasis is placed on developing concepts and researching, planning and writing scripts for broadcast commercials, public service announcements and interactive media communications. Prerequisite: ADVA214. 3 credits

ADVA302 Introduction to Advertising Campaigns
Students create an integrated advertising campaign consisting of multiple media executions of a single, unified theme or concept. Prerequisites: ADVA209 for Advertising BS students; Academic Director Approval for Internet Marketing Certificate students. 3 credits

ADVA303 Interactive Advertising
Students compare and contrast traditional and interactive outlets in order to develop a clear understanding of the demand for advertising and marketing on-line. Students discover and apply new methodologies in developing and working with interactive e-commerce. Students learn the unique characteristics and techniques of media writing and apply them to interactive media production. Prerequisite: ADVA209. 3 credits

ADVA304 Writing for Interactive Media
This is a specialized writing course for interactive design production. Students identify the requirements of different types of writing and the unique characteristics and techniques of interactive media writing. Students examine how various forms of media work together to reach audiences. Students further explore how to use interactive media to express ideas. These techniques are then applied to various forms of media and creating an interactive resume. Prerequisite: ENG1010 or Academic Director Approval. 3 credits

ADVA307 Brand Strategy
The role of branding and brand identity. Examines brand value, framework and positioning and their importance to building strong, enduring brands. Prerequisite: FADA308 or GWDA308. 3 credits

ADVA308 Account Planning
The account planner represents the consumer focus in an advertising agency. Inside the agency, an account planner helps choose and integrate research and considers proposed advertising decisions from the perspective of consumer behavior. The planner integrates the marketing research, creative and account management perspectives into the development of the creative brief as the foundation for advertising creative development. Prerequisite: ADVA101. 3 credits

ADVA312 Emerging Media in Advertising
Explore advanced industry concepts and practices in emerging media; discovering and applying these ideas to a campaign. Students prepare, present and defend a graduate project suitable for a professional audience. Prerequisite: ADVA303. 3 credits

ADVA318 Budgeting & Financial Management
Examine budgeting, short-term and long-term financing, billing, and the economics of financial markets as they impact organizations. Prerequisite: GWDA308. 3 credits

ADVA322 Digital Media Campaigns

Students design and implement advanced marketing campaigns utilizing emerging digital media concepts, paradigms, and business models. Students combine and integrate interactive business models using both online and offline media. Students integrate knowledge of e-commerce and interactive media to include emerging technologies such as mobile marketing, social media marketing (SMM), viral advertising, and video and user generated content (UGC). Prerequisite: ADVA201. 3 credits

ADVA328 Public Relations

Examines the role of public relations, showing the principles, methods and means of influencing public opinion. Prerequisite: None. 3 credits

ADVA332 Intermediate Advertising Campaigns

Students create integrated advertising campaigns, each consisting of different media executions of a single unified theme or concept. Social media executions are included in these campaigns. Prerequisite: ADVA302. 3 credits

ADVA338 Media Planning

Review of advertising channel options in delivery of the marketing message. Budgeting advertising buys, creating media proposals and articulating return on investment. Creating media sales opportunities. Prerequisite: ADVA101. 3 credits

ADVA348 Leadership & Organizational Behavior

Examine human relations theory and individual, group and organizational performance in relation to the structure of a business. Explore the dynamics of successfully leading a diverse workforce through organizational change. Prerequisite: GWDA308 OR FADA308. 3 credits

ADVA402 Online Community Management

Focus on developing the knowledge and skills for how to design, create and manage online communities as a business model for relationship marketing. Build and maintain a fan base using social networking tools and engage participants in ongoing conversation around a brand or idea. Prerequisite: GWDA308. 3 credits

ADVA406 Internship

Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to seek entry into the field when they graduate. Students need to work 110 hours to complete the internship. Prerequisite: Academic Director Approval. 3 credits

ADVA407 E-Commerce Strategies & Analytics

Explore various metrics and analytics tools for tracking the social and consumer behaviors of online visitors. Students will apply these tools by selecting appropriate Key Performance Indicators (KPIs) for a campaign, identifying and responding to trends in real time, and generating and evaluating reports to determine campaign success. Students will formulate appropriate recommendations and data-driven decisions to optimize online activities. Prerequisite: GWDA308 or FADA308. 3 credits

ADVA408 Advanced Account Planning

Analysis of account planning by further synthesizing the two principle methods for successful account planning-implementing the creative brief into an advertising campaign and analyzing concepts based on creative strategy. In this Management capstone students work with a real client to deliver a professional creative brief and support materials. Prerequisite: ADVA308. 3 credits

ADVA409 Portfolio Presentation
Students will demonstrate their conceptual, design, craftsmanship and other skills as they assemble and refine portfolio elements in preparation for the transition into the professional world. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects their personal style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources. Elements of the digital portfolio are developed. Prerequisite: Academic Director Approval. 3 credits

ADVA412 Advanced Advertising Campaigns
Students research and develop a fully integrated advertising/promotional campaign. Value is placed on the importance of deadline, budget, client relationship and presentation as they relate to the creative process. Final project should document, support and argue the rationale and effectiveness of the campaign. Students prepare, present and defend a graduate project suitable for a professional audience. Prerequisite: ADVA332. 3 credits

ADVA419 Portfolio II
This course will guide students through the process of compiling their work into a final interactive portfolio. It will also stress the importance of professional development and help students complete their initial job search requirements including personal branding. Prerequisite: ADVA409. 3 credits

ART1000 Introduction to the Visual Arts
This course will introduce students to the central principles in art, architecture, and design by using an interdisciplinary approach to examine the creative process, the historical and cultural background, and the various stylistic influences that go into making different forms of art. The course will build visual analysis skills through the development of specific art vocabulary. By examining art in a variety of artistic fields, students will gain an enriched understanding of the interconnectedness of the arts in their social, cultural, and academic contexts. Prerequisite: None. 4 credits

ART1020 Art History: Prehistory to the Early Modern Era
This course is an introduction to Western art from ca. 25,000 BCE to ca. 1700 CE and covers prehistoric art in Europe, the Near East and Egypt; Aegean and Greek art; Roman, Early Christian, Jewish and Byzantine art; and Gothic, Renaissance (Italian and Northern), and Baroque art. Concepts such as the artists' influence, artistic motifs, stylistic evolution, cultural context, patronage, function, reception, and censorship as well as the incorporation of non-European art forms into the Western Tradition will be covered in this class. The course is designed to help students increase their art historical vocabulary for discussing an art object's medium, composition, style, and iconography. Prerequisite: None. 4 credits

ART1030 Art History: From the Early Modern to the Contemporary
This course is an introduction to Western art before the Neoclassical from ca. 1700 CE to the present day and covers Neo-Classicism, Realism, Impressionism and Modernist movements from Fauvism through Abstract Expressionism to Contemporary. Concepts such as artists' influence, artistic motifs, stylistic evolution, cultural context, patronage, function, reception, and censorship as well as the incorporation of non-European art forms into the Western Tradition will be covered in this class. The course is designed to help students increase their art historical vocabulary for discussing an art object's medium, composition, style, and iconography. Prerequisite: None. 4 credits

ART2010 American Popular Culture
This course covers elements and ideas of American Popular Culture from the early 20th century through the present. Students will research and analyze American popular culture within its historical context utilizing a variety of creative and scholarly resources. The course will provide a special focus on drawing connections between generational traits and contemporary history, politics, products, trends, philosophies, myths, icons, heroes, and media to diverse cultural production including but not limited to literature, popular novels, magazines, artwork, architecture, urban planning, interior design, graphic design, advertising, music, radio, movies, television, games, fashion, animation, and comics. A variety of assignments will be used in this course to allow students to connect the material to their lives, and to their own disciplines. Prerequisite: ENG1010. 4 credits

ART2020 Real and Imagined Creatures in the History of Art
This course will cover creatures both real and imagined and how they have been thought of and depicted by artists from early civilization to the present. This will allow students to investigate how artists from different time periods and cultures depicted the same topics or concepts. Stylistic differences, divergent mediums, and modern technology will be explored. This course will offer a comparative perspective to solve assigned studio problems. Prerequisite: ENG1010. 4 credits

ART2100 The Afterlife in the History of Art
This course discusses the notion of the afterlife and how it has been thought of and depicted by artists from early civilization to the modern day. This will allow students to investigate how artists from different time periods depicted the same topic or concept in different styles and with different mediums. This course offers a comparative perspective to solve assigned studio problems. Prerequisite: ENG1010. 4 credits

ART3010 American Art History
This upper-division course explores the development of American art from the Early Colonial period to the 21st century. This class is designed to give students a developed understanding of the American art world through its varied historical and cultural influences. Students will emerge from the class able to identify and intelligently discuss numerous American artists and styles as well as relevant issues and themes that shaped the evolution of American art. Special attention will be paid to how American art has historically paralleled the evolving American identity. Artistic movements are explored and analyzed in a multi-faceted approach, examining contextual influences as well as the physical surface of the art in a manner that provides the opportunity for students to explore American art as it relates to their own discipline. Prerequisite: ENG1010. 4 credits

ART3020 American Architecture
This course is an introduction to American architecture and its architectural influences from the 16th century to the present. Topics covered in this course include, Colonial, Civil War, Victorian, Modern, International Style, Bauhaus, and the green movement architectural styles as well as Western and Non-Western influences on American design. Select individuals, structures, and cities will be used throughout the class to emphasize architectural concepts and urban design principles. The course will also explore political, economic, religious, ethnic, and gender-related issues as they are part of the dynamics contributing to the creation of many structures. Prerequisite: ENG1010. 4 credits

ART3030 Theories of Modernism and Postmodernism
This course presents essential concepts to critically analyze the distinguishing characteristics of Modernism and Postmodernism. Examination of artworks, manifestos, art movements, and biographies of key figures in art critically engages the student as social context is explored. The visual arts (painting, sculpture, time-based media and architecture) are supported by textual material (philosophy, literature, and drama) to provide a comprehensive understanding of each period. From individual perspective to artful aspect, the art and ideologies of Modernism and Postmodernism are weighed. Prerequisite: ENG1010. 4 credits

ART3040 Theories of Contemporary Drawing Applications
This course analyzes theoretical trends in contemporary drawing through the writings of artists and the discussion of their works. The course critically reviews different applications of drawing and compares traditional approaches with experimental modes. Students will discuss the work and theories of contemporary artists who engage in the application of drawing as a primary means of expression. Prerequisite: ENG1010. 4 credits

ART4010 African American Art
An introduction to the historical and social forces that shaped the works of American artists of African ancestry from the Colonial period to the present. The course will examine the roots, styles, content, and aesthetics of African American art. Prerequisite: ENG1010. 4 credits

ART4020 Latin American Art History
This course is designed to help students understand the artworks of Latin America within the context of its diverse and rich cultures. Art before the arrival of the Europeans, during colonialism, and throughout the powerful social and political revolutions of the 20th century are examined. This course investigates artistic production in the cultural context of struggles for independence. Visual analysis of painting, architecture, and sculpture amidst the processes of social change through the modern and contemporary eras provides an artful overview of the main themes and issues that have shaped Latin American countries. The influences of geography, political and social movements, and colonial control are explored. Critical examination of the effects of culture, church, and state offer the student an understanding of the deeper implications of the visual arts in the Latin America. Prerequisite: ENG1010. 4 credits

AUDA101 Fundamentals of Audio
Addresses the principles of recording sound and covers sound characteristics, basic acoustics, and techniques for field recording. The role of sound in media production is explained. Prerequisite: None. 3 credits

BIO1010 Introduction to Biology
In this course, students will learn the principles and foundations that comprise biology as a discipline. Throughout the course students will be exposed to course lectures, texts, and basic, everyday analogies about concepts in biology. Topics discussed will include the history of biology as a science, the meaning and use of the scientific method, the organization of life, cell structure and function, genetics, evolution, plant and animal biology, communities, ecosystems, and conservation and environmental topics. Special emphasis will be placed on examining and understanding contemporary environmental issues through discussion, written, and laboratory- based assignments. Prerequisite: None. 4 credits

BIO2010 Nutrition
This course centers on an explanation of the basic principles of nutrition and their relationship to health. The structure, functions, and sources of nutrients - including proteins, carbohydrates, fats, vitamins, minerals, and water - are discussed. Current issues in nutrition are reviewed, including dietary guidelines, energy balance, vitamin supplements, and food fads. Prerequisite: None. 4 credits

BIO3010 Human Anatomy
Students will learn the basic human body structures and organ systems. The topics covered will include cells, tissues, the skeletal system, the muscular system, the nervous system, the cardiovascular system, the respiratory system, the digestive system, and the reproductive system. The organization and basic functions of each system will be discussed. Prerequisite: BIO1010. 4 credits

BIO3020 Biotechnology
Students will learn the basic applications of biotechnology that impact human health, agriculture, and the environment. Topics covered will include genes, proteins, genetic engineering techniques, genome sequencing, cell culture, biotechnology in agriculture, biotechnology in medicine, cloning, forensics, environmental applications, and the risks and regulations of biotechnology. Prerequisite: BIO1010. 4 credits

BP231 Chocolate, Confections, and Centerpieces
Students develop knowledge and theoretical application in the correct use and handling of fine chocolate and various sugar mediums. This course will focus on the chocolate varieties, chocolate tempering and basic chocolate work. This course will additionally focus on various sugar manipulations to include but not limited to: pulled and blown sugar, pastillage, and gum paste. Students will prepare molded candies, various pralines and bon-bon, and complete an integrated pastillage, chocolate and a sugar showpiece. Prerequisites: CUL123 and CUL207. 3 credits (Available on ground only)

BP223 Artisan Breads and Baking Production
This course provides the information, tools and instruction to gain proficiency in the preparation of a variety of artisan breads. Emphasis will be placed upon learning to mix, ferment, shape, bake and store hand crafted breads. Students will focus on traditional fermentation, as well as the science of the ingredients. Students learn assembly speed and increase their proficiency in meeting production deadlines with quality products. Prerequisites: CUL123 and CUL207 or by Academic Director Approval. 6 credits (Available on ground only)

BP232 Chocolate, Confections, and Centerpieces
Students develop knowledge and theoretical application in the correct use and handling of fine chocolate and various sugar mediums. This course will focus on the chocolate varieties, chocolate tempering and basic chocolate work. This course will additionally focus on various sugar manipulations to include but not limited to: pulled and blown sugar, pastillage, and gum paste. Students will prepare molded candies, various pralines and bon-bon, and complete an integrated pastillage, chocolate and a sugar showpiece. Prerequisites: CUL123 and CUL207. 6 credits (Available on ground only)

BP238 European Cakes and Tortes
Students will build on competencies previously learned and apply those skills into new products to create more laborate tortes and cakes using complex finishing methods by applying glazes, using decorative sponges, and building multi-component cakes. Topics to be covered include comparison of classical and modern preparations, classical cakes; glazed, iced, molded, and cream filled cakes, and bombes. Co/Pre-requisites: CUL123 and CUL207. 3 credits (Available on ground only)

BP241 À la Carte Pastry Café
In this class the students will be engaged in the actual management and operation of a working Pastry Café. The Café will offer scratch baked goods, individual international pastries along with international coffees and teas. Students will be involved in the Research and Development of various baked goods and pastries that will be offered for sale to the public. Product management and presentation of advanced baked goods and pastries will be highly stressed and applied. Prerequisites: BP223, BP231, BP238 and BP301. 6 credits

BP301 Advanced Patisserie and Display Cakes
This course explores the techniques of plated desserts and the theory behind building edible art for A la Carte service, competition or banquet functions. Methods and procedures for producing high quality specialty decorated cakes, as well as the design, assembly, and decorating of wedding cakes will be introduced. Co/Prerequisite: BP231. Prerequisite: BP238. 6 credits

BP303 Portfolio
Through competencies developed with previously related studies course work, students will develop a complete business plan for a minimum 50 seat pastry café. This project will include: market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardized recipes and costing for all standardized recipes, and menu design. The student will have the assistance of a Chef/ Instructor to facilitate with the completion of the capstone pastry café project. Prerequisite: Associate's-level students must complete in their final quarter. 3 credits
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

C220 Intermediate 2D Animation
An introduction to the development of personality and emotion in animated characters is explored. Students will produce an animation of a character expressing emotions and also will work with multiple characters to increase the level of complexity. Prerequisite: MAAA212. 3 credits

C230 Advanced 2D Animation
In this course, building on the study of personality and emotion in character animation, students are responsible for organizing the elements required to finish an animated short. Prerequisite: C220. 3 credits

C240 Creative and Collaborative Project Management Techniques
In this course, students focus on teamwork as they are exposed to production disciplines through project-based learning. Students plan all the aspects of a production pipeline for a client, solving real-world problems creatively. Prerequisite: None. 3 credits

C314 2D Digital Animation
This course is an introduction to the 2D digital animation production process. The student will apply their traditional animation skills using a 2D animation software package. Students will create a fully colored and rendered animation. Prerequisite: None. 3 credits

C332 Advanced Software
A lecture and workshop course in which the student will apply information from the lectures and texts to complete projects involving 3D modeling, surfacing, lighting, animating, and rendering using industry-related 3D modeling and animation software. Prerequisite: None. 3 credits

C412 Advanced Software II
A workshop course in which the student will apply information from the lectures, texts, and lab assignments to animate and render projects. Prerequisite: C332. 3 credits

C422 Advanced Software III
A production course in which the student utilizes the information learned in the previous two courses to produce portfolio pieces under the supervision and guidance of the instructor. Prerequisite: C412. 3 credits

C440 Portfolio for 2D Animation
This course will focus on the refinement of previous work into a comprehensive collection representative of Character Animation skills. Emphasis will be on development, design, craftsmanship and presentation. This course begins the process of examining the student's strengths and building upon them to produce a marketable portfolio. Prerequisite: Completed 30 credits in the 2D Animation or 3D Animation Certificate programs. 3 credits

CAT406 Filmmaking for Animation
In this class students will learn the basic techniques used in acquiring motion video footage for use in creating a short video presentation. Form, composition, camera setups, and shots will be discussed as well as basic lighting schemes and recording audio for video on location. The students will create a short video presentation as a final project. Prerequisite: None. 3 credits

CC420 Internship
Through a field internship experience, students will be able to apply acquired subject matter and career/professional skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful business in relation to their fields of study. The students will gain experience needed to seek entry into the field upon graduation. Students need to work 110 hours to complete the internship. Prerequisite: Successful completion of at least 75 credits in their discipline with a 2.75 or higher CGPA. 3 credits

CC430 Internship II
Interested students may apply to the Internship Program, which allows students to work for credit with cooperating industry employers. Institute staff will coordinate the program with students and employers. This is a second internship in academic programs, which permit the student to take two internships. Students need to work 110 hours to complete the internship. Prerequisite: CC420 or PHOA406. 3 credits

CC478 Special Projects
This class is designed to emulate a real world environment by combining the skills of students from more than one curriculum. In one quarter, a project may be selected that will require video, animation, and industrial design students to complete the final project. In another quarter, the project may require video, photography and multimedia and Web skills. Projects will vary and students and faculty will have the ability to propose projects for future classes. Prerequisite: 75 credits successfully completed and 2.75 CGPA. 3 credits (Available on ground or online depending on your choice of program. Please contact your advisor with questions.)

CC479 Special Projects II
This class was created to be either a continuation of CC478, Special Projects, when students wish to stay involved in a project that takes more than one quarter, or to offer them an additional opportunity to work on more than one Special Project. The Special Projects class is designed to emulate a real world environment by combining the skills of students from more than one curriculum. In one quarter, a project may be selected that will require video, animation, and industrial design students to complete the final project. In another quarter, the project may require video, photography and multimedia and Web skills. Projects will vary and students and faculty will have the ability to propose projects for future classes. Prerequisites: CC478, 135 credits successfully completed, and 2.5 CGPA. 3 credits

CC480 Special Projects III
This class was created to be either a continuation of CC478 and CC479, Special Projects and Special Projects II, when students wish to stay involved in a project that takes more than two quarters, or to offer them an additional opportunity to work on more than one Special Project. The Special Projects class is designed to emulate a real world environment by combining the skills of students from more than one curriculum. In one quarter, a project may be selected that will require video, animation, and industrial design students to complete the final project. In another quarter, the project may require video, photography and multimedia and Web skills. Projects will vary and students and faculty will have the ability to propose projects for future classes. Prerequisites: CC479, 150 credits successfully completed and 2.5 CGPA. 3 credits

CHM1010 Introduction to Chemistry
Chemistry is the study of matter and the changes it undergoes. The very foundation of human existence is the result of chemical bonds forming between elements: the smallest, indivisible components of matter. Students will explore how atoms interact to form compounds. Patterns of bonding are described and used to distinguish between ionic and covalent bonds. Building on this foundation, students explore how compounds interact to form mixtures, and how bulk physical properties arise as a result of intermolecular forces. With the introduction of chemical and physical processes, students further their understanding of chemistry by studying the changes that matter can undergo including chemical and physical changes. Fundamental concepts of gas laws are explored, and students cultivate an understanding of Charles' Law, Boyles's Law, and Avogadro's Law through a series of discussion-based exercises. Prerequisite: MTH1010. 4 credits

CHM2010 Chemistry of Materials
Interdisciplinary field involving the properties of matter and its applications to various areas of science. In materials science, rather than haphazardly looking for and discovering materials and exploiting their properties, one instead aims to understand materials fundamentally so that new materials with the desired properties can be created. This science investigates the relationship between the structure of materials and their properties. Prerequisite: CHM1010. 4 credits

COM1010 Introduction to Communications
In this course students will develop and refine oral and written presentation skills focusing on compiling, organizing and outlining the research material. Through a series of speeches, students will work to become better public speakers and have a basic understanding of various theories of communication. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Prerequisite: ENG1010. 4 credits

COM3010 Advanced Communications
The purpose of this course is to examine the theoretical and practical aspects involved in effective communication. The course will emphasize essential elements of communication in both personal and professional environments as well as identify and analyze efficient oral and written delivery techniques. Prerequisites: ENG1010 and 75 or more credits completed for Associate of Science students or 150 or more credits completed for Bachelor of Science students. 4 credits

CUL102 Sanitation and Safety
This course is an introduction to food and environmental sanitation and safety in a food production area. Attention is focused on food borne illnesses and their origins and basic safety procedures followed in the food service industry. This course is approved by the Federal Food and Drug Administration (FDA) and is recognized by the state and local jurisdictions that require training and certification. Prerequisite: None. 3 credits.

CUL105 Concepts and Theories of Culinary Techniques
The fundamental concepts, skills and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients and cooking theories. Lectures teach organization skills in the kitchen and work coordination. The basics of stocks, soups, sauces, vegetable cookery, starch cookery, meat, and poultry are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying. As part of this course, students enrolled in the TAP series for Food Safety Managers Certification program. Students must successfully pass the certification program by the end of this course in order to proceed into kitchen lab courses; other than CUL106 Fundamentals of Classical Techniques or CUL207 Introduction to Baking and Pastry Techniques course; as a food safety certificate or successful completion of the TAPs program is a prerequisite for all remaining kitchen lab courses. Prerequisite: None. 3 credits (available on ground only)

CUL106 Fundamentals of Classical Techniques
The fundamental concepts, skills, and techniques involved in basic cookery are covered in this course. Special emphasis is given to the study of ingredients, cooking theories, and the preparation of stocks, broth, glazes, soups, thickening agents, the grand sauces, and emulsion sauces. Lectures and demonstrations teach organization skills in the kitchen, work coordination, and knife skills. The basics of vegetable cookery, starch cookery, meat, and poultry are covered. Emphasis is given to basic cooking techniques such as sautéing, roasting, poaching, braising, and frying. Students must successfully pass a practical cooking examination covering a variety of cooking techniques. Prerequisite: None. 6 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL123 American Regional Cuisine
The course reinforces the knowledge and skill learned in the preceding classes and helps students build confidence in the techniques of basic cookery. The development of knife skills is accented. American Regional cuisine explores the use of indigenous ingredients in the preparation of traditional and contemporary American specialties. The concepts of mise en place, timelines, plate presentation, and teamwork in a production setting are introduced and accentuated. Timing and organization skills are emphasized. Prerequisites: CUL105 and CUL106. Student must provide proof of TAPs Food Safety Manager completion certificate or a current ServSafe certificate before taking this class. 6 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL142 Latin Cuisine
This course emphasizes both the influences and ingredients that create the unique character of selected Latin cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Mexico, South America, and the Caribbean Islands. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Co/Prerequisite: CUL123. 3 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL207 Introduction to Baking and Pastry Techniques
This course is a combination of theory, lecture, demonstration, and hands-on production to provide an introduction to baking and pastry techniques for use in a commercial kitchen. Special focus is placed on the study of ingredient functions, product identification, and weights and measures as applied to baking and pastry techniques. Instruction is provided on the preparation of yeast-raised dough mixing methods, roll-in doughs, pie doughs, basic cake mixing methods, fillings, icings, pastry cream, and finishing techniques. Students must pass a practical exam. Prerequisite: If CUL207 is the student's first kitchen lab class at The Art Institute of Pittsburgh, student must provide proof of a current ServSafe certificate, TAP Series Food Safety Manager completion certificate or enroll in the TAP course concurrently while taking CUL207. 6 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL209 Sustainable Purchasing and Controlling Costs
This course introduces the student to the methodologies and tools used to control costs and purchase supplies. This course helps the student value the purchasing, planning, and control processes in the food and beverage industry. Primary focus is on supplier selection, planning, and controlling costs, with an introduction to the study of sustainable products and approaches. Topics include planning and controlling costs using budgeting techniques, standard costing, standardized recipes, performance measurements, and food, beverage, and labor cost controls. Prerequisite: None. 3 credits

CUL210 Management, Supervision and Career Development
This course focuses on managing people from the hospitality supervisor's viewpoint. The emphasis is on techniques for increasing productivity, controlling labor costs, time management, and managing change. It also stresses effective communication and explains the responsibilities of a supervisor in the food service operation. Students develop techniques and strategies for marketing themselves in their chosen fields. Emphasis will be placed on student's assessing their more marketable skills, developing a network of contacts, generating interviews, writing cover letters and resumes, preparing for their employment interview, developing a professional appearance, closing, and follow-up. Prerequisite: None. 3 credits

CUL215 Garde Manger
This course provides students with skills and knowledge of the organization, equipment, and responsibilities of the "cold kitchen." Students are introduced to and prepare cold hors d'oeuvres, sandwiches, salads, as well as basic charcuterie items while focusing on the total utilization of product. Reception foods and buffet arrangements are introduced. Students must pass a written and practical exam. Prerequisite: CUL123. 6 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL217 Garde Manger I
This course provides students with skills and knowledge of the organization, equipment, and responsibilities of the "cold kitchen." Students are introduced to and prepare cold hors d'oeuvres, sandwiches, salads, as well as basic charcuterie items while focusing on the total utilization of product. Reception foods and buffet arrangements are introduced. Students must pass a written and practical exam. Prerequisite: CUL123. 3 credits (Satisfied by transfer credit only. Please see program description for Bachelor of Science in Culinary Management - online modality.)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL222 Food and Beverage Operations Management
This course addresses front-of-the-house operations and is designed to provide students with an introduction from a managerial perspective of providing exceptional service to increasingly sophisticated and demanding guests. Survey of the world's leading wines classified by type, as well as other distilled beverages. Topics covered include the management and training of personnel to be responsible, professional alcohol servers, product knowledge, the income statement, job descriptions, sales forecasting and cost control. The students will produce a complete dining room and bar operation manual. This project should be saved on diskette or jump drive, as it will be used during Capstone or the development of a business plan. Prerequisite: None. 3 credits
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL236 Management by Menu
This course prepares future food service managers by giving a clear picture of the important role menu planning plays within operations. It covers topics ranging from menu development, pricing, and evaluation to facilities design and layout. Students will benefit because the understanding of menus is crucial to the success of any foodservice operations, i.e., a planning tool, source of operational information, and a merchandising method for reaching patrons. Prerequisite: None. 3 credits

CUL242 World Cuisine
This course emphasizes both the influences and ingredients that create the unique character of selected International cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of Europe, Africa, the Mediterranean, and Latin America. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Prerequisite: CUL215 or CUL217. 3 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL243 Classical European Cuisine
This course emphasizes both the influences and ingredients that create the unique character of selected Classical European Cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of British Isles, Italy, France, Germany, Austria, Switzerland, and Scandinavia. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Co/Prerequisite: CUL215 or CUL217. 3 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL244 Asian Cuisine
This course emphasizes both the influences and ingredients that create the unique character of selected Asian cuisines. Students prepare, taste, serve, and evaluate traditional, regional dishes of the four regions of China, Japan, Korea, Vietnam, Thailand, and Indonesia. Importance will be placed on ingredients, flavor profiles, preparations, and techniques representative of these cuisines. Please keep in mind that while the recipes used in this curriculum are close replications to the original dishes, they are not and in many cases cannot be exact duplications of the authentic dish. Prerequisite: CUL215 or CUL217. 3 credits
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL300 Á la Carte Kitchen
Introduces students to the Á La Carte kitchen, emphasis is on "á la minute" method of food preparation, plus dining room service standards. Industry terminology, correct application of culinary skills, plate presentation, organization and timing in producing items off both a fixed-price menu and á la carte menu are stressed. The principles of dining room service are practiced and emphasized. The philosophy of food are further explored and examined in light of today's understanding of food, nutrition and presentation. Prior work experience or field study experience requires supervised, verifiable experience in the culinary field with a minimum of 90 work hours in food production. Students are responsible for securing the field experience site and may seek assistance through The Art Institute of Pittsburgh. Field Experience is a semi-structured and supervised situation in which students receive basic training and directed work experience in selected entry-level positions consistent with career preference. Emphasis is on job competence, performance, and professionalism and work relations. Documentation must be completed during the course. Co/Prerequisite: CUL105, CUL106, CUL123, CUL207 and Program Chair Approval. 6 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL301 Art Culinaire
This course will celebrate the culinary styles, restaurants, restaurateurs and chefs who are in the current industry spotlight. Their style, substance, and quality will be discussed and examined. During the hands–on production aspect of the class, students will have the opportunity to be exposed to specialty produce and products. Prerequisite: CUL300. 6 credits (Satisfied by transfer credit only. Please see program description for Bachelor of Science in Culinary Management - online modality.)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL303 Art Culinaire
This course will celebrate the culinary styles, restaurants, restaurateurs and chefs who are in the current industry spotlight. Their style, substance, and quality will be discussed and examined. During the hands–on production aspect of the class, students will have the opportunity to be exposed to specialty produce and products. Prerequisite: CUL300. 3 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL304 Culinary Internship
The course has been designed to acquaint the student with actual working conditions in an approved restaurant/hospitality establishment. This course is a supervised entry-level work experience in the restaurant/hospitality field requiring a minimum of 150 work hours. Individual conferences and class attendance is required. Students are responsible for securing an internship job and may seek assistance through The Art Institute of Pittsburgh. Students gain experience needed to seek entry into their field on graduation. Prerequisite: CUL303. 3 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL305 Hospitality Managerial Accounting
In this course, the students develop a working knowledge of the current theories, issues and challenges involved with financial management. Students are introduced to the tools and skills that financial managers use in effective decision making. Topics include budgeting, cash management, cost concepts and behavior, investment analysis, borrowing funds, and financial forecasting. Prerequisite: FND154. 3 credits

CUL312 Global Management and Operations in the Hospitality Industry
This course provides students with an introduction to the dimensions and nature of the international hospitality industry. It is designed to review the principles of management and to apply management theory to the global marketplace. Students examine the social, cultural, political and economic environments within which international hospitality operators compete for survival and growth. Topics emphasized include cultural dimensions of management, international management strategy, international marketing and international human resource management. Prerequisite: CUL222. 3 credits

CUL315 Facilities Management and Design
This course provides students with information related to hospitality facility design and maintenance. Food service layout and design is related to operating issues, new building construction, and renovations. Planning and design of facilities including equipment, space and functional relationships, cost and operating efficiencies; emphasis on maintenance programs, safety regulations, building code requirements and energy conservation. Prerequisite: CUL236. 3 credits

CUL319 Advanced Garde Manger
This course provides students with a continuation of skills and knowledge of the organization, equipment, and responsibilities of the "cold kitchen." Students are introduced to advanced principles, preparation, and practices relative to pates, cold hors d' oeuvres, and charcuterie items, in addition to mousselines, ballotines, pate en croute, etc., while focusing on the total utilization of product. Reception foods and buffet arrangements will be brought to a higher level of detail. Students must pass a written and practical exam. Prerequisite: CUL215. 3 credits (available on ground only)
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL320 Culinary Arts Portfolio
Through competencies developed with previous related coursework, students will develop a complete plan for a minimum 100-seat restaurant. This project will include: sales projections, opening inventories, capital equipment, standardized recipes and costing for all standardized recipes, and menu and facilities design. The student will have the assistance of a Chef/Instructor to facilitate with the completion of the capstone restaurant project. Prerequisite: CUL300. 3 credits
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL326 Legal Issues and Ethics in Hospitality Management
The course is designed to give the student an overview of legal issues arising in the foodservice environment. The students will examine laws pertinent to the hospitality/food service industry and will investigate the relationship of these laws to the administration of a service organization. This course also identifies common ethical dilemmas encountered by culinarians; introduces the student to the foundations, purpose, and content of ethical codes and approaches to ethical decision making. Prerequisite: None. 3 credits

CUL327 Hospitality Information Systems
This course is a survey course in foodservice information systems and technology (IS&T) designed to introduce students to the many diverse facets of IS&T in the foodservice industry. Current systems and issues of major importance in the field of IS&T will be considered as they relate to the foodservice industry. Emphasis will be placed on the managerial and business aspects of IS&T, rather than the technical perspectives. Core topics will include key foodservice systems (e.g., accounting and property management systems, point-of-sale, sales and catering, etc.), guest service and customer relationship management (CRM), knowledge management, and IS&T strategy. Prerequisite: None. 3 credits

CUL411 Event Management
This course introduces students to the fundamentals of catering, special events and sales in the hospitality industry. The course focuses on understanding the caterer's role within the hospitality industry and the various catering disciplines. Students also discuss topics such as contracts, checklists, legal considerations, staffing and training, food production, and sanitation. This course is project driven which requires significant creative and independent work. Prerequisite: None. 3 credits
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

CUL425 Leadership and Organizational Development
Students examine leadership, organizational management and culture, focuses on the role of the mangers as facilitators of change within the organizations. The course emphasizes the concepts of motivation, interpersonal relationships, group dynamics, leadership, and organization culture. Examination of leadership styles, development of strategic plans, and critical problem solving in the hospitality industry are covered in the course. Prerequisite: CUL326. 3 credits

CUL427 Quality Service Management and Training
This class will examine the role of service in the food service industry and explore how to give quality customer service. Service systems and training programs in quality operations will be examined through the use of case studies and hypothetical scenarios. The course will cover employee training and development from both a strategic and operational perspective. The class will culminate by examining Charlie Trotter's service standards in what is often the best-rated restaurant in the United States. Prerequisite: None. 3 credits

CUL431 Sales and Public Relations
This course will focus on the sales function in varied hospitality settings. The relationship of sales to marketing will be explored, and the process of the actual personal sales call will be emphasized. The role of a successful public relations plan will also be examined, as well as the benefits of favorable public impression on a hospitality operation. Prerequisites: HRM350 or ADVA201 or Academic Director Approval. 3 credits

CUL432 Innovation and Entrepreneurship
This course provides an introductory overview to the knowledge and skills needed for entrepreneurship. The course offers a chance to gain new knowledge and skills about how to identify and pursue entrepreneurial opportunities that can be applied to a student's own interests. Topics include: how entrepreneurs find, screen, and evaluate ideas and new business opportunities. Creativity: Imagination, ingenuity; The ability to create; The act of relating previously unrelated things; The application of a person's mental ability and curiosity to discover something new. Innovation: The introduction of something new; The development of new processes, methods, devices, products, and services for use by oneself and/or others. Entrepreneurship: The pursuit of opportunity without regard to resources currently controlled; The process of creating value by combining resources in unique ways to exploit opportunity. Involves taking responsibility for implementing innovative concepts. Prerequisites: ADVA201 or HRM350. 3 credits

CUL433 Culinary Management Keystone
This course will provide experiential, practical, general workplace training supported by an individualized learning plan developed by the student in conjunction with the college and the employer. The course will enable the student to integrate various disciplines within the Culinary Industry and builds on Culinary Management principles, concepts, and industry established practices studied during previous courses and throughout the student's previous industry employment experience. Students will spend 100 hours at a professional culinary establishment to complete their project. Prerequisite: Prior to registering for this course, students must document no less than 150 hours of Culinary Industry work experience which satisfy the parameters set by Culinary Management Department for this work experience. This may be met by a previously completed Culinary Internship/Externship; Current ACF certification; or Culinary Industry site-employment verification. 3 credits

CUL435 Culinary Management Portfolio
Through competencies developed with previous related studies course work, students will develop a business plan for a hospitality related business concept of their choice. The project will include: Market Analysis and Marketing Strategy, Operating Budget, Sales Projections, Opening Inventories, Capital Equipment, Standardized Recipes and Costing for all standardized recipes, Menu and Facilities Design. The course covers the components of a business plan as well as techniques for developing and presenting sections of the plan. Business related competencies are reviewed and tutored as necessary for completion of the project.
Prerequisite: CUL427. 3 credits

DFV120 Video I
Students begin the implementation of fundamental terminology, concepts, equipment and techniques of video production. Co/Prerequisites FND130. 3 credits (available online only)

DFV213 Lighting II
In this advanced lighting class the student will study and apply advanced lighting techniques and concepts as they relate to various media applications. Emphasis is placed on mastering the skills required to make appropriate lighting decisions under a variety of field and studio situations. There is also a focus on pre-production skills, as well as problem solving "on the set." Prerequisite: DFVA133 or VE231. 3 credits

DFV300 Experimental Filmmaking & Video Art
The course will examine the multiple ways film and video has been used to express and create art outside of traditional narratives. Students will learn through a mix of theory and conceptualized production with essays to read, gallery visits, film and video screenings and the on-going production of video works by the students. Prerequisite: None. 3 credits

DFV325 Filmmaking
In this course, the student will learn the basics of the 16mm film cameras, basic film shooting, lighting characteristics for film, along with simple post-production editing for film. Aesthetics and technical aspects of filmmaking are compared and contrasted through demonstration and lecture. Techniques and fundamental skills learned by students will be applied to the production of one in-class group shooting exercise and a final film project done either individually or as a group of no more than three. Prerequisites: DFVA123 or VE241. 3 credits

DFV334 Adaptation Production
This course focuses on interpreting and adapting original literary and non-fiction work for digital filmmaking and video production. Students employ their critical thinking, problem-solving, research, and organizational skills to create or recreate scripts for production. Prerequisite: DFVA214 3 credits

DFV335 Digital Documentary Production
This course instructs the student in the different techniques of documenting a subject of social/cultural significance. The class will view and critique a different documentary each week. Over the course of the quarter, each student will identify a subject worthy of a full-length documentary and will research, prepare and present an extensive prospectus that outlines the subject in detail. The prospectus will incorporate information on budget, schedule, participants, intended audience, funding sources and distribution outlets. By the end of the quarter, each student will produce and present his/her own short-form documentary on the chosen subject. Prerequisites: DFVA203 and DFVA107. 3 credits

DFV336 Audio Post Production
This course focuses on the enhancement of audio recordings in the studio for further manipulation. Topics of study include digital effect devices, equalization, synchronization, sound design, and dialogue replacement. Prerequisite: DFVA313. 3 credits

DFV431 Advanced Sound Design
This course expands upon the methods and techniques adopted by digital film and television production professionals. Students will focus on creating a final mix for digital delivery for the required media. Prerequisite: DFVA204. 3 credits

DFVA101 Survey of Digital Filmmaking & Video Production
A survey of the digital filmmaking and video production field within the larger framework traditional mass media and emerging communication technologies. Prerequisite: None. 3 credits

DFVA102 Introduction to Filmmaking Applications & Design
Introduction to professional software applications used for the creation and design of digital filmmaking and video production. Prerequisite: None. 3 credits (available on ground only)

DFVA103 Fundamentals of Video Production
Students begin the implementation of fundamental terminology, concepts, equipment and techniques of video production. Prerequisite: DFVA111 or Academic Director Approval. 3 credits (available on ground only)

DFVA105 Conceptual Storytelling
Introduces students to storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard. Prerequisite: DFVA101. 3 credits

DFVA107 Fundamentals of Producing & Directing
Focuses on the production processes from the perspectives of a producer and director. Prerequisite: DFVA103. 3 credits

DFVA111 Principles of Cinematography
Introduction of the history and principles of visual design for motion pictures through the use of a camera. Prerequisite: None. 3 credits   (available on ground only)

DFVA113 Fundamentals of Editing
Introduces the student to the editing of visuals and sound using non linear editing software. Prerequisite: DFVA111. 3 credits

DFVA123 Intermediate Video Production
Covers the principles of visual design for motion pictures, develop the student's ability to evaluate the visual potential of locations, and determine the proper technical tools and use of motion picture elements to achieve the story's intended look. Prerequisite: DFVA103. 3 credits

DFVA133 Lighting for Digital Film
Students will be introduced to the Basic concepts and principles of lighting for cinematography. Fundamentals of utilizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image. Prerequisite: None. 3 credits

DFVA201 Fundamentals of Scriptwriting
Students explore the writing and creative elements needed to create scripts. They will also acquire knowledge of all elements from research to proposal to treatment to script. Prerequisite: DFVA105. 3 credits

DFVA202 Digital Cinematography
Explores various cameras, lighting techniques and styles used in digital filmmaking and video production. Discussions will cover advanced concepts and principles of camera operation, camera movement, use of lenses, composition and lighting techniques. Prerequisite: DFVA123. 3 credits

DFVA203 Intermediate Editing
Students will learn to utilize creative problem-solving skills through editing using approach, pace, tone, and rhythm of sequences. Prerequisite: DFVA113. 3 credits

DFVA204 Acting & Directing
Develops students' understanding of the role and responsibilities of a director and their role in helping actors bring characters to life. Prerequisite: DFVA107. 3 credits

DFVA205 History of Film & Media
Focuses on the history of film and media, with the goal of delivering a clear outline and analysis of its key developments and innovations. Prerequisite: None. 3 credits

DFVA208 Media Business Practices
Addresses basic business theory and practices for the media professional, as well as key legal requirements for artistic industries. Prerequisite: None. 3 credits

DFVA212 Broadcast Graphics I
Students study the nature and attributes of motion and broadcast graphics and learn to generate, select, and manipulate still and motion graphics for broadcast and other media delivery. Prerequisite: DFVA113. 3 credits

DFVA213 Studio Production
Focuses on broadcast studio operation, live production, studio management, lighting, crew, and sound. Students will also explore the theoretical basis of the electronics behind the equipment needed for studio production. Prerequisite: DFVA202. 3 credits

DFVA214 Scriptwriting
A presentation of the professional scriptwriting process, from pitching, through treatment, and the development process to final draft. Prerequisite: DFVA201. 3 credits

DFVA222 Broadcast Graphics II
Reinforces compositing concepts, techniques and vocabulary acquired in Broadcast Graphics I and introduces more sophisticated tools and techniques. Prerequisite: DFVA212. 3 credits

DFVA223 Intermediate Audio
Explores the various methods and techniques for digital sound composition and design. Students will focus on using digital sound systems and manipulating sound elements for intended effects in media content. Prerequisite: AUDA101. 3 credits

DFVA233 Electronic Field Production
Students will learn video field production in two styles: Electronic News Gathering and Electronic Field Production. Prerequisite: DFVA213. 3 credits

DFVA303 Multi-Camera Production
Students work together as a team to produce in-studio and/or remote multi-camera productions of live performances. Prerequisite: DFVA213. 3 credits

DFVA306 Internship
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to seek entry into the field when they graduate. Students need to work 110 hours to complete the internship. Pre-requisite: Academic Director Approval. 3 credits

DFVA307 Media Theory & Criticism
Introduce students to the major theories used to analyze various media, including film, television and audio. Prerequisite: DFVA205. 3 credits

DFVA308 Media Delivery Systems and Distribution
Addresses the end part of digital filmmaking and video production—delivery and distribution. Students will study a variety of delivery methods and systems and determine the advantages and limitations of each. They will also examine the relationship between delivery systems and distribution methods and evaluate the relative efficiency, cost, and effectiveness of each. Prerequisite: DFVA353. 3 credits

DFVA309 Portfolio I
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Academic Director Approval 3 credits

DFVA313 Sound Design
Explores the various methods and techniques for digital sound composition and design in film and video. Prerequisite: DFVA223. 3 credits

DFVA316 Media Production Workshop
Working in production teams, students in this workshop class will deal with real clients, typically representatives of non-profit organizations. Guided by a faculty, students interview the client to determine expectations and work in a team to design and produce the media content for an intended delivery system. Prerequisite: DFVA323. 3 credits

DFVA323 Short Media Production
Discusses short form as a genre of media production and its features in subject matter and style. Students learn to produce short-form news, information, or dramatic content for multiple delivery platforms. Prerequisite: DFVA233. 3 credits

DFVA332 Senior Project Preparation
Initiates a multi-quarter, comprehensive project which will be integral to students' final portfolios. With department approval, students will employ their cumulative skills to pre-produce a digital film in a chosen genre. Prerequisite: Academic Director Approval. 3 credits

DFVA333 Senior Project Production
This course continues the three-quarter long comprehensive project begun in DFVA332 Senior Project Preparation. Students will employ cumulative skills to produce a significant, sophisticated, digital film in a chosen genre. Projects will be carried out individually or in groups based on the needs of the class as determined by the instructor. Prerequisite: DFVA332. 3 credits

DFVA343 Advanced Editing
Using advanced editing methods, this course focuses on processing audio and video elements in media content and organizing such content for total effect and final delivery. Prerequisite: DFVA203 or VE384. 3 credits

DFVA353 Compositing for Digital Film
Students in this course learn the concepts, techniques, and vocabulary of compositing. Students apply rotoscoping, match moving, keying, layering to finalize their multiple-source projects. Prerequisite: DFVA222 or Academic Director Approval. 3 credits

DFVA403 Senior Project Post Production
This course concludes the three-quarter long comprehensive project begun in DFVA332 Senior Project Preparation and created in DFVA333 Senior Project Production. Students will employ cumulative skills to post-produce a significant, sophisticated digital film in a chosen genre. Prerequisite: DFVA333. 3 credits

DFVA409 Portfolio II
This course aims to prepare students to seek entry-level employment within the industry by assisting them with the development and presentation of a graphic design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: DFVA309. 3 credits

ECO1010 Microeconomics
In this course, the student will learn about standard microeconomic topics. Microeconomics studies the economic behavior of individuals and firms. The student will examine why firms maximize profits and consumers maximize satisfaction. Students will learn about competition, efficiency and market structure. Prerequisite: None. 4 credits

ECO2010 Macroeconomics
This course presents the study of economics as a whole. Topics include: aggregate demand and aggregate supply; economic growth and business cycle; monetary policy and fiscal policy; government spending, taxation and deficit; wages, inflation/stagflation; unemployment and its impact on society; international trade and foreign exchange rate; the functions of banks and the economic crisis. In short, this course facilitates a better understanding of the economic underpinnings of the world around and thus helps students make wiser economic decisions. Prerequisite: ENG1010. 4 credits

ECO3010 American Economic History
This course attempts to use economic development viewpoint and economic theory to explain and analyze our past: How was a remote North American colony of Britain able to develop into the biggest economy in the world over the past 250 years? Major topics of the course include: colonial development; revolution and independence; the rise of capitalism; westward expansion; the economic effect of slavery and Civil War; steamboats, railroads and economic development; the economic impact of industrialization and urbanization; big business and government policy; the Great Depression and the New Deal; the prosperity of wartime and the time immediately after WWII; the change from manufacturing to a service industry; the challenge facing us in the recent years, and the economic crisis in 2008. Prerequisite: ENG1010. 4 credits

ED122 Storyboarding
This course focuses on planning for complex layered composites. Students will apply industry-standard storyboarding and script techniques to visual special effects. Contents to be covered include purposes and formats of storyboards, basic terminology and concepts used in storyboarding, and the application of storyboarding techniques to the creation of storyboards with or without a written script. Prerequisite: None. 3 credits

ED123 Theory and Development of Form for Entertainment Design
This course provides an introduction to the understanding and development of visual and tactile forms, emphasizing the transformation of concept sketches into three-dimensional form, studies a variety of materials, and explores the fundamental principles of using the forms as compositional elements. Co/Prerequisite: FNDA120. 3 credits

ED211 Movie Miniature Animation
Students design and build articulated puppets and models to be used in single frame, stop-motion animation. Prerequisite: IND112. 3 credits

ED224 Teeth, Hair and Eyes
In this course, students will be introduced to the basic techniques for creating theatrical dentures, ear appliances, and fake eyeballs. Prerequisites: INDT124, INDT134 and INDT216. 3 credits

ED227 3D Modeling I
Using a 3D modeling program, students create and render three-dimensional forms consisting of various combinations of light, color, and texture. Prerequisite: IND221. 3 credits

ED228 3D Modeling II
This course explores the utilization of various design-related software as used by entertainment designers to arrive at the creation of basic shapes, layouts, and computer-generated renderings of hardware and software interface designs. Prerequisite: ED227. 3 credits

ED314 Acting for Film and Video
In this course, the students will learn basic and advanced techniques of acting for the camera through in-class exercises and projects. Skills of improvisation and traditional techniques are employed to create believable characters and situations. The skills mastered in this class will help students communicate effectively with actors during video and film productions. This is a course to teach production personnel what it is like to be on the other side of the camera. Prerequisite: None. 3 credits

ED334 Movie Miniature Sets
Students learn how to build miniature sets and paint backdrops for film to achieve the visual effect of a full-size scene. Prerequisite: ED414. 3 credits

ED335 Advanced F/X Makeup
Students will learn techniques for creating silicone appliances. Prerequisite: INDT242. 3 credits

ED414 Movie Miniature Models
Students select a miniature set design and construct models of appropriate vehicles, architectural elements, or products to complete the scene. Prerequisite: ED211. 3 credits

ED415 F/X Movie Making I
A study of the principles of special effects in film and video. Students develop scripts and storyboards applying learned skills in lighting, film design, and camera use. Prerequisites: DFV103 and AUDA101. 3 credits

ED416 Scenery and Lighting Design
This course will introduce the principles of scenery and lighting design, identifying production innovations, technical developments and important trends in lighting methods, and instrument design. Prerequisite: None. 3 credits

ED421 F/X Movie Making II
Students produce a short film or video utilizing various compositing, makeup, and miniature effects. Prerequisite: ED415. 3 credits

ED423 Theme Parks
Concept ideations are developed for amusement parks, zoos, and exhibit parks. Landscape and structural specifications as well as construction drawings are completed and architectural/environmental models are built. Prerequisite: ED228. 3 credits

ED430 Computer Portfolio
A class centered on the production of a demo reel that represents the student's abilities and interests. Students will determine proper applications and then develop digitally-generated portfolios for a combined length of at least 2 minutes. Prerequisite: ED228. 3 credits

ED433 Project Management
This course focuses on the production management process and development of a production team as key to the successful achievement of project outcomes. The process examines the main elements required in live or pre-produced project planning logistics, staffing, time frame, and budget. Key areas of a project team are to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively. Prerequisite: ED416. 3 credits

ENG1010 Composition and Language
Students will be introduced to college-level writing processes, including theme, composition, and research. Students will adhere to standard conventions of written English. Prerequisite: None. 4 credits

ENG1020 Composition and Language II
An extension of Composition and Language with an emphasis on the refinement of individual skills, writing styles and voices, and on research procedures. Selected readings in prose, drama, and poetry supplement the course and provide topics for discussion and written assignments. A series of short papers, including documentation, may be required. Prerequisite: ENG1010. 4 credits

ENG2200 Advanced Composition
In this course students will conduct intensive academic writing and research that focuses on research methodology. Using strategies of academic inquiry and argument, the course will pay special attention to methods commonly used in research-based writing, as well as underlying rhetorical theories, in order to help students develop the ability to discuss the underlying issues involved in generating a topic, conducting research, organizing ideas and revising evidence-based writing through rhetorical analysis related to their disciplines. In addition to performing research in a specific field, the course will include reading about and writing an extended paper demonstrating an awareness of research methodology. Prerequisite: ENG1010. 4 credits (available online only)

ENG2500 World Literature
This course focuses on reading, analyzing, and discussing literature from various geographic areas and historic time frames. Students will read these literary works from around the world and discuss topics related to their development, focusing on the cultural and historical importance of the work and its relevance to different cultural worldviews, attitudes, and ethical standards. Prerequisite: ENG1010. 4 credits

ENG2510 American Literature
This course focuses on reading, analyzing, and discussing the literature of America. The class may include various genres and periods and show how they relate to various political, social, and ethical perspectives. Prerequisite: ENG1010. 4 credits

ENG3010 Creative Writing I - Poetry
Students will be expected to complete a portfolio of short and long poems. Poems must be of submission quality. The class will involve reading the work of professional writers, student writing assignments, in-class critiques, ongoing revision, and in-class presentation of student work. Prerequisite: ENG1010. 4 credits

ENG3020 Creative Writing II - Fiction
This course will offer students the opportunity to explore the essential steps involved in writing, revising, and presenting their own fiction. In addition, students will be reading and critiquing the work of both their peers and professional writers. Prerequisites: ENG1010. 4 credits

ENG3030 Pop Culture Literature
In this course we will attempt to define what is generally meant by pop culture--recognizing that the term often refers to the people's culture (often meaning the youth) and as such we will examine the varied components that exist in a society at a given point in time that gives it diverse meaning and expression. These varied aspects will include but not be limited to literature, popular music, media, such as T.V. and film as well as the myriad forms of social media.   In addition, we will look at how popular culture enables vast amounts of people to have a collective identity, and the subsequent influence it wields on the masses. Pre-requisites: ENG1010. 4 credits

ENG3040 Trends in Contemporary Writing
This course will examine trends in contemporary writing in order to develop a deeper understanding of the new and emerging ways of engaging with contemporary circumstances. The goal of the course is to increase awareness of the various forms now in use and to explore the broader implications of those forms. Pre-requisites: ENG1010. 4 credits.

ENG3500 Science Fiction Literature
The course will provide an in-depth study of the forms and functions of the speculative fiction genre, specifically science fiction, from its roots to current applications with a focus on social importance and personal interactions with, and responses to, various classic and modern science fiction texts. Prerequisite: ENG1010. 4 credits.

ENG4010 Children's Literature
A survey of 19th and 20th century children's literature, this course will examine the criteria of good literature, children's interests, and developmental stages related to books, various genres of children's literature, children's book awards, illustrators, and authors. The course will also provide students an opportunity to explore interdisciplinary applications related to the design field. Prerequisite: ENG1010. 4 credits

ENG4020 Women's Literature
A comprehensive historical overview of the female literary tradition in English with emphasis on works by 19th-and 20th-century writers. A critical study of how women have responded to culture through a variety of literary genres. Prerequisite: ENG1010. 4 credits

ENG4030 Special Topics in Writing
Varies on the selected topic. Prerequisite: ENG1010. 4 credits

ENG4040 Western and Non-Western Traditions: Contemporary Literature Since 1970
This course is designed to introduce students to the principles of literary and cultural criticism through the study of a range of prose fiction from the last thirty years of the 20th Century and the first decade of the 21st Century. The focus of the course is to identify and interpret the thematic and stylistic interests of Western and non-Western fictions from this period, paying special attention to the various ways of understanding or seeing (cultural, political, and psychological) that different cultures bring to the production of literature. By examining, discussing, and writing about these works, students will gain specific insight into a rapidly globalizing literary aesthetic as well as an understanding of modern critical literary analysis. Prerequisite: ENG1010. 4 credits

FADA101 Elements of Garment Construction
This course introduces the student to the basic concepts of garment construction. The student will have an overview of the industrial equipment, the processes of measuring, cutting, sewing, and sequence of assembly. Prerequisite: None. 3 credits (available on ground only)

FADA102 Fashion Illustration
This course covers rendering the fashion figure, garments, details, and textiles using various media. Prerequisite: FNDA110. 3 credits (available on ground only)

FADA103 Textile Fundamentals
Students study textiles exploring natural and manufactured fibers, structure, production, uses, and characteristics. Prerequisite: None. 3 credits

FADA108 Textile Applications
This course is an Introduction to the regulations and laws that apply to the apparel industry. They will research and source textile manufacturers and mills relevant to product development.   Students will develop a further understanding of the end uses and applications of textiles. Prerequisite: FADA103. 3 credits

FADA111 Survey of the Fashion Industry
This course is an overview of the fashion industry, examining how garments are designed, created, produced and marketed. Prerequisite: None. 3 credits

FADA113 Fundamentals of Patternmaking
This course is an introduction to the principles of patternmaking through drafting basic block and pattern manipulation. Working from the flat pattern students will apply these techniques to the creation of a garment design. Prerequisite: FADA121. 3 credits

FADA121 Fundamentals of Construction
Students continue their introduction to apparel industry sewing standards and techniques. Through the completion of samples and the construction of basic garments, students apply fundamental garment construction skills utilizing industrial equipment. Prerequisite: FADA101. 3 credits

FADA131 Intermediate Construction
In this course students study the application of intermediate and industrial construction techniques to further refine construction skills. Prerequisite: FADA121. 3 credits

FADA201 Advanced Construction
In this course students study advanced construction techniques applied to structured garments. Prerequisite: FADA131. 3 credits

FADA202 Technical Drawing
Development of presentation boards and technical illustrations manually and by computer aided design technology. Prerequisite: FADA103. 3 credits

FADA203 Intermediate Patternmaking
Flat pattern techniques in accordance with garment trade practices. Emphasis will be on the manipulation of patterns for more complex designs. Prerequisite: FADA113. 3 credits

FADA207 Early History of Fashion
Students study evolution of garments and accessories from the ancient Egyptians through the French Revolution. Prerequisite: None. 3 credits

FADA208 Trends & Forecasting
The course focuses on the study of trends, trend forecasting, demographics and social issues that affect fashion. Prerequisite: FADA217. 3 credits

FADA212 Advanced Fashion Illustration
Student utilize advanced techniques in rendering the fashion figure, garments, details, and textiles using various media with a focus on application of color and texture. Students will begin to develop a personal illustrative style. Prerequisite: FADA102. 3 credits

FADA213 Advanced Patternmaking
Students study advanced patternmaking and construction techniques including stretch fabric blocks for garment creation. Prerequisite: FADA203. 3 credits

FADA217 Modern History of Fashion
Students study evolution of garments and accessories from the French Revolution to the present. Prerequisite: None. 3 credits

FADA223 Computer Patternmaking
In this course students will utilize industry standard software to further their patternmaking skills. Prerequisite: FADA203. 3 credits

FADA233 Draping
The course is an introduction to the principles and techniques of draping. Proportion, line, grain and fit are analyzed. Prerequisite: FADA203. 3 credits

FADA243 Specialized Sewing Techniques
This course explores tailoring, advanced sewing, and finishing techniques. Students learn appropriate fabric selection, proper cutting and marking, and inner construction methods. Prerequisite: FADA201. 3 credits

FADA302 Fit Analysis
This course provides the foundation for defining fit by applying techniques for accurately fitting garments on a body. Students will demonstrate understanding by translating changes back to a flat pattern. Prerequisite: FADA233. 3 credits

FADA303 Advanced Computer Patternmaking
This course will focus on the advanced use of Computer Aided Design in patternmaking. Students will utilize industry software and hardware to engineer patterns from original designs in a laboratory setting. Work will be initiated for presentation in the final portfolio of student work. Prerequisite: FADA223. 3 credits

FADA308 Fundamentals of Business
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed. Prerequisite: None. 3 credits

FADA312 Sourcing & Technical Design
Through a variety of in-depth research and analysis, students create computer generated production package consisting of costing analysis, size specification, construction standards, sourcing materials and production methods, detailed front and back flats. Prerequisite: GWDA103. 3 credits

FADA313 Computer Production Systems
This course covers industrial application of patternmaking through the creation of production ready patterns including grading and marker making. Prerequisite: FADA303. 3 credits

FADA322 Senior Collection Concept
Students develop a final collection beginning with market research, development of concepts, illustrations, and the sourcing of materials. Prerequisite: Academic Director Approval. 3 credits

FADA332 Surface Design
Students utilize manual surface design applications of colors, prints, and motifs on a variety of fabrications. Prerequisite: FADA108. 3 credits

FADA402 Digital Textile Design
Using pixel and vector based software students explore applied and structural techniques for textile print design and fabric development exploring applied and structural techniques using pixel and vector based software. Prerequisite: FADA303. 3 credits

FADA403 Senior Collection Technical
Students continue developing final collection through completion of technical drawings, specifications, patternmaking and fit. Prerequisite: FADA322. 3 credits

FADA406 Internship
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will have the opportunity to gain industry-related experience relevant to the field when they graduate. Students need to work 110 hours to complete the internship. Prerequisite: Academic Director Approval. 3 credits

FADA409 Portfolio I
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Academic Director Approval. 3 credits

FADA413 Senior Collection Production
Students complete the final development phase of their senior collection including specification package. Emphasis placed on finished construction and presentation of original line. Prerequisite: FADA403. 3 credits

FADA419 Portfolio II
This course aims to prepare students to seek entry-level employment within the industry by assisting them with the development and presentation of a digital publishing portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: FADA409 or Academic Director Approval. 3 credits

FMMA101 Introduction to Retailing
Students will be introduced to all major retailing topics involving both large and small retailers, brick and mortar retailers, E-commerce, direct marketers and their combinations. Topics to be discussed will include consumer behavior, information systems, store locations, operations, human resource management, customer communications, computerization and integrating and controlling the retail strategy in the twenty-first century. Careers in retailing will also be discussed. Prerequisite: None. 3 credits

FMMA103 Survey of Manufacturing & Product Development
This course introduces students to manufacturing processes. Students develop a working knowledge of terms, methods, and an understanding of production operations. By the end of the course, students are able to apply these concepts to their own uses. Students study various production-time and quality-assurance methods. Participation facilitates students in generating decisions in production operations. Prerequisite: None. 3 credits

FMMA104 Sales Promotion
This course is a workshop in which students design and prepare a sales and promotion package. Students will thoroughly explore the process of crafting a marketing and sales promotion that is carefully targeted and positioned to reach the goal of generating sales. Students will explore various presentation methods including multi-media formats, and practice techniques for overcoming objections to achieve targeted results. Prerequisite: ADVA204. 3 credits

FMMA201 Merchandising Math
A survey of quantitative skills necessary for merchandise planning in the wholesale and retail business environment. Prerequisite: None. 3 credits

FMMA202 3D Visual Merchandising I
This course will provide you with an introduction to concepts relating to basic space planning. Through a combination of lectures, real world case study analysis, and hand-on exercises using virtual 3D space planning software, you will complete the course having a solid foundation of space planning fundamentals. Prerequisite: FNDA135 or GWDA101. 3 credits

FMMA203 Event & Fashion Show Production
The student will be introduced to a range of skills, needed to produce a store event or fashion show. During this course, the student will gain insight into the role of creative and technical experts involved with the runway, backdrop, special effects and lighting, music, models and choreography, hair and make-up and video teams. Prerequisite: FNDA135 or GWDA101. 3 credits

FMMA208 Finance Principles
This course introduces the nature and purpose of financial principles, presents the accounting cycle, and explains how to comprehend and analyze year end income statements. Prerequisite: FADA308. 3 credits

FMMA211 Retail Buying
This course provides a foundation for the study of retail buying. Theories are analyzed through the study of merchandise classifications and the calculation of open-to-buys. Prerequisite: FMMA201. 3 credits

FMMA212 3D Visual Merchandising II
In this course you will study principles of store design with an emphasis on psychological motivation. Using 3D visual merchandising software you will practice store simulations, lighting scenarios, strategic product placement, and use of scenery and special effects to support merchandise. Prerequisite: FMMA202. 3 credits

FMMA218 Human Resource Management
This course is designed to provide an overview and foundation for all facets of human resource management. Topics will include job design, labor relations, recruitment, selection and development of employees, compensation administration, employee appraisal, and government regulations involved with equal employment opportunity, affirmative action, accommodations, Fair Labor Standards Act, and workplace safety. The strategic aspect of human resource management will be explored in depth. Prerequisite: FADA308. 3 credits

FMMA221 Merchandise Management
An advanced course in the study of stock control and managing open-to-buys which provides a practicum in buying, utilizing computer spreadsheets for data analysis. Prerequisite: FMMA211. 3 credits

FMMA301 Elements of Retail Logistics & Distribution
This course will explore the process of strategically managing the procurement, movement and storage of materials, parts and finished inventory (and the related information flows) through the organization and its marketing channels with the goal of balancing cost and service requirements in anticipation of demand. Prerequisite: FMMA211. 3 credits

FMMA302 Global Marketing
Students will gain an understanding of global marketing opportunities, problems and strategies that impact the international environment. In addition, students will become knowledgeable about international marketing concepts; cross-cultural sensitivities, political and legal influences, and economic considerations and how these concepts relate to decision making in an international environment. Prerequisite: ADVA307. 3 credits

FMMA303 Apparel Fit & Construction Evaluation
This course is designed for fashion management students to evaluate the equation between quality and cost in garments as well as understanding body measurement points, fit and silhouette analysis. Students should be able to measure garments and identify components and textiles as well as analyze quality of trims, fabrics and construction in relationship to price point. Prerequisite: None. 3 credits

FMMA308 Fashion Business Law
This course includes issues such as: intellectual property, licensing, counterfeiting, commercial operation/expansion (corporation, partnerships, sole proprietorship), selling and buying, employment law, marketing, advertising and promotion, retail leasing, and international aspects. Prerequisite: FADA308. 3 credits

FMMA312 Fundamentals of Fashion Styling
Through visual examples, assignments, and critiques this course introduces students to the field of fashion styling and its relationship to the fashion industry. Through completion of location and studio projects students develop basic requirements to produce contemporary fashion imagery. Students gain experience in how to source clothing and accessories necessary for styling, and they learn to create, to manipulate, and to rework concepts in order to communicate through images. Prerequisite: FADA217 . 3 credits

FMMA406 Internship
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of businesses related to their fields of study. The students will have the opportunity to gain industry-related experience relevant to the field when they graduate. Student need to work a minimum of 110 hours over a 5.5-week period by completing twenty hours per week for five weeks and then 10 hours in the final three day week. Prerequisite: Academic Director Approval. 3 credits

FMMA408 Entrepreneurship
Studies explore innovation and rapid change as they relate to the entrepreneur. Discussion includes issues regarding financial, behavioral, organizational, and marketing challenges facing emerging enterprises. Students create a business plan for the start-up of a new fashion-related company, product, or service. Special emphasis is placed on the disciplines of planning that are vital to entrepreneurial success. Prerequisite: ADVA348. 3 credits

FMMA409 Portfolio I
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Academic Director Approval. 3 credits

FMMA419 Portfolio & Professional Development
This course will guide students through the process of compiling their work into a final interactive portfolio. It will also stress the importance of professional development and help students complete their initial job search requirements including personal branding. Prerequisite: Academic Director Approval. 3 credits

FND114 Fundamentals of Media Communication
An overview of information media, from the historical perspective to practical uses, from page to pixels. The course will cover print media, film, television, and computer media applications. Prerequisite: None. 3 credits

FND120 Visual Indication
This course will explore various means of indicating visual elements in design. Using traditional media, the ability to effectively indicate photographs, illustrations, and other images will be developed. Prerequisite: None. 3 credits

FND121 Theory and Development of Form
This course provides an introduction to the understanding and development of visual and tactile forms, emphasizes the transformation of concept sketches into three-dimensional form, studies a variety of materials, and explores the fundamental principles of using the forms as compositional elements. Prerequisite: FNDA105. 3 credits

FND130 Desktop Video
This course deals with the processes involved with desktop editing of audio and video for digital output. Topics include the operation of non-linear systems, compression schemes, special effects compositing software, and shooting and editing for digital systems. Students will produce short videos for output to various storage formats or playback on digital media. Prerequisite: None. 3 credits (available online only)

FND132 Fundamentals of the Internet
The increasing use of the Internet and the advent of the World Wide Web have created a growing market for individuals who can integrate aesthetic design principles coupled with Web page scripting skills. Students will create World Wide Web pages utilizing HTML, the basic scripting language of all Web documents, in addition to many of the other effects and extension scripts available for that medium. Prerequisite: None. 3 credits

FND134 Photography
An introductory-level class that explores the principles of photography as well as the utilization of photography as a means of documenting design projects and portfolio pieces. This course covers the basic principles for lighting, setup, and shooting with 35mm camera. Students will photograph both two-dimensional and three-dimensional objects. Students will be taught basic principles of using a video camcorder. Prerequisite: None. 3 credits (available online only)

FND135 Introduction to Web Design
This course introduces basic web page design and development techniques using basic HTML. Students will create web pages utilizing the basic language of web documents, in addition to many of the other effects and extension scripts available for that medium. Aesthetic design principles such as page layout, type design, imaging and development using an HTML authoring tool will be covered. Students will publish files and optimize them for size and quality using an FTP host. Prerequisite: FNDA135. 3 credits

FND154 Fundamentals of Accounting
This course introduces the nature and purpose of accounting, presents the accounting cycle, and explains how to prepare accounting statements. Prerequisite: None. 3 credits

FND250 Intellectual Property Law
Intellectual Property Law provides an in-depth exploration of competitive business practices with emphasis on the protection of intellectual property including copyright, trademark, business, and service marks. Prerequisite: None. 3 credits

FND251 E-Commerce
This course will introduce the student to the unique theory and tactics of advertising and marketing on the Internet. The student will research actual advertising and marketing campaigns employing the internet as a media vehicle. Class lectures will include the theories of advertising and marketing, target markets, demographics, media buying and customer tracking. Prerequisite: None. 3 credits

FND252 Human Resource Management
This course is designed to provide an overview and foundation for all facets of human resource management. Topics will include job design, labor relations, recruitment, selection and development of employees, compensation administration, employee appraisal, and government regulations involved with equal employment opportunity, affirmative action, accommodations, Fair Labor Standards Act, and workplace safety. The strategic aspect of human resource management will be explored in depth. Prerequisite: None. 3 credits

FNDA105 Design Fundamentals
This introductory course will explore the principles of design, and introduce and develop the creative process. Design elements and relationships will be identified and employed to establish a basis for aesthetic sensitivity and critical analysis. Design will be presented as a tool of communication. Prerequisite: None. 3 credits

FNDA110 Observational Drawing
This course involves the observation and translation of three-dimensional form into two-dimensional drawings. Starting with simple shapes and progressing to more complex organic forms, students will build skill levels in composition, line quality, through the use of tone light and shadow. Prerequisite: None. 3 credits

FNDA120 Perspective Drawing
This course is a fundamental drawing course where the students will explore various art and media and learn to use a variety of drawing tools with an emphasis on perspective, where the students will draw three-dimensional objects in one-, two-, and three-point perspective. Prerequisite: FNDA110 or Academic Director Approval. 3 credits

FNDA135 Image Manipulation
In this introduction to raster-based digital image manipulation, students become acquainted with the concepts, hardware, and software, related to digital image acquisition, image editing, manipulation, color management basics, masking, layering, retouching, scanning and output. Prerequisite: None. 3 credits

FNDA150 Digital Color Theory
Introduction to the principles of color and an exploration of color theory as it relates to media. Prerequisite: None. 3 credits

FRM120 Fashion Drawing
The goal of this course is to provide fashion-drawing experience to Fashion and Retail Management students. The students will experiment with different mediums and techniques. This will enable the student to express fashion ideas in a professional way. Prerequisite: None. 3 credits (available online only)

FRM334 Special Topics in Fashion and Retail Management
This course is designed to change on a regular basis. It will look at a specific area of Fashion and Retail Management and will give students an opportunity to look at this area in-depth. Students will learn through lecture, field trips, hands-on experience, and experimentation and will create a final project in this specific area. Prerequisite: FADA111. 3 credits (available on ground only)

FRM335 Merchandising Menswear
This course is designed to expose the student to the many aspects of the menswear business. The student will understand issues of relevance to the consumer, retailer, designer, and manufacturer. The student will gain a heightened awareness of the impact menswear has always had on the entire fashion industry and gain a strong understanding of quality. Prerequisite: FADA111. 3 credits

G120 Life Drawing
Students will draw from live models and examine the anatomy, proportion, surface planes, and movement of the human form. Beginning with basic gesture drawings, the student will progress to sketching detailed figure representations. The student will explore the relationship of muscle structure, skeletal structure, light and shadow, movement and form in the tangible representation of a three-dimensional object on a two-dimensional plane. Prerequisites: FNDA110. 3 credits

G121 Concept Development
This course will emphasize the conceptualization processes of art and design in solving given problems. The student will use creative problem-solving and research techniques, specifically, problem identification, analysis, brainstorming, and idea refinement. Prerequisite: None. 3 credits

G130 Painting
Students study in-depth development of painting and various painting techniques. Emphasis will be placed on the application of value and tonal studies using a variety of wet and dry media. Prerequisites: FNDA150, FNDA105 and G120. 3 credits

G131 Typography
This course is an introduction to the history of the evolution and application of typography for the perception of meaning, intention, and personality of the written word. Prerequisite: None. 3 credits

G132 History and Analysis of Design
A study of the art movements that have structured the field of graphic design covering political, social, and economic influences and the analysis of contemporary design and design trends. Prerequisite: None. 3 credits

G135 Graphic Symbolism
This course examines the importance of graphic symbolism in design. Logos and other symbolic images will be examined in historic and contemporary contexts. Graphic elements, simplified imagery, and abstract shapes as well as typography will be utilized to create individual logo designs and images. Prerequisite: FNDA135. 3 credits

G210 Mixed Media
This course explores the basic aspects of drawing and painting as related to illustration. The application of various media and techniques is emphasized while developing a series of illustrative studies. Prerequisite: FNDA110. 3 credits

G211 Advanced Typography
This course will explore printed communication and the use of typography as an exclusive element of design. The course will focus on the development of marketable, original and creative problem-solving solutions with an emphasis on professional presentation techniques. Prerequisite: G131 or IMD122. 3 credits

G212 Electronic Design
This course will explore various means of indicating, placing, and manipulating visual elements in page design, systematically developing strong and creative layout solutions by means of cumulative, conceptual design process. The ability to effectively integrate photographs, illustrations, display, and type will be developed using page composition software. Prerequisites - one of the following course sets: (1) FNDA105 and GWDA101 or (2) PHOA112. 3 credits

G223 Digital Image Manipulation II
This course is designed to enhance further the skills acquired in previous image manipulation and technology-based classes. Emphasis will be placed on advanced applications and the identification of the best solution for an assigned task. Integration of programs to achieve a required product will also be emphasized. Prerequisite: FNDA135. 3 credits

G224 Design Principles
This course will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from roughs to comprehensives, layout, and the use of grid systems for multi-component layouts. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Prerequisite: FNDA105. 3 credits

G230 Digital Illustration
Students will produce computer-generated compositions as related to the advertising, design, and illustration fields. Prerequisite: GWDA101. 3 credits

G231 Corporate Identity
The role of design in a corporate identity program will be the focus of this course. An analysis of corporate objectives and practical applications will be the basis for developing a structured corporate image system including logo design and other business communication applications. Prerequisites: G212 and G230. 3 credits

G310 Dimensional Design
Students will explore 3-dimensional designs and processes, and how they relate to advertising design. Familiarization with materials, processes and procedures of 3D design and the requirements necessary to scale, and construct various dimensional pieces. Prerequisites: G230 and G223. 3 credits

G311 Art Direction
This course will examine the role of the art director in producing multi-faceted design projects. Exercises will train students in coordinating creative efforts from concept to finished product. A team environment is emphasized and aims to acquaint the students with the necessity of leadership ability, communication, and negotiating skills. Prerequisites: FNDA105 and G121. 3 credits

G312 Design and Technology
This course will utilize computer applications interfacing the graphic and applied arts. Students will produce contemporary advertising and graphic design portfolio projects. Emphasis will be placed on creative concepts, good typography usage, image manipulation, and presentation techniques. Prerequisites: FNDA135 and G230. 3 credits

G313 Portfolio
This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Prerequisites: Students must complete this course in their final quarter. 3 credits

G320 Intermediate Illustration
This course will focus on various applications of media and techniques in conjunction with concept development, research, and references. Drawing, designing, and painting skills will be further refined through illustrative compositions. Contemporary illustrators and their techniques will also be discussed and studied. Prerequisites: FNDA135 and G230. 3 credits

G321 Design Team Production
This course examines the structures and interdisciplinary communications skills utilized by various members of a creative design team. The processes of concept development, marketability, application, and design creation are emphasized. Students work as members of a team to research client needs, develop design solutions, and present finished work. Prerequisite: None. 3 credits

G330 Graphic Illustration
This course will concentrate on the application of design elements in a stylized illustration. Attention to detail and rendering techniques will be emphasized and refined. Prerequisite: None. 3 credits

G331 Contemporary Typography
This course will explore the current design trends in typography. The work of contemporary type designers David Carson, Rodney Sheldon Fehsenfeld, Bill Nelson, and others will be analyzed. Emphasis will be placed on experimentation of creative, innovative, new-wave type designing. Prerequisite: G211. 3 credits

G333 Packaging Design
This course will focus on design principles that are applied to the development of three-dimensional product graphics. Materials, processes, industry guidelines, and restrictions will be addressed as they pertain to surface treatments of packaging. Prerequisites: FNDA135 and G230. 3 credits

G350 Web Scripting
This course utilizes basic web page scripting techniques and software for web site design and development. Design solutions include the use of basic CSS and JavaScript languages. Students will create web sites utilizing CSS, the basic scripting language of web documents, in addition to many of the other effects and extension scripts available for that medium. Aesthetic design principles such as page layout, type design, imaging and development using a CSS authoring tool will be covered. JavaScript image galleries will also be explored. Prerequisite: FND135. 3 credits

G410 Editorial Illustration
This course will explore various conceptual illustrators and their visions. It will examine the integration of drawing, painting, and design as expressed in illustrative compositions. Emphasis is placed on conceptual development, research, references, and the application of various media and techniques. The importance of visual thinking and how to express a story through illustration will be discussed. Prerequisites: G210 and G330. 3 credits

G412 Advertising Design
This course will explore the various aspects of advertising design communications with the development of creative, original concepts. The preparation of concepts will utilize the principles of design, typography, color, and problem solving skills and stress attention to detail, deadlines, professional presentation, and cultural diversity. The course will also delve into the inner workings of advertising agencies and graphic design studios, contracts and billing along with the business ethics of the design and advertising fields. Prerequisite: G230. 3 credits

G420 Portfolio Preparation for Graphic Design
This course will focus on the refinement of previous works into a comprehensive collection representative of graphic design skills. Emphasis will be on conceptual development, design, craftsmanship and presentation. Prerequisite: Academic Director Approval. 3 credits

G422 Communication Design
This course will explore the role of design in corporate communications. The analysis of corporate objectives and target markets will be the basis for designing corporate communications that use typography and visuals effectively. Prerequisite: G331. 3 credits

G427 Basic Web Animation
This course utilizes basic Web animation techniques and software for multimedia and Web site design. Design solutions include animated presentations with images, sound, and motion. Basic navigation skills will be covered along with drawing, painting, and incorporating text. Special effects and multimedia movies will also be explored. Prerequisite: G350. 3 credits

G430 Portfolio
This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Prerequisite: Academic Director Approval. 3 credits

G431 Digital Illustration II
This course will concentrate on the concept and originality of ideas in digital illustration and will also explore vector-based applications to be used as tools to create digital illustrations. Illustrations created in this course will be applied to design formats and page layouts. Prerequisites: G230 and G330. 3 credits

G435 Experimental Typography
This course is designed to further investigate the power and beauty of expressive typography and its applications. The use of computer software and non-traditional media are explored. Projects will include kinetic typography, unique typeface/font design and creative title designs. Prerequisites: G211 and G331. 3 credits

G444 Interactive Portfolio Design
This course introduces design and development concepts for Graphic Design students who will identify, interpret, and implement the roles and responsibilities of Web industry design team members. Web page scripting skills, aesthetic design principles such as page layout, type design, imaging, and development of Web pages will be used. Students will design and develop the overall identity for a self promotional Website showcasing their graphic design portfolio. Prerequisites: (1) G420 or G313 and (2) FND135. 3 credits

G450 Contemporary Design Issues
This course will focus on sustainability and the social, artistic and ethical responsibility of the graphic designer. Students will study business ethics and practices, and utilize graphic design as a communication art to produce socially aware projects relying heavily on research. Graphic design's influence on social, environmental, and political issues as well as practical considerations of the client/designer relationship will be explored. Prerequisites: G311 and G412. 3 credits

GAD121 Scriptwriting for Games and Multimedia
This course will focus on the planning, storyboarding, and scripting of games and interactive productions. Narrative scripting techniques will also be taught. Scripts will be developed with an emphasis on characterization, plotting, target audience, messages and script format. Prerequisite: None. 3 credits

GAD226 Sound Design for Games
In this course the student studies sound characteristics of digital games and explores the various methods for creating and adapting audio effects. Basic principles of acoustics, voice recording, music selection, and editing and digital audio processes will be covered. Various sound design techniques within a gaming context and principles of audio fidelity, format conversion, and compression will be introduced. The student will create and assemble audio assets for a targeted project. Prerequisite: None. 3 credits

GAD322 Project Management for Game Art & Design
This course focuses on the multimedia project management process and the phases involved in the development of games. This course will examine the main elements required in every project plan: time, quality, and budget. Key areas include organizational structure, establishment of game project teams, leadership skills, and the role of team players. Prerequisite: None. 3 credits

GAD394 Motion Capture
Students will examine the use of motion capture techniques in games, and explore various methods of capturing live action. They will use motion capture data to drive animation and develop an appreciation and understanding of the benefits and limitations of these techniques. Prerequisites: VE252(Students in the Visual Effects & Motion Graphics Bachelor of Science program only.) All other programs: None 3 credits

GAD419 Advanced Edutainment Development
This class will combine the elements of learning theory and interactive learning games to develop games for learning. Topics to be covered will include instructional design, content development, content organization, practice, feedback, and data collection. Students will create a learning module. Pre-requisites: GAD431 or IMD320. 3 credits

GAD423 Virtual Reality
This course will cover digital world building, environmental design, non-linear storytelling, and related topics. The goal of the course is to take students with varying talents, backgrounds, and perspectives and put them together to do what they could not do alone. There are no "idea people" in the course; everyone must share in the mechanical creation of the worlds. This is a hands-on course and it takes a lot of time, but most students find it very fulfilling and fun. Prerequisite: None. 3 credits

GAD442 Character Animation for Games Portfolio
This course will focus on the refinement of previous work into a comprehensive collection representative of character animation skills. Emphasis will be on development, design, craftsmanship, and presentation. This course begins the process of examining the student's strengths and building upon them to produce a marketable portfolio. Prerequisite: All other required courses in either the Character Animation for Games Certificate or 3D Modeling for Games Certificate. 3 credits

GADA101 Introduction to Game Development
This course introduces students to the game industries. Specifically, it will focus on entry-level employment opportunities and responsibilities, career paths, industry products, and their characteristics. Students explore the production pipeline and industry standard software associated with game development. Prerequisite: None. 3 credits

GADA102 Interactive Story Telling
This course will focus on storytelling including multi-threaded stories with fully realized characters and well developed plots, while considering the audience and thematic elements. Narrative scripting techniques will be used to emphasize characterization and plot. Students will utilize decision trees to create interactive content that supports the storyline. Prerequisite: ENG1010. 3 credits

GADA202 Game Design & Game Play
This course focuses on creating a game design document. Emphasis is on research, brainstorming techniques, critical thinking, drafting and the revision of design documentation. Prerequisite: GADA101. 3 credits

GADA203 Texture Mapping for Games
In this class students will be introduced to the process of creating and working with all applicable textures for game models. Advanced texture creation techniques will be taught and applied. Introduction to a shading network in a 3D Software package and game engine will be explored. Prerequisite: FNDA135. 3 credits

GADA205 Concept Design & Illustration
This course focuses on concept art for games. Students explore the concept design and development process to create several drawings from thumbnail sketches to fully rendered images. Prerequisite: MAAA202. 3 credits

GADA212 Level Design
Building on concepts from previous courses, students analyze and extract level design needs. Students develop early stage block tests through finished level. Prerequisite: GADA202 or Academic Director Approval. 3 credits

GADA213 Game Modeling
In this course students will create 3D models for use in a real time environment, emphasizing game specific techniques using industry-standard 3D software. Prerequisite: MAAA213. 3 credits

GADA222 Advanced Level Design
In this course students create advanced level designs using complex assets including: scripts, environments, characters, audio, artificial intelligence, flow, interaction, and game optimization techniques. Prerequisite: GADA212. 3 credits

GADA223 Advanced Hard Surface & Organic Modeling
This course explores advanced modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects. Prerequisite: MAAA223. 3 credits

GADA233 Material & Lighting for Games
In this course students will apply a variety of engine based lighting and texturing techniques. Lighting for characters and environments will be explored. Prerequisite: MAAA243. 3 credits

GADA243 Programming for Artists
This course introduces basic scripting to extend the capabilities of the artist working in a game engine. Students will be introduced to data structures, constructs, methods, classes, and high level scripting languages as it relates to game development. Functional video game components will be produced utilizing a scripting language. Prerequisite: MAAA232. 3 credits

GADA253 Environmental Modeling
In this course students will create 3D environments for game integration. Topics in this course will include principles of lighting, architectural elements and using industry standard techniques for asset creation. Prerequisite: MAAA243. 3 credits

GADA302 Mobile & Social Game Design
Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs and restrictions of designing for mobile devices as well as test student-designed interfaces. Prerequisite: GADA243. 3 credits

GADA303 Game Prototyping
In this course, students will perform individually or as members of a team to create functional game projects within an existing engine. Industry standard tools will be used for rapid prototyping of various electronic game genres. Prerequisite: GADA212. 3 credits

GADA312 Game Animation
Students explore game specific animation and how it is applied in interactive environments. This course will also evaluate creative solutions to handle limitations unique to individual game engines. Prerequisite: MAAA232. 3 credits

GADA313 Advanced Game Prototyping
In this course, students will perform as members of a team to create a game level within an existing engine. Students will continue to develop a project that began in the GADA 303 Game Prototyping class. The course will conclude with the delivery of a complete project. Students will present game and associated marketing materials. Prerequisite: GADA303. 3 credits

GADA314 Team Production Planning
In this course students research a Game Art & Design topic and begin the pre-production process for their game projects. The emphasis is on quantitative and qualitative research, scheduling of the project using milestones, methods of presentation, and qualitative results. Students will gather reference, generate concept art, grey box models and game document. Prerequisite: GADA222. 3 credits

GADA323 Team Production I
This course will build upon the GADA314 Team Production Planning course. Students will assume a specific role on the production team and, acting in a professional capacity, ensure that the game project is completed by deadline. Teams of students will create and refine the game production document, level designs, basic 2D art and 3D models to be combined into a playable Game Demo in GADA403 Team Production II. Prerequisite: GADA314. 3 credits

GADA403 Team Production II
This course will build upon the GADA323 Team Production I course. Students will maintain their role on the production team and, acting in a professional capacity, ensure that the game project is completed. Teams of students will complete the game and all ancillary materials. Post-mortem will be presented upon conclusion of the course and students will create a personal archive of assets. Prerequisite: GADA323. 3 credits

GADA406 Internship
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of businesses related to their fields of study. The students will have the opportunity to gain industry-related experience relevant to the field when they graduate. Students need to work 99 hours to complete the internship. Prerequisite: Academic Director Approval. 3 credits

GADA409 Portfolio I
This course prepares students for the transition to the professional world. Students will demonstrate their conceptual, design and technical skills as they assemble and refine their assets. Working individually with an instructor, each student will select representative work that reflects their unique style. Students will learn the basic tools for designing a website and placing their work on the Internet. Emphasis is also placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Academic Director Approval. 3 credits

GADA419 Portfolio II
This course continues to prepare students for the transition to the professional world. Working individually with an instructor, each student will continue to refine their selected assets to reflect their unique style. Students will also continue to enhance their web presence and professional resources. Prerequisite: GADA409. 3 credits

GDE404 Advanced Life Drawing
This course will concentrate on the exaggerated and stylized drawing of the human figure that enhances its expressive and theatrical appearance. Prerequisites: G120 and G320. 3 credits

GDE406 Advanced Computer Graphics
This course will concentrate on advanced use of digital composition and design tools. The student will explore photo manipulation, type design and page layout. Portfolio quality projects will be emphasized. Prerequisite: None. 3 credits

GDE407 Airbrush Basics
This introduction to airbrush rendering will discuss terminology, materials, and equipment. Basic illustrative techniques utilizing the airbrush as a rendering tool will be introduced and applied. Concentration will be on reference, drawing skills, composition, color application, light and shadow, and the use of the airbrush. Prerequisite: None. 3 credits

GDE408 Airbrush Techniques
This course will further explore the various techniques of airbrush rendering. Original images and projected technical drawings will be developed and utilized in the execution of full-color illustrations. Concentration will be on line, texture, medium, transparency, and translucency. Prerequisite: GDE407. 3 credits

GDE409 Environmental Graphics
This course is a comparative and comprehensive study and presentation of design and graphics as applied to the environment. Focus is placed on client needs, functional design solutions, and aesthetic value. Emphasis will be on research and collaboration with actual clients. Prerequisite: G121. 3 credits

GDE416 Information Graphics
The focus of this course is on the various avenues of the processing and translation of information in a visual format. Current media, including print, telecommunications, online communications, signage, marketing trends, and strategies are reviewed and utilized in the development of creative solutions to design problems. Prerequisite: G331. 3 credits

GDE417 Advanced Illustration
This course will continue the exploration and application of illustrative renderings to augment the solution of advertising and design problems. Emphasis will be placed on meeting deadlines, use of applicable rendering techniques, application of appropriate typography, and professional presentation methods. Prerequisite: G410. 3 credits

GDE420 Design Studio I
The focus of this course is on the processing of client information into a visual format along with the interaction with clients in a working design studio setting. Students work in team scenarios as well as individually. A variety of media, including print, online communication, signage, and marketing/advertising strategies are reviewed and utilized toward the development of creative solutions that directly meet actual client needs. Printing, paper stock, freelance, and various business issues are also discussed. Prerequisites: COM1010, Academic Director Approval, and a minimum CGPA of 3.2. 3 credits (available on ground only)

GDE421 Design Studio II
This course is a continuation of Design Studio I. Students continue the process of working client information into visual formats and further interact with clients to produce printed work. Students will continue to work in team scenarios although more emphasis is placed in Design Studio II on individual creative exploration. Students will follow through on the completion of client projects as well as refine their presentation skills. Prerequisites: GDE420 and a minimum CGPA of 3.2. 3 credits (available on ground only)

GDE436 Digital Photography II
This course will expand previous photography knowledge and skills and apply them to the photography of two-dimensional and three-dimensional objects, including projects, using a digital camera. This course will encompass lighting, composition, photographic techniques, and computer manipulations. Prerequisite: FND134. 3 credits

GDE437 Advertising Design II
This course will focus on the concept and craft of advertising design and art direction. Creative problem solving will be explored in individual and team projects. Students will learn how to take simple ideas and empower them with drama and appropriate impact to deliver a message. Projects will include single format and integrated advertising campaigns for consumer, business to business, and non-profit clients. Prerequisite: G412. 3 credits

GDE440 Web Animation II
This course will focus on research, layout, and marketability based on current Web design trends. Students will refine basic Web skills to produce industry standard dynamic and interactive Web interfaces. Students will design and develop the overall identity for a self-promotional website showcasing their graphic design portfolio. Prerequisite: G427. 3 credits

GDE445 Dynamic Digital Illustration
This course will concentrate on advertising illustration utilizing vector-based applications and will explore graphic designs for product and apparel. Students will be exposed to multiple techniques, and illustrations will be applied to design formats and page layouts. Prerequisite: G230. 3 credits

GWDA101 Applications & Industry
Web design and graphic design applications, tools, and industry practices. Includes file management practices, basics of markup language and styling. Introduction to illustration and image manipulation software relevant to the web design and graphic design industries. Prerequisite: None. 3 credits

GWDA102 Rapid Visualization
This course introduces the philosophy behind illustration, emphasizing conceptual visual problem solving and quick sketching methods to portray ideas. It also highlights the uses if illustration in the graphic design and advertising industries. Assignments will focus on black and white and color techniques, using contrast, values, composition and function. Prerequisite: FNDA110. 3 credits

GWDA103 Digital Illustration
This course advances the students understanding of the computer as an artist tool. Building on previous courses in drawing, concept development and introductory computer aided design; students will be asked to generate a number of expressive solutions that address specific illustrative problems, both technical and creative. As part of this course, students will be given the opportunity to develop their digital illustration skills by exploring numerous tools and techniques to obtain desired results. Prerequisite: None. 3 credits

GWDA105 Concept Design
This course will emphasize the conceptualization process of design and its function in solving given problems. The student will use creative problem solving and research techniques, specifically: problem identification, analysis, brainstorming and idea refinement. Prerequisite: GWDA111. 3 credits

GWDA111 Introduction to Layout Design
This class will concentrate on utilizing design principles and theories in problem solving, focusing on the importance of layout composition. Emphasis will be on the process of design development from thumbnails to comprehensives, layout, and the use of grid systems for multi-component layouts. Prerequisite: GWDA112 or Academic Director Approval. 3 credits

GWDA112 Typography – Traditional
This course is an introduction of lettering skills and the history and foundation of letterforms. The placement of display and text type in a formatted space, and the relationship between the appearance and readability of letterforms, are also studied. Students will work in a traditional context of hand-rendering type and also be introduced to contemporary typesetting technology. Prerequisite: None. 3 credits

GWDA133 Fundamentals of Web Design
An introduction to the terms, technologies, trends, and best practices of the interactive design industry. Students design, develop, and upload a simple web site using HTML and basic CSS. The importance of writing valid and semantic code is emphasized. Basic web site production stages and requirements such as naming conventions, file organization, project development life cycle, and image optimization are also covered. Prerequisite: None. 3 credits

GWDA222 Intermediate Layout Design
This advanced layout course enhances and reflects skills developed in fundamental design courses. Critical analysis will be applied through the usage of type and layout to create clear, communicative design. Portfolio-quality projects will be developed as part of this process. Prerequisite: GWDA111. 3 credits

GWDA305 Art Direction
This course will examine the role of the art director in producing multi-faceted design projects. Working in teams, students will coordinate their creative efforts, from concept to finished output. By encouraging a team approach, the course will further enhance students' leadership, communications and negotiation skills. Prerequisite: None. 3 credits

GWDA308 Business of Graphic Design
This course is structured to investigate the wide ranges of both traditional and emerging business topics and considerations, preparing students as they transition into a media and design profession. Concepts of professionalism, expected business needs, an understanding of self-marketing, proposals and project management, and intellectual property and contractual issues will be addressed. Prerequisite: None. 3 credits (available online only)

GWDA382 Design for Mobile Devices
Students will learn to create custom solutions for content delivery on mobile devices by developing web application and device application user interface tools optimized for delivery on mobile devices. Students will work in class with mobile devices to learn needs, restrictions of designing for mobile devices as well as test student-designed interfaces. Prerequisite: Academic Director Approval. 3 credits

GWDA392 User Experience: Prototyping
A continuation of User Experience Design: Research, this course examines methodologies and techniques of prototyping and usability testing for the design of multi-device interactive experiences. Students utilize previous research to iteratively create and test prototypes. A variety of prototyping techniques are explored including paper and digital prototyping methods. Various testing methods are also explored from guerilla usability testing to more formal testing sessions. Pre-requisite: Academic Director Approval. 3 credits

HIS1010 U.S. History I: First Contact to Reconstruction
This course provides a basic history of American social, economic, and political development from the first contact between Europeans and indigenous peoples through Reconstruction (1877). It examines the colonial heritages of Spanish, French, and British North America; the American Revolution and its social and political consequences; the establishment and growth of the new nation, including its foundational documents; slavery and abolitionism; the "first wave" women's rights movement; and the background, character, and effect of the Civil War. Prerequisite: None. 4 credits

HIS1020 U.S. History II: Reconstruction to the Present
This course covers U.S. social, economic, and political development from Reconstruction to the present. In 1865, the United States was in tatters. Civil War had divided the nation into two, and even after the war ended, deep rifts remained between whites and blacks, immigrants and "natives," and the descendants of European settlers and indigenous Americans. The course begins with a look at the Reconstruction era before moving into an exploration of westward and overseas expansion in the late 19th century; Progressive Era reformers and immigrants; economic booms and busts of the period between the two world wars; postwar recovery and the suburbanization of the 1950s; social upheavals of the civil rights, anti-war, and women's rights movements of the 1960s and 1970s; the Cold War; and contemporary history to the present. Prerequisite: None. 4 credits

HIS2010 History of the 1960s - America
This course provides an in-depth examination of the events, movements, trends, and people that occupied the days and years of the 1960s in America. Disillusionment of government, environmental concerns, civil rights, and women's rights were joined by the demand for gay rights. Fringe ideas of the 1960s were accepted by more mainstream Americans and found their way into American life and culture. A war began, our society evolved, and a president was assassinated as we withstood a British invasion and learned to love each other. Prerequisite: ENG1010. 4 credits

HIS2500 Western Civilization I: Antiquity to the Renaissance
An overview of the history of western civilization to the Early Modern Europe, with emphasis on ancient Egypt and Mesopotamia, Greek and Roman civilizations, the medieval world, European voyages of discovery and contact with Central American cultures, the Commercial Revolution, and the Renaissance in Italy and Northern Europe. "Western Civilization" refers to the civilization that began in the ancient Near East and then developed primarily in Europe, northern Africa and the westernmost edges of Asia. The cultural and political legacy of this civilization is vast and influences much of the modern world. The course explores the various social, economic, and political developments of this civilization. Prerequisite: ENG1010. 4 credits

HIS2510 Western Civilization II: Early Modern Europe to the Present
This course is an overview of the history of western civilization from the period of early modern Europe to the present. "Western Civilization" in this context refers primarily to Europe along with limited focus on North America. The course examines the age of religious wars in Europe, the rise of modernism and the development of rationalism and scientific thought, and the upheaval of the French and American revolutions. Emphasis is on the growing inter-relatedness of Europe with the rest of the world as a result of industrialization, the nation-state, and imperialism, culminating in the 20th century with world wars, the search for an international order, and the creation of the European Union. The course explores the various social, economic, and political developments of this time period. Prerequisite: ENG1010. 4 credits

HIS2520 US History Since 1945
This course will provide an in-depth examination of U.S. history since 1945, including both the transformation of America's role in world affairs after World War II and the profound political, economic, and social changes in our domestic development. The course objectives will be met through lectures, discussions, videos, class projects, and outside assignments where students will explore selected documentary and firsthand source materials. Prerequisite: ENG1010. 4 credits

HIS2900 History of Piracy
Piracy has existed since the beginning of seafaring. It has been a problem for maritime traders since before the written record. The primary emphasis in this course will be on piracy in the "early modern" era (1400-1750). The early modern period was an age of new ideas in science, medicine, religion and technology. This was the age of exploration and domination of the "New World" by European powers such as Spain and Portugal. Piracy helped to shape this development economically and politically. This course delves into the history of seafaring pirates and examines the evolution of pirates and counter piracy measures employed against them. It will also cover the closely associated and semi-legal privateer. Lastly, piracy from the post US Civil War era to present will be examined. Prerequisite: ENG1010. 4 credits

HIS3010 Pittsburgh in History
This course is a survey of the social, political, intellectual, religious and economic forces that have shaped the city of Pittsburgh. We will study the impact of industrial and technological growth on the economy and the environment in our city. Students will have the opportunity to tour historical sites. Prerequisite: ENG1010. 4 credits

HIS3020 Women in History
An overview of women's roles in human history. It will outline the role of women in the past and discuss traditional expectations about individual values, gender roles, women's place in male-dominated spheres (politics), women's impact on culture and modern expectations about the role of women in society. Prerequisite: ENG1010. 4 credits

HIS3030 World War II Europe
This is a general course in the history of World War II. The war origins will be studied in some detail, moving from the reconstruction of Europe after World War I through the rise of fascist regimes which challenge the order. The factors of German expansionism will be explored, as will the political and social factors across the continent that limited resistance to that expansion. Attention will be focused on the political and social dynamics of the World War rather than the military struggle itself. Topics will include mentalities, occupation, resistance movement, propaganda, concentration camps and the Holocaust, diplomacy and the post-war settlement. The course will conclude with an analysis of the political and social implications of the war and the onset of the Cold War. Prerequisite: ENG1010. 4 credits

HIS3040 History of Sports in American Society
This course follows the development of sports in America from the colonial times to the recent past. Over the course of the quarter, the transition from folk games to the modern age of spectator sports will be examined. Important to this transformation will be the changes in society, technology, and business. The course will also explore the changing definition and purpose of sport, the symbolism of sport, the way in which sport can unify and divide people, and the interaction between sport as a part of culture and society and its relationship to national historical trends. Prerequisite: ENG1010. 4 credits

HRM110 Introduction to the Hospitality Industry & Industry Trends
This introductory course provides students with an overview of the hospitality industry, which includes various operational segments, historical perspectives on tourism and hospitality, and a comprehensive look at each department within the foodservice and lodging industry. The student will receive an overview pertaining to forces that shape the hospitality industry, tourism, destinations, and how they interact with the hospitality industry, related businesses that serve the traveler, how services affect the industry, managing and working in the international market, and investigate the major trends in the hospitality and tourism industry while assisting the students with locating the tools to analyze and interpret those trends. Prerequisite: None. 3 credits

HRM131 Introduction to Tourism Management
This course will introduce the student to the fundamentals and nature of the tourism industry, its problems, economics, and opportunity trends. Technological changes, planning (including location, design, selection of material supplies, financing, essential forms), and procedures. Prerequisite: None. 3 credits

HRM132 Hotel and Operations Management
This course is designed to assist students in developing the ability to analyze and understand the inter-reliant environment of major departments within a hotel/resort operation. Students develop competency-based skills through analyses, written reports, and on-site learning opportunities in major departments of a hotel/resort including general and administrative, rooms division, food and beverage, sales and marketing, and sports and activities. Prerequisite: None. 3 credits

HRM135 Introduction to Foods, Cooking Production and Preparation Techniques
This course will provide the student with an understanding of the field of Culinary Arts. Special emphasis is given to the study of the history of food and the organization of the traditional and modern kitchens. Students will gain an understanding of the basic stations of the kitchen, their general functions, and how they work in concert with each other. The fundamental concepts and techniques involved in basic cookery are covered in this course. Students will also gain an understanding of the terminology of common cooking methods, ingredients, and procedures. Prerequisite: None. 3 credits
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

HRM211 Hotel and Convention Management
Focuses on basic aspects and skills involved in planning and managing meetings and conventions. Emphasis will be on types of meetings and meeting markets. Course curriculum is based on 27 Meeting Management Functions as identified by the Convention Industry Council. Prerequisites: HRM131 and HRM132 or Academic Director Approval. 3 credits

HRM215 History and Study of Cuisines
This course explores the history and culture of regional American and International Cuisines, and the use of indigenous ingredients in the preparation of contemporary and classical specialties of these regions. The concepts of mise en place, timelines, plate presentation, and teamwork in a production setting are introduced and accentuated. Timing and organization skills are emphasized. Prerequisites: CUL105 or HRM135. 3 credits

HRM221 Hotel Front Office Management and Housekeeping
Professional hotel and resort rooms management and relevant operational procedures. Emphasis on issues related to management of front office and housekeeping operations. Prerequisite: HRM132. 3 credits

HRM223 Recreation Facilities Management
This course deals with the detailed skills and knowledge needed to administer programs, facilities, staff, and recreation departments. Specifically, the course addresses issues in fiscal management, marketing management, and management of daily operations. Topics include sources of revenue, budget process, liability, personnel practices, risk management, department organization, labor unions, pricing, public relations, marketing, theories of management and the planning, design, and operation of recreation facilities and adjoining areas. On-site visits supplement course principles. Prerequisite: None. 3 credits

HRM224 Global Tourism and the Hotel Resort Industry
This course examines the components of the tourism industry: transportation, accommodation, food and beverage, and attractions. Other topics include the history, political, social, and cultural impacts tourism has on a local, state, and global environment. A section of this course is devoted to marketing, motivation, and other forces that draw guests to the region. Prerequisite: HRM131. 3 credits

HRM306 Private Club Management and Operations

This course is designed to give students the basic understanding of the organization and management of various types of private clubs including city, country, and other recreational and social clubs. It will provide students with the unique sensitivities required in managing and operating the increasingly lucrative club management market. Prerequisite: None. 3 credits

HRM308 International Lodging Development and Management

The course provides students with an introduction to the dimensions and nature of international hospitality operations. It is designed to create a sensitivity to and awareness of the differences in managing different cultures as well as to present a worldview of hospitality management. Topics covered include the global community, cultural dimensions of management, international management strategy, international marketing, and international human resource management. Prerequisite: HRM224. 3 credits

HRM309 Resort Management

This course will introduce you to the exciting, challenging and demanding, world of the resort industry. The scope of the industry will be discussed along with various industries concerning the successful marketing, management, and development of a resort. Prerequisite: None. 3 credits

HRM313 Hospitality Industry Financing

This course examines financial management's role within the hospitality industry and how it maximizes the value of hospitality corporations. Prerequisite: None. 3 credits

HRM321 Elements of Food Display, Plating and Buffet

This course will develop the skills required to set up a buffet or display tables effectively for proper and efficient service. Emphasis will be in the areas of table layout, buffet set up, and tray and plate display. The utilization of props and other techniques to create a theme will be discussed, as well as proper buffet service practices. Prerequisite: HRM215 or Academic Director Approval. 3 credits

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

HRM323 Hospitality Franchising, Licensing, and Distributorship

This course will examine franchising as a business form. During the semester, we will study franchising from the perspectives of both franchisor and franchisee covering all relevant issues including franchising agreements and related documents, financing, site selection, marketing, financial management, and operations. We will also examine the franchisee-franchisor relationship, contractual requirements, trademarks, territorial rights, compliance issues, legal considerations, and current issues in franchising. Prerequisite: None. 3 credits (available online only)

HRM324 Wine and Spirits Management

This course provides an introduction to the production of wine from vineyard to bottle, as well as a review of the basic grape varietals that are used to make wine. Through lectures, research, and tasting, students are exposed to different types, styles, and quality levels of wine. Students will become familiar with the world's most important wine regions and learn common criteria by which wines from these different regions are evaluated. This course is designed to teach students the applied approach to matching wines and food, using flavors, textures, and components present in food and wine as complementing strategies. This course emphasizes menu planning, preparation of foods, cooking methods, and tasting wines with foods. For students who are taking this course at a campus, participation in the tasting laboratory experiences is not mandatory. Students must be 21 years of age or older to participate in the tasting portion of this course; proof of age will be required. For students who are taking this course online, no wine tasting is required. Prerequisite: CUL222. 3 credits

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

HRM331 Advanced Beverage Management, Oenology, and Viticulture
Extensive study of wine making and the science of wine making from the cultivation of the vines to the harvest of the grape and the subsequent chemical and biological components of wine during crushing/stemming, fermenting, aging, bottling, packaging, and shipping. Geographical, climatic and cultural impact of the types of wines produced is emphasized. For students who are taking this course at a campus, participation in the tasting laboratory experiences is not mandatory. Students must be 21 years of age or older to participate in the tasting portion of this course; proof of age will be required. For students who are taking this course online, no wine tasting is required. Prerequisite:

HRM324. 3 credits
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

HRM333 International Traditions and Protocol
This course will provide the students with an understanding of the various traditions and protocols of the many religious and ethnic groups with which they will need to be able to graciously conduct business. Prerequisite: None. 3 credits

HRM350 Strategic Planning and Marketing
This course helps the student understand the functions of marketing within a global market. We will focus on developing market plans, strategies, objectives, advertising, sales, pricing and ethics. Prerequisite: CUL305. 3 credits

HRM415 Institutional Operations
In this course, students will learn the management skills necessary in the rapidly growing senior services industry. Students will study the socio-economic impact of the aging population and associated trends. Emphasis will be placed on the medical, nutritional, spiritual, technological, and legal needs of the generation. The role of HMOs and insurance carriers will also be explored. Prerequisite: None. 3 credits

HRM421 Hospitality Internship
Students work in commercial food service, hospitality, or hotel establishments approved by The Institute. Students are responsible for securing an internship and may seek assistance through the Institute. Students need to work 110 hours to complete the internship. Prerequisite: CUL312. 3 credits

HRM431 Casino Operations Management
This course is not intended to be a hands-on training manual for how to become a manager or dealer. This course overviews the casino industry and the management issues that are unique to gaming. Prerequisite: None. 3 credits

HRM432 Etiquette for Today's Professional
This course is designed to teach students appropriate etiquette as necessary in the hospitality industry. The ability to confidently respond to most social and business situations will be addressed beginning with the introduction of oneself as well as introducing others. Table settings, written communications/stationery, gifts and cards, dating (who pays the bill, etc.), the consideration of time and setting priorities, aspects of business etiquette, business dress, and the history of good manners will be discussed, reflecting on early citations of accepted codes of conduct and moving forward to the increasing informality we experience today. Prerequisite: None. 3 credits
Various wines and spirits are used as part of the curriculum. These products are tightly controlled and monitored in the storeroom and kitchen. Participation in this program may be limited by local drinking age requirements. Please contact your campus Dean for information.

HRM435 Hospitality Portfolio
Through competencies developed with previous related studies course work, students will develop a business plan for a hospitality related business concept of their choice. This project will include: market analysis and marketing strategy, operating budget, sales projections, opening inventories, capital equipment, standardized recipes and costing for all standardized recipes, and menu and facilities design. The student will have the assistance of a Chef/Instructor to facilitate with the completion of the capstone restaurant project. Prerequisite: HRM421 or Academic Director Approval. 3 credits

ID220 Residential Design/Kitchen and Bath
A study of residential environment with emphasis on kitchen and bath design. Prerequisite: INTA103 and INTA111. 3 credits

ID270 Architectural Design Conceptualization
This course focuses on integrating both hand and computer techniques as a conceptualization and communication tool as a means to improve the design process. This course steps through the process of designing a commercial project that starts with hand drawn sketch ideas of the interior envelope and moves to the use of digital technology to finalize design ideas, create presentation illustrations of the space and construction documents. Prerequisites: INTA103 and INTA112. 3 credits

ID275 Sustainable Practices for Residential Design
This course addresses the theory and practice of creating green residential dwellings including sustainable practices, exploration of passive solar design, energy efficiency, air quality, natural landscaping, residential materials and resources, and the built environment. The course will address sustainable residential certification programs such as LEED for Homes, Energy Star, and others. Prerequisite: INTA103. 3 credits

ID276 Sustainable Building Principles and Practices
Students will examine sustainable building principles and practices and the impact of building design, construction, and maintenance on the environment including resource consumption and conservation. Prerequisite: None. 3 credits

ID478 Special Topics: Interior Design
The Special Projects class is designed to allow the opportunity to research and explore a defined market segment of the Interior Design Industry. Students will be challenged to research and analyze a specialized topic, understand the design considerations to the facility and user, and apply the research to a defined project parameter. Projects and topics will vary and students and faculty will have the ability to propose projects for future classes. Prerequisite: Has successfully completed a minimum of 90 credits in core courses inclusive in the Interior Design Program with a minimum 3.0 CGPA. 3 credits (available on ground only)

IMD122 Design and Typography
Beginning with an introduction to the history and origins of letterforms, this course will explore the construction, function, and application of typography as an element of communications design. Aspects of type including readability, psychology and aesthetics will be examined. This course will also cover the adaptation of typography for different information delivery systems including print and electronic media. Prerequisite: FNDA105 and FNDA150. 3 credits

IMD123 User-Centered Information Design
A study of the process of solving instructional problems by systematic analysis of the conditions of learning through information. Students draw upon theory and knowledge from psychology, communications, and technology to develop their skills. Co/Prerequisite: GWDA101. 3 credits

IMD130 Writing for Multimedia
This course examines the roles of copywriter and scriptwriter in interactive multimedia. Emphasis will be on writing opportunities in the multimedia industry, as well as on the process of interactive writing, such as establishing the premise, developing the treatment, and defining the audience. Prerequisite: ENG1010. 3 credits

IMD131 Screen Design and Graphics
An introduction to the process of designing graphics for use on the screen. Students will formulate design projects specifically for delivery mediums such as kiosks, the Internet, and disc. Parameters relating to color, resolution access speed, and composition will mediate the design process. Students will employ principles of interactive design appropriate for the client and target audience. Prerequisites: (1) IMD122 or GWDA112 and (2) IMD123. 3 credits

IMD211 Interactive Authoring I
This course will cover interactive media production skills using an authoring tool. The focus will be integrating animation, audio, and video; building functioning user interfaces; and understanding and using scripting language of the authoring tool. Prerequisite: IMD131 and IMD212. 3 credits

IMD212 Basic Web Scripting
Students will create World Wide Web pages utilizing various scripting languages of current/future Web documents, in addition to many of the other effects and extension scripts available for that medium. Prerequisite: FND132. 3 credits

IMD213 Project Management
This course focuses on the multimedia project management process and development of the project team as key to the successful achievement of multimedia project goals. The process examines the main elements required in every proposal/plan, time frame and budget. Key areas of multimedia project teams serve to support the fundamental approach that every project team is tailored to achieve project results efficiently and effectively. Prerequisite: IMD123. 3 credits

IMD221 Interactive Authoring II
This course will cover how to fine tune skills in scripting and storyboarding, and will show how to design a production using interactive multimedia authoring software. This course has an emphasis on the hardware, software and peripherals, and interdisciplinary content required for successful composition of interactive multimedia projects. Prerequisite: IMD211. 3 credits

IMD222 Computer Animation for Multimedia and Web
A study of 2D and 3D animation using computer modeling and animation software as the primary tools. This course will emphasize the creation of animated sequences and GIF animation for multimedia applications. Prerequisite: IMD211. 3 credits (available on ground only)

IMD232 Interactive Authoring III
This multimedia production course includes the design and construction of a complete interactive presentation. Students will be responsible for the preparation of production parameters, objectives, analysis, and preproduction outlines through final production evaluation and editing. Prerequisite: IMD221. 3 credits

IMD233 Web Site Development
Corporations and other organizations utilize Web sites to disseminate information about products, services, and events or to provide point-of-purchase sales. Students will plan and design a Web site in this course. The Web site will be designed and developed to sell a product or service, build a brand image, sell goods and/or provide information to a consumer. Prerequisite IMD212. 3 credits

IMD241 Media Law and Ethics
This course covers the legal and ethical issues involved in professional practice in media-related professions. This includes business ethics, liability, corporate social responsibility, consumer policy, environmental impact, and intellectual property, including copyrights, patents, trademarks, and virtual property. It also introduces issues related to gender, race, age, national origin, and cultural differences as they affect both media content and media workplaces. Prerequisite - Complete one of the following sets: (1) FND114 and IMD130 or (2) DFVA201 3 credits

IMD244 E-Learning I
This course serves to introduce and provide experience with the design, development, and evaluation of effective Computer-Based Training (CBT). Focus will be on the foundations of CBT, authoring software, generalized authoring options, principles of effective design of CBT, and instructional analysis. Prerequisites: IMD131. 3 credits

IMD311 Sophomore Digital Portfolio
This course is a review and preparation of individual portfolios. The students will work on the packaging and presentation of various projects developed in other upper-level courses. Students will finalize their resume and sample sheet to begin their industry networking process. Prerequisites: 75 credits successfully completed in the Web Design & Interactive Media Associate of Science, Associate of Applied Science, or Bachelor of Science programs, or 36 credits successfully completed in the Web Design diploma program. 3 credits

IMD312 Introduction to Programming
This course introduces programming structures and techniques. The language presented will be Java, but the topics learned will flow to other programming languages. Students will learn object oriented topics and approaches, Java data types, variables, flow and decision control, object construction and use, application and Applet creation, and threading and animation. Co/Prerequisites: IMD212 and IMD233. 3 credits

IMD314 Video for Interactive Media
Students will learn how to select and integrate the appropriate video technology into an overall multimedia solution. Accessing video/audio on demand, streaming technologies, and embedding video using authoring tools are the major topics of this course. Students produce a live Webcast as a class project. Prerequisite: (1) FND132 and (2) FND130 or DFVA102 or DFV120 or DFVA103). 3 credits

IMD315 Theory and Practice in Interactive System Design
This course will introduce the student to the principles of instructional design as applied to computer-based training. Skill development will include goal analysis, performance objective writing, instructional strategies, and instructional materials creation. Prerequisite: IMD123. 3 credits

IMD320 Prototyping for Interactive Media and Games
This course is an examination of methodologies and techniques of prototyping and usability testing for the design of multi-device interactive experiences. Prerequisite: IMD211. 3 credits

IMD323 Database Systems
Databases are critical to providing content interactively on the Web as well as tracking the traffic and customer information. This course will introduce the student to databases and their application and integration to Web site development and administration. Prerequisite: IMD212 and IMD312. 3 credits

IMD324 Digital Photography for Interactive Media
This course examines the process of creating graphics for the Internet. It explores the techniques to produce graphics, animations, and video for use on the Web. Prerequisites: FNDA150 and FNDA135. 3 credits (Not offered to fully online students as a program elective.)

IMD331 Web Site Development II
Students will analyze, design, build and maintain large Internet sites that successfully integrate server management, site design, database, and scripting skills. Prerequisite: IMD233 and IMD323. 3 credits

IMD332 Web Imaging Techniques
Students will study the possibilities and constraints of image transport and display over the Internet. Current technologies will be studied in an application-oriented approach. Prerequisites: FNDA135 and FND132. 3 credits

IMD344 E-Learning II
This course develops student experience with the design and production of instructional materials. Students will design an instructional or training package that satisfies learning principles and utilizes multimedia technologies. Prerequisite: IMD244 and IMD312. 3 credits

IMD401 Advanced Web Scripting
This course builds on Fundamentals of the World Wide Web to further Web site design and development. It will focus on using advanced techniques to extend the interaction of the user and the browser to create a truly dynamic site. Prerequisites: IMD312 and IMD323. 3 credits

IMD402 Web Systems Management and Structures
This course introduces the student to the operating systems, network protocol, and technology essential for setting up an Internet/Intranet site. Students will explore various site models, including corporate, commercial, government, and education. Using case studies, the students will develop moderate-scale site designs that solve problems inherent in the distribution and security of information on the World Wide Web. Prerequisite: None. 3 credits

IMD403 Database Programming
This course will examine developing Web-based applications and database usage. We will learn about database fundamentals, tables, queries, data manipulation, and Web-based applications. Prerequisite: IMD312. 3 credits

IMD404 Database Management
This course examines database warehousing concepts and usage. We will learn how to plan and deploy warehouse projects and plan goals, examine hardware, software, and database options as well as how to construct the data and physical models. Prerequisite: IMD323. 3 credits

IMD406 Intranet/Internet Management
Intranets require both internal and external networks. This course covers DNS, database linking, common gateway interface programs, and communication between the information systems department and the end-user corporate structure to establish a successful Intranet communication system. Prerequisite: None. 3 credits

IMD407 Illustration for Multimedia and Web I
Students will produce vector-based computer-generated compositions for use in print, Web sites, and multimedia products. Prerequisite: GWDA101. 3 credits

IMD411 Senior Research
The student will select a specific subject that can be effectively presented using interactive media or Web design. Emphasis during this research is to be on quantitative and qualitative components of the subject area, project scheduling, presentation methods, and qualitative results. During this time students will conduct research sufficient for professional presentation as a senior project, to be submitted and defended during their final quarter. Prerequisites: IMD130, IMD213, IMD221, and IMD232. 3 credits

IMD412 Interactive Telecommunications
An examination of the current and future trends in the developing digital media for telecommunications applications. Topics to include emerging trends in delivery mechanisms, collaboration issues, media on-demand, and other user interface and usage issues. Students will also learn about and assess various technical issues. Prerequisite: IMD221. 3 credits

IMD431 Senior Project
Students will produce an interactive multimedia or Web site project based on previously conducted research. The emphasis is on qualitative research, project schedules, presentation methods, and qualitative results. Students will prepare, present, and defend a project suitable for a professional audience. Prerequisite: IMD411. 3 credits

IMD432 Portfolio
This course will guide students through the process of compiling their work into a final interactive portfolio. Students will apply techniques and strategies to market themselves in their chosen fields. Emphasis will be placed on students assessing their most marketable skills, designing storyboards for their interactive portfolios, creating professional design layouts, and creating interfaces, as well as visual, audio, video, and text elements. The students will work on the packaging and presentation of various projects developed in other upper-level courses including resumes, and print material to support their interactive portfolios and to begin their industry networking process. Prerequisite: 165 credits successfully completed in the Web Design & Interactive Media Bachelor of Science program. 3 credits

IND101 Survey of the Industrial and Entertainment Profession
A survey of the field of Industrial Design and Entertainment Design introducing applied three-dimensional design history, product development, and business practices, while emphasizing tools and materials used in the industries. Prerequisite: None. 3 credits

IND110 Drafting
Principles of applied geometry and drafting methods are studied to create concise, accurate, and efficient communications of technical information. This study is the foundation upon which all design and subsequent manufacturing are based. Prerequisite: None. 3 credits

IND112 Fabrications
An introductory course in which students are taught the fundamentals of hand and power tool operation and applications. Various projects are assigned along with written and practical tests to verify student's attainment of course competencies. Prerequisite: None. 3 credits

IND120 Anatomy Drawing
Students will draw from models and examine the anatomy, proportion, surface planes, and movement of the human form. Beginning with basic gesture drawings, the student will progress to sketch in-detail figure representations. The student will explore the relationship of muscle structure, skeletal structure, light and shadow, movement and form in the tangible representation of a three-dimensional object onto a two-dimensional plane. Students also must demonstrate three-dimensional understanding of figure by working with clay. Prerequisites: FNDA110 and FNDA120. 3 credits

IND122 Materials and Processes I
A basic course covering the two families of plastics and processes used to manufacture products. Through lectures and demonstrations, students learn plastics and processes; then knowledge is applied as casting, forming, and machining processes are discussed and/or demonstrated. Students then apply knowledge in the fabrication of projects. Prerequisite: None. 3 credits

IND131 Modelmaking
The foundation that gives students the capability to represent their concepts three-dimensionally. Introduction to shop equipment and fabrication skills/techniques necessary to produce three-dimensional models. Prerequisite: IND112. 3 credits

IND132 Materials and Processes II
A basic course covering ferrous and nonferrous metals and their attributes. Processes used to manufacture products from metal are discussed and some are demonstrated, then students apply knowledge in the fabrication of projects. Prerequisite: IND122. 3 credits

IND133 Structural Design
This course explores the basic principles of structural design. Students must create projects, draft their construction, and build input models in styrene and balsa wood that represent their designs. Prerequisite: None. 3 credits

IND210 Industrial Rendering
In this course both graphic and 3D design principles are covered, as well as marker rendering techniques. Students are taught marker and mixed media rendering and presentation board crafting. Renderings and client presentation panels are completed. This course provides an introduction to the rendering techniques required for Industrial Design. Students will explore various monochromatic and full color media to accomplish value, space, form, shading, and composition. Prerequisite: FNDA110. 3 credits

IND212 Product Design
Students are introduced to the fundamentals of product development through the design process. From product definition through concept development and critical analysis, students explore the relationship between fit and function, and the subsequent resolution of form. Prerequisite: IND131. 3 credits

IND213 Graphic Symbolism and Typography
This course examines the importance of typography and graphics symbols in design. Beginning with an introduction to the history of letterform and the function of typography, this course examines the construction and application of typographic text and headline display. Typography and graphic images will be introduced as essential elements of design. Logos and graphic symbolic images will be examined in historic and contemporary context. Graphic elements including typography, simplified imagery and abstract shapes will be utilized to create individual logos and other symbolic images. Prerequisite: None. 3 credits (available on ground only)

IND214 History of Industrial Design
This course is an introduction to Industrial Design. As such, it presents an historical overview of past and present civilizations, with emphasis on the tools and materials used then and now. Prerequisite: ENG1010. 3 credits

IND215 Ergonomics
The study and application of the interface between users and tools, this is an introductory course in ergonomics as it applies to Industrial Design. Through lectures, discussions, and research, students are introduced to a cornerstone of the industrial design process. Students study products, systems, and environments, redesign them, and construct models (prototypes, mock-ups) applying the principles of ergonomics. Prerequisites: FNDA105, FNDA120 and IND131. 3 credits

IND217 Mechanical and Electrical Principles
Principles of applied mechanics, hydraulics, and electricity are studied. Using electric motors, cables, hydraulics, mechanical parts, and found objects, devices are constructed to solve given problems. Prerequisite: FNDA120. 3 credits

IND220 Advanced Industrial Rendering
This course will provide students with the opportunity to explore the areas of mixed media and advanced rendering. The rendering experiment will be supported by various conceptual designs. Prerequisites: FNDA110 and IND210. 3 credits

IND221 Introduction to CADD
An introduction to Computer-Aided Drafting techniques focusing on the development of basic CAD drawing practices and fundamental computer operating skills. The importance of two-dimensional CAD drawing techniques and how they relate to three-dimensional drawing will be stressed. Prerequisite: IND110. 3 credits

IND222 Recreational Product Design
Students investigate the area of recreational products, analyze the process of recreation in the lifespan and the implications related to it. Students will also define how to incorporate this function into the proper form by developing the design concept. A package of drawings, renderings, and input models will result from this course. Prerequisite: IND332. 3 credits

IND223 Transportation Design
This course is an exploration of the automotive design process with emphasis on the conceptual or stylistic development of the student. Stresses the need of the designer to communicate solutions to transportation design problems visually. Appropriate marketing research, technology application, and vehicle packaging are emphasized. Students choose direction of concept, but advanced (futuristic) styling and technologies are stressed. Prerequisite: None. 3 credits

IND227 3D Modeling I
Using a 3D modeling program, students create and render three-dimensional forms consisting of various combinations of light, color, and texture. Prerequisite: IND221. 3 credits

IND232 Environmental Design for Industrial Design
A design and detailing course in which students will design architectural shelters and pavilions, zoos, playgrounds, landscape features, and outdoor activities. Emphasis will be placed on lighting and directional graphics. Prerequisite: IND332. 3 credits

IND233 Transportation Modelmaking
Realistic scale models of automotive designs are built. Presentation panels are prepared including photographs of the finished model. Prerequisite: IND223. 3 credits

IND234 Robotics
Students will gain an understanding of the principles of Robotics to design and fabricate electromechanical devices for entertainment and industry applications. Prerequisites: IND217 or IND321. 3 credits

IND235 CNC Milling II
This is a continuing course in computer numerically controlled milling operations. These components will be fabricated using tool paths created by the computer. Students will utilize CNC and Rapid Prototyping processes to complete a final project. Prerequisite: IND236. 3 credits

IND236 CNC Milling I
This is an introductory course in computer numerically controlled milling operations in which students utilize CNC technology in the fabrication of components. These components will be fabricated using tool paths created by the computer. Rapid Prototyping and scanning processes are also introduced. Prerequisite: IND221. 3 credits

IND241 History of Special Effects
Students will gain a broader knowledge of the history and technique of special effects, the current state of the art, and a glimpse of future technologies. Prerequisite: None. 3 credits

IND310 Game and Toy Design
After completing research about children and adult activities and attitudes, students will design action toys and games for entertainment. They will use foam core, mat board, plastic, and wood for prototype construction after quick sketches are completed. Prerequisite: None. 3 credits

IND311 Advanced CADD
Advanced computer-aided design and drafting techniques will be discussed, focusing on the development of accurate 3D surface and solid modeling. Prerequisite: IND221. 3 credits

IND312 Intermediate Product Design
This course explores creative design methods, problem identification, research, setting objectives, and extensive problem solving through conceptual ideation, design analysis, functional development, renderings, and finished models in scale. Prerequisite: IND212. 3 credits

IND321 Principles of Mechanical Engineering
This course examines basic fundamentals of mechanical engineering, their application to design principles and how they work in order to realize a designer vision. Through lectures and demonstrations, the principles of mechanical advantages are taught. Students design and build a mechanical, hydraulic operated device. Prerequisite: None. 3 credits

IND322 Exhibit Design
A design and detailing class in which students design exhibits for trade shows, stores, and stage sets involving product display, graphics, lighting, and traffic flow. Construction and assembly drawings are prepared along with an input model. Prerequisite: IND332. 3 credits

IND323 Architectural Modelmaking for Industrial Design
This course introduces students to the design, development, and construction of architectural presentation models. Utilizing various detailing techniques and model making tools, students create a properly scaled conceptual or historically accurate architectural model. Prerequisites: IND112, IND133 and IND227. 3 credits

IND330 Computer Aided Industrial Design
This course explores the utilization of various design-related software as used by industrial designers to arrive at the creation of basic shapes, layouts, and computer-generated renderings of hardware and software interface designs. Prerequisite: IND311. 3 credits

IND332 Advanced Product Design
This course expands upon the experience gained from previous courses in product design, while emphasizing an extensive understanding of the product development and teamwork processes. The course culminates in a finished model or prototype. Prerequisite: IND312. 3 credits

IND333 Design Model Making
This is a course in which students are taught to design and produce industrial design models for client presentations. Two kinds of professional model making are taught: solid models with rigid foam and fiberglass, and hollow models with acrylic sheet. Hollow models allow the inclusion of electronic parts for prototype testing. Prerequisite: IND131. 3 credits

IND410 Advanced Computer Applications
This course covers the application of 3D modeling and animation techniques using a computerized environment in creating animated models. Students will create models to which animation will be applied. Prerequisite: IND330. 3 credits

IND412 Furniture Design
In this specialized design course, an emphasis is placed on the design process for furniture. Focus is on different types of furniture, as well as the environment created by it. Marker color ideation sketches, renderings, design book, and input models are completed. Optionally, a final model can be created. Prerequisite: None. 3 credits (available on ground only)

IND420 Portfolio and Presentation Techniques
This course emphasizes presentation techniques specific to industrial design, with focus on the development of an acceptable portfolio. Students utilize various materials to complete their portfolio. Prerequisite: 75 credits successfully completed in the Associate of Science in Industrial Design program. 3 credits

IND422 Graduate Project Research and Programming
Students select an area of Industrial Design/Entertainment Design and research and program their graduate project. Emphasis is on qualitative and quantitative research, scheduling of the project, methods of presentation, and qualitative results. Prerequisite: 150 credits successfully completed in the Industrial Design Bachelor of Science or Entertainment Design Bachelor of Science program. 3 credits

IND426 Design
This course expands upon the experience gained from previous courses in product design, while emphasizing an extensive understanding of the product development and teamwork processes. Students will also advance their skills in design and presentation. The course culminates in a finished model or prototype using computer-related techniques. Prerequisite: IND332. 3 credits

IND427 Computer Modeling and Animation
Continued study of 3D modeling and animation techniques. Introduction to compositing real models and computer models. Students will create their own 3D models and animate them. Prerequisite: IND410. 3 credits

IND432 Graduate Project Application and Defense
This course is a continuation of IND422 Graduate Project Research and Programming. In this course, students will prepare, present, and defend a graduate project suitable for professional level presentation. Prerequisite: IND422. 3 credits

INDT114 Human and Animal Anatomy
In this course, students complete both drawings and sculptures replicating the human and animal form. Skeletal, muscular, and proportional characteristics are studied. Prerequisite: None. 3 credits

INDT124 Basic F/X Makeup
Basic techniques for (out of the kit) makeups are discussed, demonstrated, and applied. Basic (straight) and beauty/corrective makeups are discussed. Techniques for casualty, old age, and hand-laid hair are covered. Techniques for latex, gelatin, and wax are demonstrated. The art of making theatrical dentures will also be covered. Prerequisite: FNDA110. 3 credits

INDT134 Lifecast/Foam
The art of theatrical makeup and prosthetic makeup appliances will be covered. Students produce a life-mask, design a 3D prosthetic appliance, and sculpt, mold, and apply a latex appliance. Prerequisite: INDT216. 3 credits

INDT215 Mechanical Masks I
Students will produce full head lifecasts using professional techniques. Sculpting, molding, casting, and painting an "over the head" style mask will be discussed and demonstrated. Mass production techniques will also be covered. Co/Prerequisite: INDT134. 3 credits

INDT216 F/X Props
Principles of stage and film illusion are studied and applied to the design and construction of props. Prerequisite: INDT124. 3 credits

INDT225 Mechanical Masks II
Students create a simple, cable-controlled mask. The design can include openings for the students' eyes to improve visibility. Prerequisite: INDT215. 3 credits

INDT226 Mechanical Creatures I
Students are taught the principles of remote control and cable animation. A remote-controlled, cable-controlled creature is designed and sculpted and construction of a working prototype is completed. Prerequisite: INDT216. 3 credits

INDT237 Jewelry
Students are introduced to the theory of jewelry design as an art form and the principles behind jewelry fabrication. Students will be introduced to tools and techniques used in general production of jewelry. Students will be introduced to the method of lost wax jewelry-making. After designing an article of jewelry, students will then carve wax models for casting their jewelry creations. Prerequisite: FNDA105. 3 credits (available on ground only)

INDT238 Ceramics
This course familiarizes students with the properties of various water-based earth clays that are used to create sculptural ceramic products. They will design and sculpt their own clay products, fire the clay, and apply an appropriate finish. Prerequisite: FNDA105. 3 credits (available on ground only)

INDT239 Multi-Piece Prosthetics
In this course, students will design and produce a multi-piece prosthetic. Prerequisite: INDT215. 3 credits

INDT240 Mechanical Creatures II
In this course, students will continue working on the production of a special effects puppet design, sculpted and molded in INDT226Mechanical Creatures I. Prerequisite: INDT226. 3 credits

INDT242 Multi-Piece Prosthetics II
Complex techniques in the production of special effects makeup are taught. Prerequisite: INDT239. 3 credits

INDT471 Design Studio
This course focuses on the interdisciplinary communications skills and production processes used by various members of a creative design team. Whenever possible, design assignments based on the needs of cooperating industry sources will be utilized. In this advanced design course all aspects of job completion are taught. Prerequisite: None. 3 credits

INTA101 Architectural Drafting
This course is an introduction to the basic drafting techniques, terminology, and symbols used on drawings, including use of drafting equipment, lettering, plan and elevation construction with an emphasis on proper line weight, quality, and scale. Prerequisite: None. 3 credits

INTA102 Introduction to Interior Design
This course begins the design series by introducing the interior design process including programming, schematics, design development, space planning and alternate design solutions. Prerequisite: None. 3 credits

INTA103 CAD I
This course is an introduction to the principles and operation of computer-aided drafting to produce floor plans, elevations and other components of construction drawings. Prerequisite: INTA101. 3 credits

INTA105 Sketching & Ideation
Students visually conceptualize design solutions through rapid sketching in this course. Prerequisite: FNDA120. 3 credits

INTA107 History of Architecture, Interiors & Furniture I
This course covers the evolution of architecture, interiors, furniture, and design from the ancient world to the mid 19th Century. The cultural, political, social, and/or economic conditions of the times are included. Prerequisite: None. 3 credits

INTA111 Space Planning
This course begins the design series by introducing the interior design process including programming, schematics, design development, space planning and alternate design solutions. Prerequisites: INTA101. 3 credits

INTA112 Design Basics 3D
This course explores the basic elements and principles of three-dimensional design. Students will use traditional and /or digital tools to help them visualize their designs volumetrically and apply 3D design elements to the spatial envelope. Prerequisite: INTA101. 3 credits

INTA122 Textiles
This course explores the nature of man-made and natural materials used to produce textiles for use in interior design. Content includes discussion of fibers, yarn, fabrics, finishes, design methods, construction, and proper application of these materials from technical, environmental, and aesthetic approaches. Prerequisite: None. 3 credits

INTA201 Materials & Specifications
This course explores materials and finishes utilized in interior applications through lecture, demonstrations, and/or field trips. Various methods of specification and estimation are covered. Students research and assess performance criteria including aesthetics, function, and environmental factors. Prerequisite: INTA122. 3 credits

INTA202 Presentation Techniques
This course explores alternate methods of creating and producing interior design presentations. Combining a variety of software, reproduction methods, and digital rendering techniques, students explore ways to manipulate images into a cohesive graphic presentation. Prerequisite: INTA103. 3 credits

INTA203 CAD II
Students will enhance their CAD skills while increasing their speed and problem solving capabilities. Students will gain proficiency in computer-assisted drafting through progressively complex applications. Prerequisite: INTA103. 3 credits

INTA207 History of Architecture, Interiors & Furniture II
This course covers the development of architecture, interiors, furniture, and design from the Industrial Revolution to the present. The cultural, political, social, and/or economic conditions of the times are included. Assignments provide opportunities to recognize how the styles of the past continue to influence design today. Prerequisite: None. 3 credits

INTA211 Codes & Regulations
This course studies the principles, policies, and practices required by regulatory bodies and jurisdictions having authority over interior construction building, fire codes and ADA regulations as they apply to interior design projects. Prerequisite: None. 3 credits

INTA212 Residential Design I
This course explores the design of residential interiors as a problem solving process, with applications to a variety of residential interiors. Areas of study include concept development, human factors, programming and space planning, color, furniture and finish selection as well as concepts of universal design and sustainability. Prerequisite: INTA111. 3 credits

INTA222 Human Factors
This course covers the principles and considerations related to human factors, universal design, anthropometrics, ergonomics and the psychological response of users to interior spaces. Prerequisite: None. 3 credits

INTA232 Lighting Design
This course covers a comprehensive study of the various natural and artificial lighting techniques as they apply to interior environments. Prerequisite: INTA111. 3 credits

INTA242 Commercial Design I
This course is the design and presentation of a commercial project with emphasis on the workplace environment. Prerequisites: INTA111. 3 credits

INTA252 Interior Detailing
In this course students study the materials and fabrication techniques involved in the design and construction of interior details. Prerequisite: INTA203. 3 credits

INTA262 Construction Documents I
This course introduces students to the contract document process for interior spaces. Prerequisite: INTA203. 3 credits

INTA302 Residential Design II
This course is the design and presentation of a complex residential project with an emphasis on historic precedent. Prerequisite: INTA212. 3 credits

INTA303 Digital Modeling I
This course introduces students to 3D modeling software as a communication tool. Students produce design solutions volumetrically as part of the design process. Prerequisite: INTA202. 3 credits

INTA306 Professional Practice
This course presents the principles governing the business, legal, and contractual aspects of the interior design profession. Prerequisite: Academic Director Approval. 3 credits

INTA312 Global Design
This course covers the research and application of global design and the study of different cultures as they relate to design issues and concerns.   Prerequisite: INTA111. 3 credits

INTA313 Digital Modeling II
This course compliments the skills gained in 3D modeling. Students apply camera and lighting techniques as it applies to interior environments. Prerequisite: INTA303. 3 credits

INTA322 Building & Mechanical Systems
This course is a study of the materials, principles and sustainable concepts utilized in basic construction, building, and mechanical systems for interiors. Prerequisite: INTA211. 3 credits

INTA332 Environmental & Sustainable Design
This course covers the principles and practices of sustainable and environmental design as applied to a design project. Prerequisite: INTA242. 3 credits

INTA342 Commercial Design II
This course is the design and presentation of a complex commercial project with emphasis on universal and barrier free design. Prerequisite: INTA242. 3 credits

INTA352 Hospitality Design
This course is the design and presentation of team-based hospitality project with emphasis on innovation and creativity. Prerequisite: INTA342. 3 credits

INTA402 Senior Studio I
Students select a subject based on their individual career aspirations and develop a project of a substantial scope. Emphasis is on real-world needs that could be better met through more responsible interior design and architecture. Content includes problem identification, analysis of user needs, observation and information gathering. Ultimately a design program and schematic solution are prepared that will be further developed into a complete design solution in INTA422 Senior Studio II for an interior environment that will better support the psychological and physiological health, safety and welfare of the public. Prerequisite: Academic Director Approval 3 credits

INTA406 Internship
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to enter the field when they graduate. Students need to work 110 hours to complete the internship. Prerequisite: Academic Director Approval. 3 credits

INTA409 Portfolio
This course aims to prepare students to seek entry-level employment within the industry by assisting them with the development and presentation of an interior design portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, web design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: Academic Director Approval 3 credits

INTA412 Institutional Design
This course is the design and presentation of an Institutional Project with emphasis on anthropometrics, human factors, and human behavior. Prerequisite: INTA342. 3 credits

INTA422 Senior Studio II
In this culminating studio course, students continue the development of a viable solution for the project initiated in INTA402 Senior Studio I. Skills from the entire program are leveraged into a final portfolio project motivated by environmentally sound, cost-effective and responsible design practices. Prerequisite: INTA402. 3 credits

INTA432 Construction Documents II
This course expands upon the concepts examined in Construction Documents I. Students produce an advanced set of design drawings to support their Graduate Project. Prerequisite: INTA262 3 credits

KB110 Introduction to Kitchen and Bath Design
Introduction to Kitchen and Bath Design examines the various career opportunities within the field. The course explores the issues related to how human beings interact with the built environment. Content includes ergonomic, anthropometric, universal design, and behavioral considerations that affect the planning of kitchen and bath spaces. Students are introduced to project programming and skills necessary to graphically represent their ideas through conceptual drawings. Students utilize elements and principles of design and apply them to kitchen and bath projects. Prerequisite: INTA101. 3 credits

KB122 History of Kitchen and Bath
This course traces the evolution of kitchens and baths from the Industrial Revolution to the present day. The course includes a survey of historic styles and how they are interpreted and adapted for current applications, and selection guidelines for materials to suit client lifestyle, budget and time frame. Prerequisite: FNDA120. 3 credits

KB123 Building Systems and Codes for Kitchen and Bath
This course surveys the principles of interior construction, environmental support systems, and the interrelationship between building materials, systems, and structures. It includes research and application of building codes and other regulations covering the health, safety and welfare of the public. Students develop an understanding of effective communication with industry partners. Prerequisite: INTA101. 3 credits

KB124 Kitchen and Bath Visual Presentation Techniques
This course develops the graphic skills necessary to complete a kitchen and bath professional design presentation. Techniques will include constructed perspectives, hand sketching, mixed media, and color boards. Prerequisite: FNDA120 and INTA101. 3 credits

KB134 Kitchen and Bath Construction Applications
This course will focus on construction processes and detailing techniques necessary for kitchen and bath installations. Detailing techniques will include cabinetry, construction millwork, and architectural molding. Prerequisite: KB123. 3 credits

KB135 Bath Design
Bath Design is a course based on industry planning guidelines. Students learn to apply the design process to create baths that suit the needs of diverse users. Basic aspects of universal design as they apply to bath planning are covered, and students learn to create functional, flexible, and universally designed spaces without sacrificing aesthetics. Prerequisite: KB110 and KB124. 3 credits

KB136 Products and Sources
In this course, students study the properties of Kitchen and Bath appropriate materials, products and appliances specified by interior designers through examination, site visits, research and discussion. Students will examine performance standards and installation techniques for materials, sources, products and appliances used in the kitchen and bath industry while creating a journal of resource information. Prerequisite: None. 3 credits

KB222 Kitchen and Bath CADD
This course is a continuation of computer-aided drafting. The course incorporates kitchen and bath industry specific software and digital imaging techniques to produce working drawings and presentations. Prerequisite: KB223. 3 credits

KB223 Advanced Kitchen and Bath Drafting
An advanced drafting course to reinforce kitchen and bath industry-specific drafting techniques, terminology and symbology used on drawings, including the use of equipment, lettering, plan and elevation construction. This course will also address lighting, electrical components, architectural details, countertops, other components of a working drawing package and presentation drawings. Prerequisites: KB110. 3 credits

KB240 Kitchen Design
Kitchen Design is a course based on industry planning guidelines. Students learn to apply the design process to create kitchens that suit the needs of diverse users. Basic aspects of universal design as they apply to kitchen planning are covered to integrate how the student can create functional, flexible, and universally designed spaces without sacrificing aesthetics. Prerequisite: KB222. 3 credits

KB241 Lighting Design
This course is designed to introduce students to the characteristics of lighting, lighting design, and the methods of control in order to achieve successful environments. Prerequisite: KB135 and KB110. 3 credits

KB252 Advanced Kitchen Design
Advanced Kitchen Design continues to reinforce industry planning guidelines. Students go beyond the basic aspects in beginning Kitchen Design to address issues such as lighting, HVAC, products, and appliances. Projects will also graphically communicate theories of universal design as they apply to kitchen planning. Prerequisite: KB222 and KB240. 3 credits

KB253 Advanced Bath Design
Advanced Bath Design continues to reinforce industry planning guidelines. Students go beyond the basic aspects in beginning Bath Design to address issues such as lighting, HVAC, fittings and fixtures. Projects will also graphically communicate theories of universal design as they apply to bath planning. Prerequisite: KB135 and KB222. 3 credits

KB261 Kitchen and Bath Design Studio
This course is an investigation and application of design issues, codes, and products relevant to the development of high-end Kitchen and Bath spaces. Prerequisites: KB222, KB252, and KB253. 3 credits

KB262
Kitchen and Bath Business Practices
This course is a study of kitchen and bath business practices, principles and ethics. Course content will include project management, business communications, contracts and legal considerations as well as an understanding of the sales process and the fundamental concepts and principles of marketing. Prerequisite: None. 3 credits

KB370 Portfolio
This course prepares students for the transition to the professional world. This course will prepare students for job interviews by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio pieces. Working individually with an instructor, each student will select representative pieces, showcasing work that reflects a unique style. Particular emphasis is placed on identifying short- and long-term professional employment goals, as well as related strategies and resources. Prerequisite: Associate's-level students must complete this course in their final quarter. 3 credits

KB371 Internship I
Kitchen and Bath Associates students must complete 80 hours of monitored, hands-on work with cooperating employers in the kitchen and bath industry. Students will be responsible for seeking out their own internship opportunity which must be approved by the department chair. This is a two part course and must be followed by Internship II to complete the 160 total hours required for the program. Prerequisite: Has successfully completed a minimum of 30 credits in core courses of the Kitchen and Bath Design Associate's-level programs. 3 credits

KB372 Internship II
Kitchen and Bath Associates students must complete a second 80 hour, hands-on internship with cooperating employers in the kitchen and bath industry. Students will be responsible for seeking out their own internship opportunity which must be approved by the department chair. This is a two part course and must be preceded by KB371 Internship I to complete the 160 total hours required for the program. Prerequisite: KB371. 3 credits

MAAA101 Language of Animation & Film
Students explore fundamentals of animation through a historical survey. This course will consider trends and genres of animated film in a variety of media. Prerequisite: None. 3 credits

MAAA102 Life Drawing & Gesture
In this introductory course on drawing the human figure, students will continue developing their drawing skills. Course will focus on an interpretation of the human body, based on major masses organized by gestural line. Line of action, gesture, motion, measurement, and foreshortening will be covered in this course. Prerequisite: FNDA110 or Academic Director Approval. 3 credits

MAAA111 Animation Principles
Students will explore and implement the principles of animation through projects that emphasize analyzing real-world movement, adapting that movement for the animation medium, and creating the illusion of life. Prerequisite: MAAA102 or Academic Director Approval. 3 credits

MAAA112 Short Format Storytelling
This course introduces students to short format storytelling and the various elements of an effective story. Students will also translate a written story into visual elements in a storyboard. Prerequisite: None. 3 credits

MAAA122 Drawing & Anatomy
Students will continue to develop drawing skills and will focus on basic anatomical structures of human and animal forms. Prerequisite: MAAA102. 3 credits

MAAA202 Character & Object Design
This course focuses on designing and drawing characters or objects for animation using line to accurately delineate the form. Attention is given to appropriate proportion and form for an animated character or object. Characters and objects are created using various media. Prerequisite: MAAA102. 3 credits

MAAA203 Audio and Editing Techniques
In this course, students use the features and functions of video editing and audio systems while employing the language of film. Students also explore various media available for video input and output. Students will learn to capture sound, apply it for audio enhancement, and learn how to produce appropriate audio effects and transitions. Prerequisite: MAAA112. 3 credits

MAAA204 Acting & Movement for Animators
The course is an introduction of acting as a tool of research through studies of animated movement. Characters' personality, expression, motivation, body language, and posture will be studied through classroom exercises in a variety of media. Prerequisite: MAAA111. 3 credits

MAAA212 2D Animation
Students will apply animation principles to produce a sequence. Emphasis will be placed on timing and performance. Use of various image acquisition techniques, pencil tests, inking, and other 2D animation skills will be explored. Prerequisite: MAAA111. 3 credits

MAAA213 3D Modeling
Through critical analysis, the student will apply basic design principles to the solution of visual problems using elements of 3D design. The student will conceptualize 3D coordinate systems, construct 3D models, and apply them to geometric construction. Prerequisite: FNDA150 or FNDA135 or Academic Director Approval. 3 credits

MAAA222 Storyboarding & Animatics
This course focuses on applying industry-standard storyboarding techniques for animation. Topics to be covered include the various purposes, formats, terminology, and concepts used in the creation of storyboards and animatics with audio. Prerequisite: MAAA203 or Academic Director Approval. 3 credits

MAAA223 Hard Surface & Organic Modeling
This course covers modeling techniques used for building organic and hard surface objects and environments. Students will utilize industry standard techniques to produce 3D objects. Prerequisite: MAAA213. 3 credits

MAAA232 3D Animation
Students are introduced to basic 3D animation techniques. Topics to be covered include hierarchical linking, keyframing, function curves, animated modifiers, basic morphing, animated cameras, and an introduction to character animation. Prerequisite: MAAA213. 3 credits

MAAA233 Motion Graphics
This course is an introduction to timeline based compositing for both creative and technical processes. Prerequisite: FNDA135. 3 credits

MAAA242 Character Modeling
In this course students will use advanced modeling techniques to create 3D characters. Students will research and create character models based on anatomy using industry standard techniques. Prerequisite: MAAA223. 3 credits

MAAA243 Material & Lighting
In this class students will be introduced to materials, textures and lighting strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real world surfaces and textures. Prerequisite: MAAA223 or Academic Director Approval. 3 credits

MAAA252 Background, Design & Layout
This course focuses on the fundamentals of background layout with an emphasis on perspective, composition, design basics, staging, mood, texture and lighting. Students will utilize foreground, mid-ground, and background design elements. Prerequisite: FNDA135. 3 credits

MAAA302 3D Character Animation
This is an advanced level 3D animation course building on techniques learned from previous modeling and animation courses. Students will learn how to apply real life action sequences to characters. Prerequisite: MAAA242. 3 credits

MAAA303 3D Character Rigging
This course is an introduction to the fundamentals of character setup. The character rig will be tested by animation assignments. During the course each student will create, set up and test a character model. Prerequisite: MAAA223. 3 credits

MAAA309 Portfolio Pre-Production
This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Academic Director Approval. 3 credits

MAAA312 Animation Studio
Students will use advanced animation techniques to create, design, produce and edit a fully realized concept. Prerequisite: MAAA302. 3 credits

MAAA313 Advanced Lighting & Texturing
In this class students will continue their exploration of and expand on their knowledge of materials, textures, lighting and rendering strategies to add detail and realism to objects without adding complexity to the model. Students will simulate real world surfaces and textures. Prerequisite: MAAA243 OR VE252 3 credits

MAAA323 Emerging Technologies for Animation
This course examines delivery methods of animation for various platforms. Students explore the capabilities and limitations of delivery systems and distribution methods, Assets will be generated and delivered based on given technical requirements for mobile and other platforms. Prerequisite: MAAA232. 3 credits

MAAA333 Dynamics and Simulation
This course takes students through the process of making visual effects through the creation and control of dynamic simulations. Students will emulate properties of real world phenomena. Prerequisite: MAAA232 or Academic Director Approval. 3 credits

MAAA343 Pre-Production Team
This course will expose students to the pre-production processes used in animation and related industries. The primary components of the course will be a thorough review of all pre-production activities and project management. Students will participate in production teams and will focus on planning of all aspects of an animation production. Prerequisite: Academic Director Approval. 3 credits

MAAA353 Technical Visualization
In this course students will create detailed visualizations of engineered objects and spaces. Students also learn to illustrate physical effects of lighting, textures, and movement for animation and visualizations. Prerequisite: MAAA223. 3 credits

MAAA363 Advanced Illustration for Production
Students will refine their illustration techniques through an advanced study of illustration media while solving design problems related to a variety of print and online venues. Personal style will be emphasized while students create an illustration portfolio using appropriate rendering techniques as well as typography. Deadlines and professional presentation will be stressed throughout the course. Prerequisite: FNDA135. 3 credits

MAAA403 Production Team
In this course students will work in a studio environment and will focus on the production and post production of an animated short. Prerequisite: MAAA343. 3 credits

MAAA402 Special Topics
This course addresses emerging technologies and techniques in the field of Media Arts. The course will also provide an intense examination of issues relevant to the Media Arts industry in a specific geographic region or sector of the Media Arts industry (Animation, Rigging, 3D Modeling, etc.). Prerequisite: MAAA309. 3 credits

MAAA406 Internship
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of businesses related to their fields of study. The students will have the opportunity to gain industry-related experience relevant to the field when they graduate. Students need to work 99 hours to complete the internship. Prerequisite: Academic Director Approval. 3 credits

MAAA409 Portfolio Production
This course prepares students to seek entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas such as conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: MAAA309. 3 credits

MAAA419 Portfolio Presentation
In this class students complete the portfolio process. Students assemble portfolios, web sites, resumes, marketing and self-promotion materials into a comprehensive presentation. Students participate in a thesis exhibition. Prerequisite: MAAA409. 3 credits

MTH1010 College Math
This course is designed to provide the student with the mathematical skills and knowledge necessary to be successful in higher level science, business, and mathematics courses. The main topics covered include signed numbers and fractions, algebraic expressions, linear equations, graphing, polynomials, and exponents. Prerequisite: None. 4 Credits

MTH2010 College Math II
In this course you will discuss points that are represented in a coordinate system, formulas for figures in one, two and three dimensions, points, directions, lines, triangles, polygons, conic sections, general quadratic equations and spheres. Prerequisite: MTH1010. 4 credits

MTH3010 Applied Trigonometry
A course to study trigonometric functions, right triangle trigonometry, identities, inverse trigonometric functions, trigonometric equations and their properties. Analytic trigonometry and applications will be emphasized throughout the course. Prerequisite: MTH1010. 4 credits

MTH4010 Applied Calculus
This is a course in calculus as applied to business, economics and social sciences. The course will focus on the basic principles of limits, continuity, derivatives of algebraic, exponential and logarithmic functions, antiderivatives, the integral and applications of the integral. Prerequisite: MTH1010. 4 credits

MTH4100 Applied Statistics
Introduction to statistical reasoning and its applications. The course will cover traditional statistical methods including sampling and experimentation, descriptive statistics, probability, normal distributions, estimation, and single sample and two sample hypothesis tests for means and proportions. Emphasis in understanding the relevancy of statistics in the design related fields. Prerequisite: MTH1010. 4 credits

PH223 Magazine Photography
Students will have the opportunity to create editorially related content for general interest formats, industrial journals, and corporate public relations publications including photographs and text. Prerequisites: PHOA232 and PHOA212. 3 credits

PH321 Documentary
A course dealing with the methods, techniques and goal of in-depth research and storytelling. Prerequisite: PHOA307. 3 credits

PH330 Photographic Materials and Processes
This course will be an in-depth exploration of a range of traditional photographic materials and chemical processes that will further students' control of the medium from capture to print. Prerequisite: PHOA315. 3 credits (available on ground only)

PH334 Sports Photography
An in-depth course in creating editorial sports images, series and capturing sports action in a variety of formats. Prerequisite: PHOA212. 3 credits

PH412 Project Development
An exploration of the process of working through a project, from the original idea to the successful image. Prerequisite: 90 credits successfully completed in the program of study and PHOA315. 3 credits

PH420 Thesis
Students will work with the instructor to design an extended personal project both conceptually and physically. This work will constitute a significant part of the graduating portfolio. Prerequisite: PHOA317. 3 credits (available on ground only)

PH435 Figure/Fashion Photography
This course is an in-depth application of photographic techniques, styles and approaches to communicating a fashion concept. Prerequisite: PHOA312. 3 credits

PH436 Architectural Photography
This course covers the fundamentals of photographing interior and exterior architectural spaces. Techniques include applying perspective controls and mixed lighting for photographic three-dimensional spatial representation. Prerequisite: PHOA302. 3 credits

PHI1010 Introduction to Ethics

This course provides a philosophical study of moral values. Ethics is the exploration of the ways in which persons make judgments about what is right and wrong. Philosophers have proposed answers to these profound issues and questions. This course will cover the three main types of ethical philosophies: consequentialism, deontology and virtue ethics. These ethical theories will be critically evaluated in terms of their strengths and weaknesses on both theoretical and practical levels. The latter will be explored through the application of these theories to case studies taken from current events, allowing students to see how these approaches can provide resources for tackling difficult moral issues that can appear in almost every dimension of their lives. Prerequisite: ENG1010. 4 credits

PHI2100 Aesthetics

Aesthetics is the philosophical study of art, beauty and taste. The emphasis of philosophy is on understanding the cultural context in which the work of art is produced and received. This course will investigate the various aesthetic frameworks emphasizing the role of critical analysis, emotions, and the social in our understanding of what makes something beautiful and/or artistic. The class will also include study and analysis of important figures and debates in the history of aesthetics. Prerequisite: None. 4 credits

PHI2200 Logic

Logic is the systematic study of methods for discerning good and bad forms of reasoning. This course will introduce you to the two basic forms of logic: informal and formal logic. Informal logic deals with the type of reasoning problems that we routinely encounter in ordinary communication. In this area, we will discuss some of the common forms of errors in reasoning (fallacies) along with consideration of the important role of definitions and proper use of scientific and statistical evidence. Formal logic will consider the linguistic structure of arguments and allow us to analyze them independent of their content. In general, students will be exposed to a variety of resources that will allow them to sharpen their communication skills and build effective arguments for their positions in academic, personal and professional contexts. Prerequisite ENG1010. 4 credits

PHI3010 Applied Ethics

Applied ethics encompasses both the study of ethical theory and best practices in the organizational culture. Our course will examine the ethical foundations for decision making in the modern workplace by simultaneously taking a historical and contemporary case-study approach. Historically, we will investigate the role of three types of ethical theories on contemporary business practices: character ethics, deontological theory and utilitarian theory. At the end of this course, you will be able to evaluate organizational attitudes and practices using both classical and contemporary standards for moral conduct. Prerequisite: ENG1010. 4 credits

PHI3100 Environmental Ethics

Environmental ethics introduces students to core issues in the field and prepares them to critically evaluate various ethical perspectives on human beings' interactions with nature. The course investigates the relationship between humans and our biophysical environment at local, national and global levels to understand how personal attitudes, cultural beliefs, economics, politics, technology and available resources combine to create varying environmental problems across the landscape. This course will familiarize students with the historical and philosophical sources of these environmental perspectives so that they have the requisite background to analyze contemporary manifestations of them in the public arena. Students will also gain an understanding of the ways in which environmental issues have influenced the design of products and materials in their chosen field of study. Prerequisite: ENG1010. 4 credits

PHOA101 Principles of Photography

Students will identify basic photographic tools and their intended purposes, including the proper use of aperture, shutter speed, ISO, focal length, and light metering. Students will analyze photographs and produce their own visually compelling images by employing professional photographic techniques and digital workflow. Prerequisite: None. 3 credits (Not offered to fully online students as a program elective.)

PHOA102 Introduction to Photography Applications
Introduces the student to an overview of vector, raster and time-based software tools used in the digital media industry. It sets expectations for future classes regarding standards for files, their construction and delivery within the classroom and professional studio. Prerequisite: None. 3 credits

PHOA103 Digital Image Management
Introduces digital photographic workflow and asset management. Students become acquainted with the terms, concepts and processes of photographic editing. Areas of instruction include image acquisition, management, global and local adjustments and modes for output. Prerequisite: None. 3 credits

PHOA105 Photojournalism
Addresses the photography as a narrative or illustrative medium used in support of the text content of publications. Students are shown examples of photojournalism and will be required to produce their own renditions. Prerequisite: PHOA112. 3 credits

PHOA109 Certificate Portfolio
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Academic Director Approval. 3 credits

PHOA112 Photographic Design
Students demonstrate their ability to define and solve advanced design problems. Students will analyze the characteristics and purposes of various problems and then offer clear and creative solutions for each. The students are expected to communicate ideas using symbolism appropriately. Prerequisite: PHOA101. 3 credits

PHOA113 Lighting
This course covers the principles of recording sound and study of sound Students will be introduced to the basic concepts and principles of lighting for photography. Fundamentals of recognizing and controlling both natural and studio lighting with emphasis on the quality, quantity, and direction and its effect on the photographic image. Prerequisite: PHOA101. 3 credits

PHOA115 History of Photography I
The history of photography through the discussion of recognized photographers and their influences on society and provides a framework for critically considering photographs through describing, interpreting, evaluating and theorizing. Students are expected to write papers and review exhibitions. Prerequisite: ENG1010 or Academic Director Approval. 3 credits

PHOA122 View Camera Theory
Students will learn the operational principles, concepts and theories related to the view camera. In this course, students will explore the technical and visual context for view camera related equipment, consider the potential within their own work and examine the history of images produced with the view camera or associated tools Prerequisite: PHOA113. 3 credits

PHOA123 Color Management & Printing
Students learn and apply the techniques of digital color management including building and applying color profiles. The course covers the calibration of devices to produce consistent, predictable color. Students will refine printing skills and theory to create a benchmark for quality digital output. Students will develop proficiencies in file preparation, resolution selection, print-profiling, paper selection and soft-proofing techniques. Prerequisite: FNDA135. 3 credits

PHOA202 Studio Photography
Students will develop the ability to solve visual communication problems through assignments designed to challenge their skills in lighting, camera operation, and commercial applications. All aspects of studio photography are discussed from lenses to lighting and people to products. This course emphasizes in-camera image production and problem solving. Prerequisite: PHOA122 or Academic Director Approval. 3 credits

PHOA203 Photographic Post-Production
Students research, develop concepts, and execute digital montage methods to produce creative and surrealistic imagery not possible in the camera moment. Students will apply channels, masks, blending modes, vector tools, selections, filters and layers to photographs. In addition the course will cover post-production techniques, including retouching and compositing. Prerequisite: FNDA135. 3 credits

PHOA205 Advertising /Art Direction
Students will learn photographic techniques directed toward contemporary advertising. In this production-driven class students will explore various client scenarios to produce studio and on-location images. Prerequisite: PHOA223. 3 credits

PHOA208 Business of Photography
An overview of current trends and an assessment of the skills and materials necessary for a student to comprehend small business operations and/or make themselves a productive member of a commercially viable team. Prerequisite: None. 3 credits

PHOA209 Portfolio I
This course prepares students for the transition to the professional world. This course will prepare students for the industry by helping them compile a portfolio. Students will demonstrate their conceptual, design, craftsmanship, and other skills as they assemble and refine their portfolio projects. Working individually with an instructor, each student will select representative projects showcasing work that reflects a unique style and developing them further as needed. Particular emphasis is placed on identifying short- and long-term professional employment goals, industry and professional related resources and portfolio development strategies. Prerequisite: Academic Director Approval. 3 credits

PHOA212 Editorial Photography
Editorial photography is an exploration of the fiction and non-fiction narrative delivered through a variety of media. The class is devoted to subject research and creative photography. Emphasis is placed on storytelling, the production process and contemporary media output methods. Prerequisite: PHOA223. 3 credits

PHOA213 Time-Based Media I
Introduces students to the technical components integral to time-based media and its relationship to photography. Students expand their knowledge of capturing, downloading, editing, and outputting digital audio and image files using time-based media software. Prerequisite: PHOA102. 3 credits

PHOA218 Marketing for Photographers
Explores professional development tools, including resumes, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and finding work after graduation, with emphasis on targeting markets to suit their personal goals. Prerequisite: PHOA208. 3 credits

PHOA222 Web Design for Non-Majors
Introduces some of the techniques, tools, software applications, and technologies associated with web development and interactive design for web. Students learn how to build a basic website using current HTML standards while incorporating an object-oriented programming language, various multimedia, or other interactive solutions.Prerequisite: PHOA102. 3 credits

PHOA223 Advanced Lighting
Synthesizes previously introduced lighting skills for products and people in both the studio and on location. Emphasis is placed on the creative application of lighting technique and style. Prerequisite: PHOA202. 3 credits

PHOA232 Portraiture
Students learn basic portrait techniques applicable to general portraiture and consumer, corporate, advertising, and editorial photography. Emphasis is placed on creating the visual narrative through the effective use of portraiture techniques. Prerequisite: PHOA202. 3 credits

PHOA233 Advanced Photographic Post-Production
Students continue to develop and refine concepts to create images using advanced digital montage methods. Through planning and research students will apply advanced compositing techniques in order to create a series of digital illustrations exemplary of contemporary creative photography. Prerequisite: PHOA203. 3 credits

PHOA302 Location Photography
Explores the special needs of location photography. The tools and logistics of shooting on location are covered. Students develop photographic problem solving skills. Prerequisite: PHOA223. 3 credits

PHOA303 Time-Based Media II
Focuses on conceptual development, visual communication and storytelling through the use of time-based media. Prerequisite: PHOA213. 3 credits

PHOA305 History of Photography II
Students examine emerging photographic styles and perspectives of a newer generation of photographers reacting to the cultural revolution of the 60's and 70's; the eruption in the 80's of Post-Modernism and Critical Theory; and the digital revolution of the 90's. Students will further examine contemporary issues focusing on the theoretical swing from Post-Modernism back to Modernist practices; and lastly a look at the popular trend of using alternative processes from the nineteenth century. Prerequisite: PHOA115. 3 credits

PHOA307 Photographic Essay
Emphasis is placed on digital technologies and sound and video for inclusion into a multimedia package. Students will look at the importance of content and composition in their photography and multimedia projects and how it plays into the structure of a successful story. Prerequisite: PHOA303. 3 credits

PHOA308 Marketing for Photographers
Explores professional development tools, including resumes, cover letters, networking, and interviewing. Students apply the techniques used to research and identify efficient ways of selling work through agents and examine how to create a successful self-promotion campaign. Students develop individual plans for marketing their talents and seeking entry-level employment after graduation, with emphasis on targeting markets to suit their personal goals. Prerequisite: PHOA208. 3 credits

PHOA309 Portfolio II
This course aims to prepare students to seek entry-level employment within the industry by assisting them with the development and presentation of a professional portfolio that reflects the stated exit competencies. Students will demonstrate an advanced skill-set in areas as process, conceptual thinking, design, craftsmanship, and other skills, as projects are refined and assembled into a cohesive, comprehensive body of work. Particular emphasis will be placed on identifying short- and long-term professional employment goals, industry and professional related resources and standards, portfolio development and presentation strategies. Prerequisite: PHOA209. 3 credits

PHOA312 Applied Portraiture
Students will learn a variety of advanced portrait techniques including an examination of the professional production process. Marketing and business aspects are also discussed. Prerequisite: PHOA232. 3 credits

PHOA315 Creative Concepts
Explores image concepts, content, symbolism, and narrative potential of photography. Emphasis will be placed upon experimenting with alternatives to the single "documentary style" traditional approach to photography. Students will be challenged to develop a wider understanding of possible photographic solutions to problems of communication and self-expression. Prerequisite: PHOA209. 3 credits

PHOA317 Photography Criticism
Offers an in depth study into photographic criticism. To assist students in developing a vocabulary for critically analyzing photographs, they will look carefully at contemporary critical thought. Further study will examine how personal beliefs and cultural values are expressed and represented in photography. Prerequisite: PHOA305. 3 credits

PHOA332 Special Topics I
Topics are based upon important artistic or technological trends and developments within the photo or design industry. Prerequisite: PHOA209. 3 credits

PHOA406 Internship
Through a field internship experience, students will be able to apply their skills in a real and practical situation. The main objectives of the internship are to allow students the opportunity to observe and participate in the operation of successful businesses related to their fields of study. The students will gain the experience they need to seek entry into the field when they graduate. To successfully complete the course, the student/intern will need to work a total of no less than 110 hours with the Internship Employer in addition to completing the course work. Prerequisite: Academic Director Approval. 3 credits

PHOA408 Photography Marketing & Portfolio Package
Students will finalize a complete self-promotional and marketing package incorporating the knowledge acquired during the program. The developed materials will target a specific market in alignment with their career goals. Prerequisite: PHOA409. 3 credits

PHOA409 E-Portfolio
Students will learn the basic tools for placing their photographs on the Internet and for archiving their portfolio on CD. Students will acquire the skills needed to develop, design and produce basic web pages.
Prerequisite: PHOA309. 3 credits

PHOA412 Special Topics II
Topics are based upon important artistic or technological trends and developments within the photo or design industry. Prerequisite:PHOA209. 3 credits

PHY1010 Physics
Students will learn basic motion and force laws; principles of Newton's laws of motion; motion along straight and curved paths; weight; work, energy and power; impulse, momentum and impact; squash and stretch; waves and sound; and light and image formation. Prerequisite: MTH1010 or Academic Director Approval. 4 credits

PHY2010 Optics
This course will focus on the properties of light and elementary concepts in optics (both geometric and wave). Topics will include: Snell's law, polarization, interference, diffraction, lenses and image formation. Prerequisites: MTH1010 and PHY1010. 4 credits

PHY2020 Acoustics
This course will cover the physics principles that apply to audio systems and the human hearing sound. Topics include: sound, waves, electricity, magnetism, circuits, acoustics, system design, basic loudspeaker design, and human sound perception. Prerequisites: MTH1010 and PHY1010. 4 credits

PHY3010 Concepts in Modern Physics
This course will review some basic concepts in modern physics including: Relativity theory, quantum properties, Schrodinger's equation, and some applications. Prerequisites: MTH1010 and PHY1010. 4 credits

PS1010 Introduction to American Politics
In this course, students will learn about the history and theory upon which the United States was founded, the Constitution, Federalism, civil liberties, civil rights, and the formal institutions of the United States' government, as well as the democratic processes that make the United States' government function. Students will also learn to critically analyze how the government functions today and its effect on their own lives. Prerequisite: None. 4 credits

PS2010 International Politics
This course provides a comprehensive overview of world politics, including the challenges of international relations. Topics also covered will include factors affecting international relations, power politics, and conflicting views of the organization of world peace. Prerequisite: ENG1010. 4 credits

PSY1010 Introduction to Psychology
The fundamental questions guiding this course are relatively simple. In what ways are we all alike and in what ways are we different? And why? Although these questions may be simple, the answers, as we shall see, are complex, interconnected, and too often invisible to the untrained eye. Different families...different backgrounds...different sexes...different cultures...different ethnic groups...different ideas...different ways of looking at things...different behaviors...different values-how are we to understand this incredible diversity of human experience so that we can navigate successfully in an increasingly chaotic and shrinking world? The intent of this course is to examine the psychological foundations underlying the identity of the "self," "identity" and "world view" in an effort to understand the differences that exist from culture to culture, from generation to generation, from family to family, from profession to profession and from individual to individual. Prerequisite: None. 4 credits

PSY2020 Positive Psychology: Psychology of Motivation and Emotion
The focus of this course is to build an understanding of what motivates people from both an intra-interpersonal perspective and the impact of emotions on behaviors. Through the examination of various theories, students will reflect on how relationships, life experiences and personal beliefs influence motivation. Learning about motivation is important because it influences us at a personal and professional level and contributes to life's achievements. Prerequisites: ENG1010. 4 credits

PSY2100 Cross-Cultural Psychology
This course will draw upon a growing body of cross-cultural research to examine the complex and subtle ways in which biological and cultural factors interact to influence such things as personality, identity, emotion, intelligence, gender, abnormality, etc. In what ways are we all alike? In what ways are we different? Why? We will explore child-rearing methods, worldviews, values, relationships, artistic expression, abnormality, healing, and other topics in an effort to provide a context for understanding the radical differences in behavior found in cultures around the world... and what those differences can tell us about ourselves. Prerequisite: ENG1010. 4 credits

PSY3010 Cognitive Psychology
Cognitive psychology attempts to show how we answer questions such as: how do we recognize our grandmother, a stop sign, or a giraffe? How do we remember what we learned in class last week, and how do we reason when we play games such as chess? It attempts to explain what the brain does while your mind is thinking. The goal of this class is to give you an introduction to questions, answers, and methods of cognitive psychology. Prerequisite: ENG1010. 4 credits

PSY3020 Theories of Personality
The study of personality deals with questions about what influences (internal and external, biological and learned) help determine our thoughts, emotions, and behavior. This course will review various representative theories from traditional psychoanalytic and trait theories to contemporary cognitive-behavioral investigations. Prerequisite: ENG1010. 4 credits

PSY3030 Abnormal Psychology
This course will examine the etiology, symptoms and treatment of mental disorders with special emphasis on cross-cultural comparison. The major categories of disorders found in the DSM-IV-TR will be discussed in the light of current research and clinical literature. The course will address the question of what we mean by "abnormal" behavior and the degree to which conceptions of "abnormality" have changed over time and are viewed differently across cultures. The course will also examine the relative contributions of biological and social factors in the development of different mental disorders and will explore why some disorders occur with greater frequency in some cultures than in others, while other disorders seem to occur with the same frequency everywhere. The course will also examine the research on certain "culture bound disorders" that are unknown in the West and what these findings have to teach us about our own diagnostic system. Prerequisites: ENG1010. 4 credits

PSY3040 Introduction to Forensic Psychology
This course will present an introduction and overview of the relationship between psychology and the law. The purpose of the course is to provide students with an understanding of the insanity defense, expert testimony, treatment of prisoners, mental health aspects of criminology, aggression, detecting deception, eyewitness testimony, jury behavior, and criminal profiling. Prerequisite: ENG1010. 3 credits

PSY4010 Organizational Psychology
The study of individual and group behavior within organizations. The class will explore and apply psychological theories, processes and beliefs of behavior within an organization. Topics include hiring and personnel management, work place productivity factors, leadership, ethics, diversity in the workplace, and conflict resolution processes. Prerequisites: ENG1010. 4 credits

PSY4020 Human Development
The course will cover presentation, discussion, and activities related to Theories of Human Development. Students will be expected to discuss and debate these theories; and gain personal insight into social, emotional, cognitive, and physical characteristics of each area of human development. A final project will expect students to collect relevant data for comparing each decade of the human lifespan. Prerequisites: ENG1010. 4 credits (available on ground only)

SOC1010 Introduction to Sociology
In this course students will survey the major social issues prevalent in contemporary American society, including: poverty, deviance, crime, immigration, race, ethnicity, education, family, sexuality, religion, population, and technology. Students will learn to analyze these issues from four major theoretical perspectives in sociology - functionalism, symbolic interactionism, feminism, and conflict theory. The class will also view material from within the context of the history of sociology and the ideas presented by the major theorists of the field, including Auguste Comte, Harriet Martineau, Karl Marx, Herbert Spencer, Émile Durkheim, Georg Simmel, Jane Addams, George Herbert Mead , Max Weber, W.E.B. Du Bois, Robert Merton, C. Wright Mills, and Erving Goffman. Students will then apply this sociological insight to exploration of the major aspects of culture, including government, the arts, religion, education, corporate structure and interpersonal interaction. Students develop their sociological imaginations through facilitated discussion and written exploration. Prerequisite: None. 4 credits

SOC2020 Social Problems
This course examines problems in contemporary American society associated with family instability, health and disease, war, distribution of resources, substance abuse, gender role definition, prejudice, and discrimination will be addressed. Particular emphasis is given to societal definitions and perceptions of social problems and how groups define, experience, and attempts to solve these social problems. In addition, this course will develop students' ability to apply the concepts, theories, and principles learned in the class to key issues faced in everyday life. Prerequisite: ENG1010. 4 credits

SPN1010 Elementary Spanish
This course will introduce Spanish through the study of the four language skills: listening, speaking, reading, and writing. The class will focus on communicative skills as well as basic vocabulary and grammar. Introduction to grammatical patterns and common vocabulary. Oral skills emphasized. Prerequisite: None. 4 credits

SPN2100 Intermediate Spanish
Students will review and continue a more intensive study of grammar structures and vocabulary with integrated skills: listening, speaking, reading and writing. This course is aimed for students who have completed two or more years of high school Spanish or the equivalent as determined by the department. Prerequisite: SPN1010 or equivalent placing. 4 credits

SPN3100 Conversational Spanish
This course offers intensive practice in the spoken language to develop the vocabulary and oral communication skills of the student with a background in intermediate level Spanish. Emphasis will be made on learning the correct pronunciation of Spanish sounds through oral practice and phonetic transcription. Prerequisite: SPN2100. 4 credits

VE112 Introduction to Visual Effects
This course begins with an overview of the history of visual effects with emphasis on the various effects processes in their historical contexts. It continues with discussions of the field of postproduction, animation and broadcast graphics, and analysis of major sectors of those industries and career opportunities within them. Prerequisite: None. 3 credits

VE121 3D Design
A studio course exploring three-dimensional form and space. This course introduces students to the materials, techniques and ideas that comprise the three-dimensional world of natural and "man-made" objects. The process begins with the concept, materials or observations and continues through lectures, demonstrations, critical analysis and class discussion. Prerequisite: None. 3 credits

VE123 Computer Graphics
This course introduces the student to digital imaging, hardware and software, scanning and resolution, photo manipulation, vector and raster formats, layout and desktop publishing. Students will utilize multiple computer applications and apply principles of design to create digital artwork. Prerequisite: None. 3 credits

VE131 Maps, Mattes and Masks
This course continues the development of digital imaging skills, with an emphasis on advanced techniques in masking, maps, channels and compositing. Prerequisites: VE112 and FNDA135. 3 credits

VE141
Broadcast Typography
This class will explore typography and how it relates to the broadcast industry. Emphasis will be placed on storyboarding graphics and type for broadcast as well as logo design and branding. Prerequisite: None. 3 credits

VE222 Motion Graphics
In this course, students study the nature and attributes of motion and broadcast graphics and learn to generate, select, and manipulate still and motion graphics for broadcast and other media delivery. Students not only produce graphics but also apply them to media content design. Prerequisite: FNDA135 or VE131. 3 credits

VE231 Lighting for Visual Effects
This course introduces students to the concepts, theory, and practice of lighting for video and visual effects. Color theory will be explored as it relates to video production and visual effects. Students will learn to identify and show proficiency with various types of lighting equipment and their applications. Emphasis is placed on mastering the skills required to make appropriate lighting decisions under a variety of field and studio situations. There is also a focus on pre-production skills, as well as problem solving "on the set." Prerequisite: None. 3 credits

VE241 Video for Visual Effects
This course introduces students to the basic concepts and techniques in videography as related to visual special effects. Students will be exposed to basic theories and terminology in video production and the handling of video equipment. Emphasis is placed on hands-on experience in single camera video acquisition of images. Shot composition and camera movement are studied in order to obtain images of maximum quality to be translated into the digital environment for editing and compositing. Prerequisite: DFVA111. 3 credits

VE242 3D Modeling and Animation
Using a 3D modeling program, students will create and render 3D forms consisting of various combinations of light, color and texture. Prerequisite: None. 3 credits

VE251 Intermediate Visual Effects I
This course will explore various techniques to create and implement CGI into live action. The course will explore various methods of compositing and compositing concepts to enhance and expand productivity. Specific animation features and functions of the given software will be discussed and applied to the production of short 3D animation projects. Emphasis will be placed on creating CG environments and integrating elements into live action. Prerequisites: VE112 and VE242. 3 credits

VE252 3D Modeling and Animation Techniques II
This course will continue to explore the various techniques to create animation in a 3D environment. The emphasis will be on creating animated logo designs for use in broadcast and corporate presentation venues. The course will also explore various methods of compositing and compositing concepts to enhance and expand productivity. Specific animation features and functions of the given software will be discussed and applied to the production of short 3D animation projects. Emphasis will be placed on the ability to breakdown a scene into various layers and integrate those layers into a completed, seamless product. Prerequisite: VE242. 3 credits

VE261 Intermediate Visual Effects II
Utilizing various painting and compositing packages students will learn the principles of rotoscoping and digital painting as applied to rig removal and special effects. Prerequisite: VE251. 3 credits

VE264 Editing for Visual Effects I
Intermediate editing introduces the computer into the editing process. Students will adapt editing concepts learned in Basic Editing to the non-linear atmosphere. Students will develop editing skills in a digital environment. Emphasis is on digitizing media, media management, titling, importing/exporting graphics, audio mixing and outputting. Prerequisite: VE241. 3 credits

VE265 Intermediate Motion Graphics
This course will expose students to the disciplines used in finalizing a video or animation project using compositing software. The class will reinforce compositing concepts, techniques and vocabulary that students have learned in previous classes. More sophisticated tools and techniques will be introduced. Each student should produce a final edited project utilizing these skills. Prerequisite: VE222. 3 credits

VE371 Advanced Visual Effects I
This course will expose students to the disciplines used in creating and compositing video shot on a blue or green screen. More sophisticated methods will be introduced for color correcting and adjusting video to produce seamless composites. The class will reinforce compositing concepts, techniques and vocabulary that students have learned in previous classes. Each student should produce a final edited project utilizing these skills. Concepts presented will include: various methods of keying, matte extraction, garbage matting, track mattes, traveling mattes, RGB color space and color correction. Prerequisite: VE261. 3 credits

VE372 Video for Visual Effects II
This course introduces studio production with an emphasis on green screen shooting for compositing. Shooting in the studio forces students to work in a controlled environment. Matching lighting and camera angles/movement are stressed. Composition and blocking for translation into the digital realm is studied and practiced. Prerequisite: VE241. 3 credits

VE381 Advanced Visual Effects II
This course introduces students to the various methods of matching the motion shot on a live action plate and applying that motion to a digital element. 2D and 3D tracking methods will be introduced. The course will also introduce students to morphing technology and methods by which elements can be seamlessly blended together within the frame. Prerequisite: VE371. 3 credits

VE382 3D Effects
Using a 3D modeling program, students will use particle systems to create realistic particle simulations using dynamics, space warps, and physics engines. Students will effectively composite these particles into live action plates by using realistic materials and 3D lighting. Prerequisites: VE251 and VE252. 3 credits

VE384 Editing for Visual Effects II
Advanced editing gives students the opportunity to refine knowledge and skill learned in the introductory and intermediate editing courses. The main focus of advanced editing is applying shot relations and transitions by creating a short video from original idea to edited master. Students explore the features and functions of editing systems and learn to edit video using linear and non-linear systems. Prerequisite: VE264. 3 credits

VE391 Production Studio I
In this course, two group projects will be produced. Students will build upon previously-learned foundation skills in broadcast design and visual effects by simulating a real world production environment. Emphasis will be placed on both the competitive and collaborative aspects of broadcast design production, as well as various professional methods, procedures, techniques, skills, resources and equipment. Prerequisites: VE265, VE372, VE381 and VE384. 3 credits

VE392 Post-Production Management
Students will learn to manage the production process. They will develop skill in managing clients and personnel. Students will discover the critical nature of preplanning and organization. Course will explore the various technical and artistic issues that affect a project. Students will understand the financial implications of project management. Skill will be developed in establishing timelines and deadlines. Prerequisite: None. 3 credits

VE393 Interactive Visual Design
Interactive Visual Design is a mastery-level course encompassing broadcast design skills and information architecture as utilized in convergence media such as DVD and WebTV. The formats of DVD and WebTV/AOLTV are referred to as convergence media; both present virtually all of the design challenges and limitations posed by both television NTSC display and browser-style navigation. Prerequisite: None. 3 credits

VE401 Production Studio II
This course is designed to expose students to the disciplines used in animation and related industries. In this course students will work as a production team to continue developing the full station ID (including bumpers, trailers, interstitials, openings, commercials, and lower thirds) that they started in the previous quarter. Prerequisite: VE391. 3 credits

VE403 Advanced Motion Graphics
This course will expose students to more advanced compositing techniques. The class will reinforce compositing concepts, techniques, and vocabulary that students have learned in previous classes. More sophisticated tools and techniques will be introduced. The class will focus mainly on group-oriented projects. Each student will have a vital role in producing a group project involving animation, live action video, editing and compositing for a final portfolio piece. Prerequisite: VE265. 3 credits

VE410 Senior Project for Visual Effects and Motion Graphics
This course offers students the opportunity to incorporate all of the skills they have learned into creation of several high quality projects focusing on their area of interest. Students will take the project from concept to completion. Prerequisite: Academic Director Approval. 3 credits

VE411 Portfolio Development
This course continues the refinement of the student's digital portfolio. Students will focus on meeting digital portfolio requirements, showcasing their individual strengths and areas of specialization. Students will apply time management, technical, and artistic skills to complete final video. Prerequisite: 150 credits successfully completed in Visual Effects and Motion Graphics Program. 3 credits

VE421 Portfolio Presentation
In this course students will compile the digital portion of their portfolio to assess its strengths and weaknesses, to correct those weaknesses and augment the students' strengths to produce a professional demonstration tape. Students will apply time and resource management principles to the development and production of visual special effects projects. Prerequisite: 165 credits successfully completed in Visual Effects and Motion Graphics program. 3 credits

VE422 Conceptual Storytelling
The course is an introduction to storytelling and the components of story. The goal is to develop storytelling skills, and an understanding of story form. Students will examine story art through story structure, character and composition. Students will be presented with the tools, techniques, and understanding of what stories are and how they work. The course will comprise reading, writing, and discussion about traditional storytelling as well as the impact of technology and interactivity on storytelling. Students will learn to craft, analyze, and critique stories while working with the tools necessary to present material in digital format. Prerequisite: ENG1010. 3 credits

VE423
Special Topics
Topics are based upon important trends and developments in VFX. Lectures, demonstrations, or research reports pertaining to areas of interest in VFX presented by resident faculty, expert visitors, and working professionals. Group projects may also be assigned. Topics selected are based upon important trends and developments in the industry. Study and discussion of computer hardware, operating systems, networking, programming languages, interactive digital media, streaming media, HDTV, entrepreneurship, marketing, workgroup organization and film industry are but a few possible topics. This course allows the student to select special topics in VFX and produce, under the guidance of an instructor, work related to the industry. The student will be exposed to the various applications of VFX and apply VFX skills to chosen topics. Prerequisite: 120 credits completed in the program of study. 3 credits

Full Name	Department	Education
Ace, Brenda	General Education	MA, Duquesne University, History
Aenlle, Ana-Victoria	Graphic Design	MFA, California State University Fullerton, Art/Design MA, California State University, Fullerton, Art/Design
Aguayo, Rebeca	General Education	MA, National University, English
Akam, Karen	General Education	MS, Tarleton State University, Mathematics
Alabi, Halimat	Web Design & Interactive Media	MA, San Diego State University, Film, TV and New Media Production MA, San Diego State University, Television, Film and New Media Production
Albarran, Marco	Culinary Management	MBA, Lynn University, Business/Hospitality
Alexandra, Allison	Art Foundations	MFA, Academy Art University, Figurative Painting
Alfonso, Zsofia	Fashion Marketing & Management	MBA, Loyola Marymount University, Business Administration/Financial Decision Systems
Alley, Josh	General Education	MA, Brigham Young University, Art History & Curatorial Studies
Anderson, Kent	General Education	MA, Central Michigan, Media Studies
Andres, Erin	Residential Planning	M.Arch, University of Miami, Suburb and Town Design
Angne, Sarah	Interior Design	MA, Savannah College of Art and Design, Interior Design Certificate, Savannah College of Art and Design, Historic Preservation
Anthony-Williams, Ann-Marie	General Education	MA, New York University, Educational Psychology
Arboscello, Nina	Residential Planning	MA, Savannah College of Art and Design, Interior Design
Asch, Clara	Art Foundations	MFA, Art Institute of Boston, Fine Arts
Auerbeck, Travis	Media Arts and Animation	BS, The Art Institute of Pittsburgh, Game Art & Design
Auvinen, Matti	General Education	MFA, Bowling Green State University, Art
Avery, Kimberly	Web Design & Interactive Media	MA.Ed, University of Phoenix, E-Education
Ayers, Alfred	Art Foundations	MFA, Hunter College, Fine Arts
Baines, Lorena	General Education	PhD, University of Delaware, Art History MA, University of Delaware, Art History
Baird, Ryan	Web Design & Interactive Media	M.Ed., Waynesburg University, Instructional Technology
Baker, Annaliese	Fashion Marketing & Management	MFA, University of California, Irvine, Drama
Ballo, Renata	Media Arts and Animation	MFA, University Academy of Fine Arts, Animation
Balto, Mark	General Education	PhD, New, for Social Research, Philosophy MA, New, for Social Research, Philosophy

Bareford, Eliot	Digital Photography	MFA, Savannah College of Art and Design, Photography
Barkey, Douglas	Digital Photography	PhD, Argosy University, Educational Leadership MFA, University of Iowa, Art (Photography
Baron, Sarah	Digital Photography	MFA, Pratt, Photo
Barone, William	General Education	MA, Miami University of Ohio, English/Creative Writing
Barr, Wendy	Graphic Design	MS, Pratt Institute, Package Design
Barrett, Linda	Digital Photography	MFA, Academy of Art University, Photography
Barton, David K.	Web Design & Interactive Media	MFA, Film & Digital Technology, Chatham University
Baskerville, Debbie	Fashion Marketing Management	MFA, University of California Davis, Textile Arts and Costume Design
Basta, Norman	General Education	PhD, University of Alexandria, Mathematics MS, University of Alexandria, Computer Science
Batista, Hector	Hotel and Restaurant Management	MBA, Argosy University, Management
Baxtrom, Deborah	Media Arts and Animation	MFA, Columbia University, NY, Film
Beaty, Marguerite	Digital Photography	MFA, University of Miami, Art (Photography)
Bellamy, Patty-Jo	Advertising	PhD, University of Manitoba, Marketing Cross-Cultural Consumer Behavior MBA, University of Montana, Strategic Business Management
Bellard, Abigail	Digital Photography	MFA, School of the Art Institute of Chicago, Studio
Bellino, Nicholas	Hotel and Restaurant Management	MS, Widener University, Hospitality Management
Bello, Joseph A.	Culinary Management	AST, Le Cordon Bleu - Pittsburgh, Culinary Arts
Bennatt, William	Game Art and Design	MS, Texas A&M University, Visualization Sciences
Berryman, Peter	Graphic Design	MFA, Savannah College of Art and Design, Graphic Design
Bervig, Cynthia	General Education	MS, Texas A&M University, Mathematics
Biduck, Anthony	General Education	MA, New School for Social Research NY, Philosophy
Bieber, Elizabeth	Digital Photography	MFA, Hunter College, Integrated Media Arts
Bigley, Heather	General Education	EdD, Duquesne University, Instructional Technologies
Binnings, Eleanor	General Education	MFA, American University, Creative Writing
Birenbaum, Michael	General Education	MA, West Chester University, Mathematics
Birkentall, Christina	Kitchen and Bath	MA, Savannah College of Art and Design, Interior Design Certificate, Savannah College of Art and Design, Historic Preservation
Biss, William	Interior Design	M. Arch, Kent State University, Architecture
Bissonette, John	Art Foundations	MFA, The University of Tennessee, Knoxville, Art/ Painting and Drawing

Blackman, Gregory A.	Digital Photography	MS, California University of Pennsylvania, Multimedia Technology
Blake, Anne C.	Graphic Design	MFA, Hartford University Art, Illustration MA, Syracuse University, Illustration
Blake, Monique	Hotel and Restaurant Management	MS, Florida International University, Hospitality Management
Blumenstein, Richard	Game Art and Design	MA, University of Phoenix Online, Curriculum Design
Boban, Kristofer R.	Media Arts and Animation	BFA, Edinboro University, Applied Media Arts (Animation and Graphic Design)
Boettcher, Julie	Residential Planning	MS, University of Minnesota, Interior Design
Bond, Karen	Web Design & Interactive Media	JD, Ohio State University, Law
Bonifate, Jeffery	General Education	MA, California University of PA, Elementary Education MA, California University of PA, Communication
Borgman, Jessie	General Education	MA, Western Michigan University, English
Bowers, Mark	Game Art and Design	M. Ed, Northern Arizona University, Educational Leadership
Boyd, Jamie	Art Foundations	MFA, Indiana University of Pa, Painting Draw & Art Hist. MA, Indiana University of Pa, Art
Boyle, Maureen	Web Design & Interactive Media	MS, Duquesne University, Multimedia Technology
Braganca-Diez, Lissa	Fashion Marketing & Management	MFA, Academy of Art, Fashion Design
Brienza-Larsen, Emily	General Education	MA, National University, English MA, National University, Education
Briscoe, William	Web Design & Interactive Media	MS, CSUF, Instructional Des & Tech
Briskar, Andrew T.	Digital Filmmaking & Video Production	MS, Duquesne University, Multimedia Technology
Brocco, Christine	Fashion Marketing & Management	MBA, Point Park University, General Management
Brocco, William	Fashion Marketing & Management	MBA, Point Park University, Management
Brooks, Carolyn	Media Arts and Animation	MET, Carnegie Mellon, Entertainment Technology
Brunsvold, Eric	Fashion Marketing & Management	MBA, University of Oregon, Business
Buckner, Lori	Fashion Marketing & Management	MBA, Southern Illinois University - Carbondale, Business Administration
Bugzavich, Thomas	Web Design & Interactive Media	MA, Kent State University, Visual Communication
Bult, Kenneth	General Education	MA, Governors State, Art/Digital Imaging
Burger, Billy	Media Arts and Animation	MAEd, Argosy University, San Francisco, CA, Curriculum & Instruction
Burger, Robert	Graphic Design	MFA, Miami International University of Art & Design, Computer Animation
Burnett, Brianna	Digital Photography	MFA, Texas Tech University, Art
Burnstine, Andrew	Fashion Marketing & Management	PhD, New York University, Teachers of Ed Theater in Communication MA, New York Univ, Theatre/Business

Burton, Gregg	Media Arts and Animation	MA, New York Institute of Technology, Communication Arts-film
Buscemi, Edward	Graphic Design	MFA, Rochester Institute of Technology, Studio Art
Butler, Greg	Industrial/Entertainment Design	MA, Instructional Leadership, Argosy
Butler, Kathryn	General Education	MA, University of Arizona, English Lit
Buttles, Michael	Hotel and Restaurant Management	MS, Capella University, Professional Studies in Education
Caicco, Gregory	General Education	PhD, McGill University, Canada, Architecture M.Phil, Cambridge University - England, History and Theory of Architecture
Caldwell, Joshua	Graphic Design	MS, Brooks Institute of Photography, Photography
Callahan, Christine	Digital Photography	MFA, ICP-Bard College, photography
Campbell Jr, Wallace E.	Industrial/Entertainment Design	BS, The Art Institute of Pittsburgh, Industrial Design
Campbell, Gregory	Digital Photography	MFA, Wayne State University, Art (Photography)
Camper, Eric	Media Arts and Animation	MFA, University of Cincinnati, Electronic Art
Canning, Jennie L.	Fashion Design	MA, The Maryland Institute College of Art, Digital Art
Capotosto, Danielle	Graphic Design	MA, Kent State University, Visual Communication Design
Carey, Jill	Game Art and Design	MFA, School of Visual Arts, Computer Graphics
Carleton, Megan	Interior Design	MS, Chatham University, Interior Architecture
Carrick, Griffin	Interior Design	MA, Savannah College of Art and Design, Interior Design
Carrier, Monica	Art Foundations	MFA, Hunter College, Studio Art with Painting Concentration MFA, Under, Tyler School of Art, Temple University, Painting
Caseldine-Bracht, Jennifer	General Education	MA, Purdue University, Philosophy
Castillo, Cynthia	General Education	MA, University of Alabama at Birmingham, Art History
Castonguay, Elizabeth A.	Graphic Design	MFA, American University, Painting
Catello, Mike	General Education	MA, Indiana University of Pennsylvania, English
Catizone, Richard	Media Arts and Animation	MS, Antioch McGregor, Visual Arts/Animation
Catizone, Richard A.	Media Arts and Animation	MA, Antioch-McGregor University, Visual Performing & Arts
Caudill, Stacey K.	Culinary Management	AS, Pennsylvania Institute of Culinary Arts, Culinary Science
Cervi, Laura	General Education	MS, Central Michigan University, Nutrition
Chadwick, Jeffrey	Digital Photography	MA, Savannah College of Art & Design, Digital Photography
Chalk, Gregory	Advertising	MBA, Bellevue University, Concentration - Marketing

Chapman, Karen	Advertising	MS, Northern Illinois University, Art Education
Chavira, Melissa	Web Design & Interactive Media	MA, New Mexico State University, Educational Learning Technologies
Cheadle, Sonja	Advertising	MBA, Avila University, Business - Marketing
Chen, Chao-Jung (Rita	Hotel and Restaurant Management	PhD, Iowa State University, Foodservice and Lodging Management MS, University of Houston, Hospitality Management
Cheung, Paul	General Education	PhD, Fordham University, Philosophy MA, Fordham University, Philosophy
Chiu, Yu-Ting	Media Arts and Animation	MFA, Clemson University, Digital Production Arts
Chontos, Alexis	Web Design & Interactive Media	MAT, University of Pittsburgh, Elementary Education
Ciriello, Susan	Culinary Management	MBA, Argosy University, Business Management
Cisco, Halle	Graphic Design	MS, Pratt Institute, Art & Design Education
Clare, Mary	Graphic Design	MA, Syracuse University, Advertising Design
Cohen, Annette	Game Art and Design	PhD, Antioch University, Leadership and Change MEd, Antioch University New England, Foundations of Education
Cohen, Louis	General Education	MS, University Of Bridgeport, Biology/Nutrition Doctor Of Chiropractic, New York Chiropractic College, Chiropractic
Coito, Deborah	Art Foundations	MFA, California Institute of the Arts, Art
Conant, Tara	Digital Photography	MFA, Bard College, Photography
Coniglio, Josephine	Art Foundations	MFA, San Francisco Art Institute, Painting
Conner, Sheri	Interior Design	MA, Ball State University, Art
Conway, John	General Education	MFA, Southern Illinois University, Creative Writing MA, Western Michigan University, English
Conway, Nancy	General Education	MA, Ohio State University, Mathematics
Conway, Neil	General Education	MFA, University of Mississippi, Creative Writing
Cooper, Wendy	Digital Photography	MFA, Savannah College of Art and Design, Photography
Corban, Joely	Art Foundations	MFA, Mississippi College, Visual Arts- Two Dimensional
Costa, Kelli	Digital Photography	MFA, State University of New York at New Paltz, Intermedia Design-Photography
Cramer, Andrew	General Education	MA, University of Miami, History MA, University of Illinois-Springfield, History
Craver, Sue	Fashion Marketing & Management	MBA, University of Wisconsin Madison, Marketing
Crawford, Alleah	Hotel and Restaurant Management	PhD, Auburn University, Nutrition & Food Science MS, Auburn University, Nutrition & Food Science

Creely, Suzan	General Education	MA, Duquesne University, Communications
Crocker, Dusty	Graphic Design	PhD, Capella University, Instructional Design for Online Learning MA, Syracuse University, Advertising Design
Crocker, Sally	Advertising	MLA, Southern Methodist University, Liberal Arts
Crockett-Hoggard, Bobra	Advertising	MBA, Arizona State University, Business
Crow, Melanie	General Education	PhD, Western Michigan University, English Creative Writing MA, University of North Dakota, English
Crowe Barlow, Tonya	Graphic Design	MFA, Savannah College of Art and Design, Graphic Design
Cuesta, Heather	General Education	MFA, Savannah College of Art and Design, Graphic Design MA, Ohio Sate University, History of Art
Cuffy, Sheila	General Education	PhD, Walden University, Education MA, Purdue University, Communication
Cullen, Geoffrey	Art Foundations	MFA, University of Cincinnati, Art
Culp, Shawn	Culinary Management	MBA, South University, Hospitality Management
Cybularz, Julia	Digital Photography	MFA, School of Visual Arts, Photography
Czar, Carrie	Residential Planning	MS, Chatham College, Interior Architecture
Daniels, April	Hotel and Restaurant Management	MA, Florida State University, Int. Marketing and Management Communications
Daniels, Kelle	General Education	MS, Mississippi State University, Clinical Psychology
Dapra, Jonathan	Graphic Design	MBA, University of Baltimore, Business Administration
Davenport, Caroline	Interior Design	MFA, Virginia Commonwealth University, Interior Environments
Davenport, Crystal	Graphic Design	MFA, Marywood University, Visual Art with concentration in Graphic Design
Davis, Andrea	Interior Design	MS, Drexel University, Interior Design
Davis, Glenn	Digital Photography	MFA, Cranbrook Academy of Art, Photo & Sculpture
Dean, Bryson	Graphic Design	MFA, Lesley University, Fine Arts
DeAscentis, Jonathan	General Education	MA, Argosy, Educational Leadership
Deckard, Gary	Graphic Design	MFA, Cranbrook Academy of Art, Photography
Decker, Timothy	Game Art and Design	MFA, Vermont College, Visual Art
Deel, Gary	Culinary Management	PhD, University of Nevada at Las Vegas, Hospitality Administration MA, University of Central Florida, Hospitality & Tourism Management
Degennaro, Frank J.	Graphic Design	MS, Multimedia Technology, Duquesne University
DeLapine, Jim	Art Foundations	MA, NYIT, Computer Graphics
DellaValle, Penney	Graphic Design	MFA, Miami International University of Art & Design, Graphic Design

Dennis, Beverly	General Education	MFA, University of Mississippi, Painting and Drawing MAED, University of Southern Mississippi, Art Education
Desautels, Kenneth	Web Design & Interactive Media	MEd., Framingham State, Curriculum & Instructional Technology
DiGerlando, Steven	General Education	MA, California State University Fullerton, History
Dilworth, Debra	Digital Photography	MFA, Virginia Commonwealth University, photography and film
DiMatteo, Robert	Art Foundations	MFA, Yale University, of Art, Painting
DiNicola, Deborah	Graphic Design	MBA, University of Connecticut, Marketing/Management
Dluzynski (Lisbon), John D.	Digital Photography	MA, Savannah College of Art and Design, Digital Imaging
Dodd, Matthew	General Education	MA, Case Western Reserve University, Art History
Doern-Danko, Maura	General Education	MFA, The American University, Painting
Dolecki, Constance	General Education	MS, Walden University, General Psychology
Dombrowski, Scott	Digital Photography	MFA, Savannah College of Art & Design, Photography
Donaldson, Daniel	Art Foundations	MFA, University of Colorado, Fine Arts - Creative Arts
Donato, Robert	Culinary Management	MBA - Corporate, Florida International University, Business Administration
Doty, Diane	General Education	MFA, University of Oklahoma, Studio Arts
Douglas, Donovan	General Education	MFA, Academy of Art University, 3D Animation & Visual Effects
Doyle, Jessica	Art Foundations	MFA, University of Pennsylvania, Fine Arts
Driscoll, Anthony	Web Design & Interactive Media	MFA, Design and Technology, Parsons The New School
Drucker, Jennifer	Digital Photography	MFA, Long Island University, Fine Arts (Photography)
Drummond-Johnson, Carole	Graphic Design	MFA, The University Of Tennessee - Knoxville, Graphic Design
Duderstadt, Mack H	Web Design & Interactive Media	MS, California State University, Education, with concentration in Online Learning
Duff, Susan	Web Design & Interactive Media	MAED, University of Phoenix, E-education
Dugan, Elizabeth	Culinary Management	MS, University of Massachusetts, Hotel, Restaurant and Travel Administration
Dunlap, Deborah	Interior Design	MS, University of Nebraska Lincoln, Architecture & Interior Design
Dunston, Sebrina	Advertising	MS, Roosevelt University, Integrated Marketing Communication
Dye, John	Digital Photography	MFA, University of Cincinnati, Media Arts-Photography
Easton, Della	Digital Photography	MFA, Academy of Art University, Photography
Eastridge, Monica	General Education	MA, University of Massachusetts, Art History

Ecarma, Reginald	General Education	PhD, Regent University, Mass Communication (Political Comm)
		MA, Regent University, Public Affairs Journalism
Edwards, Keely	Graphic Design	MA, Manhattanville College, Liberal Arts History
Eib, Stephanie	Hotel and Restaurant Management	MS, Drexel University, Hospitality Management
Eismont, Mitchell	Graphic Design	MFA, Marywood University, Graphic Design
Elder, Walter S.	General Education	MA, University of Pittsburgh, Mathematics
Elliott, Jessica	Interior Design	MS, ASU, Interior Design
Emmons, Alex	Digital Photography	MFA, Arizona State University, Photography
Enck, Philip C.	Culinary Management	BA, The American Military University, Hospitality Management
Endo, Tsukasa	Media Arts and Animation	MA, Savannah College of Art & Design, Motion Media Design
Engle, Collen	Hotel and Restaurant Management	MBA, Boston University, Finance
English, Andy	Digital Photography	MFA, University for Colorado, Photography
Epps, Amber M.	General Education	D.Sc, Robert Morris University, Information Systems and Communications
Epstein, David	Art Foundations	MFA, SCAD, Illustration
Epstein, Meryl	Graphic Design	Ed.D, Argosy University, Educational Leadership
		MFA, Arizona State University, Photography
Erickson, Anne	General Education	PhD, Purdue, English
		MA, Purdue, English
Erwin, Michael	Graphic Design	MAED, University Of Phoenix, Adult Education/Distance Education
Estep, Tammy	Game Art and Design	MFA, Florida Atlantic University, Computer Art 3D Animation
Etenberg, Gabriel	Digital Photography	MFA, Yale University, Photography
Eudy, Micheal	Media Arts and Animation	MFA, University of North Texas, Design - Communication Design
		MBA, University of Phoenix, Business
Everly, Janel	Interior Design	BS, The University of North Carolina at Greensboro, Interior Design
Falcone, Matthew	General Education	MA, University of York, UK, History of Art
Fasolino, Babette	General Education	MA, Marist College, Communications
Felix, Jacquelyn	General Education	JD, Duquesne University, Law
Ferguson, Mary-Catherine	General Education	MFA, Arizona State University, Creative Writing
		MA, University of Southern California, Art History
Fernandez, Patricio	Game Art and Design	MFA, Miami International University of Art & Design, Computer Animation
Fessler, Ashley	Graphic Design	MFA, Marywood University, Visual Arts (Advertising Design)
Fiander, Melanie	Digital Photography	MFA, Maine College of Art, Studio Art Photography & Video Concentration

Finui, Allison	Advertising	MBA, Baker College Online, Business Admin / Marketing
Fiore, Jeffrey	Game Art and Design	MA, Savannah College of Art and Design, Interactive Design and Game Development
Fiore, Mary	Art Foundations	MA, Virginia Commonweath University, Richmond, VA, Painting/Computers and Arts M.Ed, Virginia Commonweath University, Richmond, VA, Special Education
Fiser, Barrett	Art Foundations	MFA, University of North Carolina - Greensboro, Painting
Fisher, Theodore	Digital Photography	MFA, Claremont Graduate University, Photography
Fitzgerald, Sheila	Web Design & Interactive Media	MS, Duquesne University, Multimedia Technology
Fitzgerald, Thomas	Advertising	MA, Governors State University, Business Administration Teaching Certificate, Illinois State University, Education
Flack, Mary	General Education	MFA, American Academy of Art, Painting and Drawing
Flowers-Ashton, Joycelynn	General Education	Ed.D, University of Phoenix, Educational Leadership MA, Texas Southern University, Psychology
Foderaro, Frank	General Education	DC, So Cal University of Health Sciences, Chiropractic MS, National University, Educational Technology
Forward, Sharon	Game Art and Design	MA, California State University Dominguez Hills, Animation/Humanities
Framan, Theodore	Fashion Marketing & Management	MBA, University of Texas at Austin, Business Administration
Freeland, Penny	General Education	MFA, Sarah Lawrence College, Writing
Frisch-cherniak, Connie	Art Foundations	MFA, Rutgers University, New Brunswick, NJ, Painting and Drawing
Friscia, Jeanne	Art Foundations	MFA, TheArt Institute of, Chicago, Studio Art
Fritz, Calvin	Hotel and Restaurant Management	MBA, Nova Southeastern University, Business Administration
Galbincea, Michael	Web Design & Interactive Media	MFA, School of the Art Institute, Film, Video and New Media
Galili, Erika	Web Design & Interactive Media	MPS, New York University, Interactive Telecommunications
Gantzler, Todd	Game Art and Design	MA, The Ohio State University, Art Education / Computer Graphics
Gao, Sheena	Fashion Marketing & Management	MS, North Dakota State University, Apparel & Textiles
Gardner, Joseph	Game Art and Design	MFA, University of Georgia, Dramatic Media
Garl, Traeton	Digital Photography	MFA, Academy of Art University, Photography
Garrido, Maria	Residential Planning	MLS, University of Minnesota-Twin Cities, Liberal Studies

Gatz, William	Digital Photography	MFA, Academy of Art University, Photography
Gaur, Shivani	Web Design & Interactive Media	MS, Banasthali Vidhya Pith, India, Computer Applications
Gaylon, Alisa	Culinary Management	JD, DePaul University College of Law, Law
Geyer, Robert	Digital Photography	MFA, Academy of Art University, Photography
Gibson, Cheryl	Culinary Management	MBA, Emporia State University, Business Administration
Gilberg, Julie	Art Foundations	MFA, The School of the Art Institute of Chicago, Studio Art
Gillis, Kevin	Game Art and Design	MFA, Savannah College of Art & Design, Computer Art
Gleason, Daniel	General Education	MFA, University of Iowa, English
Glossip, Jeffrey	General Education	MFA, San Francisco Art Institute, Painting/Drawing
Goethals, Kelley	Graphic Design	MFA, Savannah College of Art and Design, Graphic Design
Goldsack, John	Media Arts and Animation	MFA, Savannah College of Art and Design, Sequential Art
Gonzalez, James	Web Design & Interactive Media	MS, UCLA, Geochemistry MEd, UCLA, Education
Gonzalez, Norma	Graphic Design	MFA, Louisiana State U., Graphic Design/Motion Graphics
Goodell, Erin	Culinary Management	MBA, University of Phoenix @ Houston, Human Resources Management
Gorchov, Rachael	Art Foundations	MFA, Hunter College, City University of New York, Fine Art
Gortemiller, Maury	Digital Photography	MFA, University of Georgia, Photography
Goss, Noelia (Delgado	Media Arts and Animation	MFA, Ai Miami International University of Art & Design, Computer Animation
Gratiy, Rachel	General Education	MA, Indiana University, Mathematics
Greenan, Amy	Graphic Design	MFA, University at Buffalo, Fine Arts
Greenhouse, Daralle	Culinary Management	MS, Texas Woman's University, Institution Admin MBA, Texas Woman's University, Business Administration
Grefe, Michael	Interior Design	M.Arch, Southern California Institute of Architecture, Architecture and Design
Griffin, Kathy R.	General Education	EdD, Duquesne University, Instructional Leadership
Gronek, Mildred	General Education	MA, John Carroll University, English
Grushecky, Desiree M.	Interior Design	MS, Chatham University, Interior Architecture
Gulley, Cheryl	Interior Design	MFA, Academy of Art University, Interior Architecture and Design MA, Austin Peay State University, Psychological Science
Gustafson, Lori	Media Arts and Animation	MFA, Savannah College of Art and Design, Illustration

Gutierrez, Jacqueline	Culinary Management	MSEd, Queens College, Adoles. Biology MS, Long Island University/CW Post, Medical Biology and Nutritional Science
Guynup, Stephen	Game Art and Design	MS, Georgia Institute of Technology, Information Systems Design and Technology
Hahn, Eric C.	Industrial/Entertainment Design	MA, Antioch-McGregor University, Visual & Performing Arts
Haines, Heather L.	Interior Design	MS, Chatham University, Interior Architecture
Hale, Daniel	General Education	MS, Michigan State University, Physics
Hall, DaShawn	Game Art and Design	MA, University of the Arts, Art Education
Hall, Jonathan	Web Design & Interactive Media	MA, Chatham University, Teaching
Hall, Merrily	Graphic Design	MA, Bath Spa University, Design Brand Development
Hannigan, Benjamin	Entertainment/Industrial Design	BS, The Art Institute of Pittsburgh, Industrial Design
Hanlon, Kristen	Hotel and Restaurant Management	MBA, The Sages Colleges, Business Administration
Hansen, Elisa	General Education	MA, University of South Florida, Library, Media, and Information Studies MA, Southern Methodist University, Art History
Hardy, Cynthia	General Education	Mid-Management Certification, University of North Texas, Educational Leadership MS, University of Texas at Dallas, Mathematics
Harper, Daniel	Residential Planning	MA, Roosevelt University, Sociology
Harris, Lydia	General Education	MA, Argosy University, Professional Counseling
Harrison, James	Advertising	MBA, University of Phoenix, eBusiness
Harzinski, Kristofer	Art Foundations	MFA, Pennsylvania State University, Fine Art
Hasapis, Amy	General Education	MA, Central Michigan University, Interpersonal and Public Communication
Haun, William	Fashion Marketing & Management	MFA, Northern Illinois University, Time Arts
Haydel, Raymond	Media Arts and Animation	MFA, University of Idaho, Art
Healey, Elaine	Fashion Design	BS, The Art Institute of Pittsburgh, Fashion Design
Heath, Carly	Media Arts and Animation	MFA, Chapman University, Film Production
Hebb, David	Art Foundations	MFA, Montana State University, Art
Heckel, Pamela	Digital Photography	MFA, Savannah College of Art and Design, GA, Photography
Heglas, Kayla A.	General Education	MA, Carnegie Mellon University, Rhetoric
Helthaler, Margaret	Graphic Design	MFA, Art Institute of Boston, Fine Arts
Helton, David	Digital Photography	MFA, Southern Illinois University, Art
Hendricks, Gayle	Graphic Design	MFA, Marywood University, Visual Arts (Advertising Design)
Heron, Diana Lee	Hotel and Restaurant Management	MBA, Tiffin University, Management
Herrera, Joel	Game Art and Design	MFA, University of Wisconsin-Madison, Drawing/Painting
Hertz, Oren	Hotel and Restaurant Management	MBA, Nova Southeastern University, Business Administration

Hester, Patricia	Residential Planning	BS, Under, Texas State University, Home Economics - Interior Design
Hill, Diana	Web Design & Interactive Media	MBA, Friends University, Wichita, Kansas, Business Administration
Hitchcock, Jen	Industrial/Entertainment Design	BS, The Art Institute of Pittsburgh, Entertainment Design
Hockett, Jeremy	General Education	PhD, University of New Mexico-Albuquerque, American Studies MA, Michigan State University, History of Art
Hoffman, Nancy	Art Foundations	MA, Syracuse University, Advertising Design
Holmes, Alison	General Education	MA, University of St. Thomas, Art History
Holzman, Erin	Digital Photography	MFA, Miami International University of Art & Design, Visual Arts
Homan, Rachel	Culinary Management	MBA, Argosy University, Management
Hommel, Rikki	Fashion Design	MFA, The Paris American Academy, Paris, Fashion
Horst, Deborah	Graphic Design	MFA, Full Sail University, Media Design Certificate of Computer Graphic Design, Communication Arts, Computer Graphic Design
Howard, James	Graphic Design	MFA, Miami International University of Art and Design, Graphic Design M.Ed, Penn State University, Curriculum and Instruction
Hrody, Victoria	Game Art and Design	MFA, Academy of Arts University, Animation and Visual Effects - 3D Modeling
Hruska, Natalie	Web Design & Interactive Media	MS, Capella University, Information Technology
Hrynyszyn, Yuri	Digital Photography	MFA, Pratt Institute, Photography
Huber, Karl F.	Art Foundations	MFA, Art Center College of Design, Illustration
Huckins, Pamela	General Education	PhD, New York University, Institute of Fine Arts, History of Art and Archaeology MA, New York University, Institute of Fine Arts, History of Art & Archaeology
Huerth, Charles	Digital Photography	MA, University of Maine, Orono, Education
Huettel, Patricia	Graphic Design	MA, Educational Technology, Azusa Pacific University
Humphreys, Alison	General Education	MS, Loyola University Maryland, Clinical Psychology
Humphreys, Katherine	Web Design & Interactive Media	MFA, Rochester Institute of Technology, Imaging Arts
Hunt, Jacqueline	Digital Photography	MFA, Texas Tech University, Art (Photography)
Hunt, Jamie	Digital Photography	MFA, New Mexico State University, Fine Arts, Minor in Photography
Hutchings, Erika	Graphic Design	MFA, Rochester Institute of Technology, Computer Graphics Design
Hutchinson, Thomas	Web Design & Interactive Media	PhD, Mississippi State University, Education-Technology MS, Mississippi State University, Technology

Hutton, Priscilla	General Education	MA, Phillips Graduate Institute and CA Family Center, Marital and Family Therapy MS, California State University @ Fullerton, Education Admin.
Isaac, Brent D.	Digital Filmmaking & Video Production	MFA, Film & Digital Technology, Chatham University
Izquierdo, Jenny	Art Foundations	MFA, International Fine Arts College, Computer Animation
Jacobson, Janet	Kitchen and Bath	MFA, Northern Illinois University, Design
Jacomine, Terri	Graphic Design	MFA, Full Sail University, Graphic Design MS, Kennesaw State University, Political Science
Jagla, Sheila	Residential Planning	MFA, Florida State University, Interior Design
Jensen, Travis	Interior Design	MFA, Northern Illinois University, Art (Interior Design
Johnson, James	Interior Design	MBSM, Clemson University, Building Science and Architecture
Johnson, Lydia	General Education	PhD, University of Phoenix, Management & Leadership MA, Penn State University, Health Education
Jones, Melissa	General Education	MA, University of Missouri - St. Louis, History (Museum Studies and History of Art)
Jones, Nancy	Art Foundations	MFA, San Francisco Art Institute, Painting
Jordan, Kevin	Interior Design	MUD, University of Colorado, Urban Design
juarez, Doanna Lisa	Web Design & Interactive Media	MA, San Francisco State, Industrial Arts
Judson, Hannah	Graphic Design	MA, The Art Institute of Chicago, Art Education
Kaltenbach, Jacob	General Education	PhD, Cardiff University (University of Wales), English, Communication and Philosophy MA, Cardiff University (University of Wales), Teaching and Practice of Writing
Kanics, Ingrid M.	Interior Design	M.Arch, Chatham University
Kanies, Joshua	Digital Photography	MFA, San Francisco Art Institute, Film
Karakaidos, Effi	Digital Photography	MFA, Union Institute and University, Visual Arts
Katrencik, Jeffrey	Art Foundations	MS, Duquesne University, Multimedia Tech
Kawakita, Maki	Digital Photography	MFA, School of Visual Arts, Photography
Kelley, Rebecca	Advertising	MBA, Stayer University, Marketing
Kelly, Sarah	General Education	MA, University of Florida, Art History
Kelso, Jennifer	Hotel and Restaurant Management	MBA, Saint Leo University, Business Administration
Kennedy, Christine	Interior Design	Master of Architecture, University of Michigan, Architecture
Kennedy, Victoria	Game Art and Design	MFA, Miami International University of Art & Design, Computer Animation
Kerdasha, Mary	Residential Planning	MFA, Savannah College of Art & Design, Interior Design
Kern, Robert	Culinary Management	MBA, Fairleigh Dickinson, Finance
Kerr, Benjamin	Game Art and Design	MFA, Academy of Art University, 3D Animation

Keyhani, Vahid	General Education	MS, University of S.W. Louisiana @ LaFayette, Engineering Management
King, Linda	Art Foundations	MFA, Art Institute of Boston at Lesley University, Visual Arts
Kinley, Lori	Residential Planning	MA, Savannah College of Art & Design, Historic Preservation
Kirkpatrick, Michelle	Residential Planning	MS, Chatham College, Interior Architecture
Kiser, Jeremy	Hotel and Restaurant Management	Masters of Hotel, Restaurant and Tourism Admin, University of South Carolina, Hotel, Restaurant and Tourism Administration
Klaas, Daniel	Fashion Marketing & Management	MBA, University of Phoenix, Business Administration
Klapak, Sharon	Graphic Design	M.Ed, Seton Hill University, Tech. Enhanced Learning
Klayman, Kerry	Digital Photography	MS, Brooks Institute of Photographic Art and Science, Photography
Knight, Thomas	General Education	MA, Saint Marys College, Leadership
Koehly, Joleen	Fashion Marketing & Management	MA, Fashion Institute of Technology, Museum Studies Costume and Textile
Kohler, Kathleen	General Education	MA, Northern Illinois University, Art History
Kokales, John D.	General Education	MS, University of Maryland, Physics
Kollin, Joshua	Web Design & Interactive Media	M.Ed, American InterContinental University, Instructional Technology
Kotoske, Christina	General Education	MA, University of South Carolina, Art History
Kulasiri, Ratnappuli	General Education	PhD, University of Cincinnati, Physics MS, University of Cincinnati, Physics
Kulick, Melinda	General Education	MS, California University of PA, Multimedia Technology
Kyriacopoulos, Edna M.	Interior Design	MA, Architectural Conservation, European Center for the Conservation of the Architectural Heritage,
La Padula, Thomas	Graphic Design	MFA, Syracuse University, Illustration
Laanen, Christina	Graphic Design	MA, California State University, East Bay, Multimedia
LaBarge, Maria	General Education	MA, University of Miami, Art History
Lama, Roberto	Interior Design	MA, Universidad de Buenos Aires Argentina, Architecture
Lange, John H.	General Education	MS, Clarion University of Pennsylvania, Biology
Langemeier, Ryan	Interior Design	PhD, Capella University, Education
Lantzman, Jared	Graphic Design	MFA, Savannah College of Art and Design, Graphic Design
Lantzman, Naomi	Graphic Design	MS, Rochester Institute of Technology, Communication and Media Technologies
Larrea, Virginia	Interior Design	M.Arch, University of New Mexico, Architecture
Larson, Mark	General Education	PhD, Capella University, Psychology MS, Boise State University, Instructional and Performance Technology

Lavine, Angela	General Education	PhD, Capella University, Psychology MA, West Virginia Univ., Counseling
Lazaros, Edward	Interior Design	MA, Ball State University, Career and Technical Education
Lee, Kevin	Game Art and Design	M.Ed, American InterContinental University, Instructional Design and Technology
Lee, Tonya	Art Foundations	MFA, University of North Carolina - Greensboro, Studio Arts
Leedy, Alison	General Education	MA, Temple University, Tyler School of Art, Art History
Legare, Jill	General Education	MA, Claremont Graduate University, History
Legault, Elizabeth	General Education	M.Ed, Salem State College, Elementary Education
Leigh, Warren	Hotel and Restaurant Management	MM, University of Phoenix, Management
Leland, Darrell	Web Design & Interactive Media	MA, New Mexico State University, English
Lempke, Paul	Media Arts and Animation	MFA, UIC, Electronic Visualization
Lesh, Sandra	Graphic Design	MA, Lindenwood University, Communications
Lesson, Brian	Culinary Management	MS, Roosevelt University, Hospitality and Tourism Management
Lester(Sweeting), Nichola	Graphic Design	MFA, Savanah College of Art and Design, Graphic Design
Levental, Nelli	Graphic Design	MFA, Digital Media Arts College, Graphic Design
Lewis, Roslyn	Graphic Design	MFA, Savannah College of Art & Design, Graphic Design
Lezo, Alexandra	General Education	MA, University of London, Art History/ archaeology Chinese Language certificate, Princeton University/ Beijing campus, Chinese Language
Liebler, Lauren	Kitchen and Bath	M.Arch, Lawrence Technological University, Architecture
Light, Joel	General Education	Ph.D., Capella University, Organization and Management MA, Wichita State University, Economics
Lindvay, Jaimee	Digital Photography	MFA, Visual Studies Workshop accredited through SUNY College at Brockport, Visual Studies
Linkhauer, Lorraine	Interior Design	MA, Chatham University, Interior Architecture
Lively, Jason	Web Design & Interactive Media	PhD, Nova Southeastern Univ., Computer Tech in Education MBA, Tarleton State Univ., Business Administration
Lockett, Tammy	Art Foundations	MFA, School of Visual Arts, Computer Art
Long, Ted	Graphic Design	MFA, Ai Miami International University of Art & Design, Graphic Design
Lorenz-Hays, Erica	Art Foundations	MS, Clarion University, Communication
Loussararian, Eddie	Hotel and Restaurant Management	MBA, University of Redlands, Business Administration

Love, Angela	Media Arts and Animation	MET, Carnegie Mellon University, Entertainment Technology
Lovelace, Kevin	Culinary Management	MA, California State University, Sacramento, Higher Education Leadership and Policy MBA, University of Phoenix, Business Administration
Lowe, Peggy	General Education	MA, University of South Carolina, Art History
Lulejian, Jerry	Web Design & Interactive Media	J.D., Southwestern University of Law, Law
Luna, Jody	Residential Planning	MArch, Illinois Institute of Technology, Environmental Architecture
Lupi, Virginia	General Education	MFA, The University at Albany, Studio Art MA, The College of Saint Rose, History and Political science
Luter, Scott	General Education	MFA, Georgia College and State University, Creative Writing
MacAvery Kane, Eileen	Graphic Design	MFA, Savannah College of Art and Design, Graphic Design
MacKenzie, Suzette	General Education	MS, Wright State University, Biology
Mackh, Bruce	Graphic Design	PhD, Texas Tech University, Critical Studies and Fine Art Practice MFA, Tulane University, photography
Madden, Catherine	General Education	MA, Central Michigan University, Management and Supervision Public Administration MA, University of Mo at KC, Theatre
Mahoney, Kathleen	Graphic Design	MFA, Pratt Institute, Digital Art MA, Long Island University, Painting
Mahre, Pamela	General Education	MS, Central Washington University, Home Economics and Family Studies
Maier, Scott	Art Foundations	MFA, University of Alaska Fairbanks, Art
Maietta, Andrew A.	Digital Filmmaking & Video Production	MFA, Columbia University, Screenwriting and Directing
Maldonado, Michael	Art Foundations	MFA, Savannah College of Art and Design, Graphic Design
Male, Kim	Media Arts and Animation	MFA, Savannah College of Art and Design, Computer Art/3D Design Concern.
Manley, Doug	Digital Photography	MFA, School of the Art Institute of Chicago, Photography
Mannheimer, Marc	Art Foundations	MA, NYU, Studio Arts/Art education
Manske, Melissa	Culinary Management	MHM, University of Houston, Hotel and Restaurant Management
Marcocci, Joan M.	Fashion Marketing & Management	MBA, Business Administration, Seton Hall University
Marquez, Judith	Art Foundations	MFA, American University, Painting
Martignon, Elena	Graphic Design	MFA, University of Memphis, Art with concentration in Graphic Design
Martin, Adrienne	Web Design & Interactive Media	MA, California State Polytechnic University, Pomona, Educational Multimedia
Martin, Charles	Digital Photography	MFA, University of Cincinnati / DAAP, Photography

Martin, Mark	Culinary Management	MBA, Wake Forest, Management
Martin, Patricia	Graphic Design	MA Ed, University of Phoenix, Educational Technology
Martonis, J. Diane	Art Foundations	MFA, SUNY Albany, Art Studio MA, West Virginia University, Studio Art
Marusek, Michelle	Digital Photography	MFA, New Mexico State University, Art Photography and Painting
Masi, Robin	Art Foundations	MFA, Academy of Art College, Fine Arts
Massengale, Michael	Graphic Design	MFA, University of Hartford, Illustration
Mastramico, Diane	Fashion Marketing & Management	MBA, University of Phoenix, Global Management
Matson, Lawrence	Culinary Management	MBA, Our Lady of the Lake University, Business Administration
Mattingly, Stuart	Digital Photography	MBA, American Public University, Business Administration
Maurer, Patti	Graphic Design	MS, West Virginia University, Integrated Marketing Communications
Maxwell, Stevan	Digital Photography	MFA, Academy of Art University, Photography
Mayo, Yvette	General Education	MA, Ohio University, Interpersonal Communication
Mazak, Darlene	General Education	MS, Duquesne University, Secondary Ed-Math
Mazzaferro, Robert	Art Foundations	MFA, Florida State University, Studio Art
McClure, Rachelle	Interior Design	MFA, Florida State University, Interior Design
McCoy, Ricardo	Advertising	MBA with specialization in marketing, Walsh College, Business Administration
McDaniel, Candace	Residential Planning	MA, Savannah College Art & Design, Historic Preservation
McDowell, Ellen	Residential Planning	MHP, University of Georgia at Athens, Historic Preservation
McGrail, Jean	Digital Photography	MFA, Cranbrook Academy of Art, Print Media
McKee, Garry	Graphic Design	MFA, Georgia State University, Art
McKeown, Cecily	Art Foundations	MFA, The, of Art Institute of Chicago, Art & Technology
McMahon, Kimberly J.	Media Arts and Animation	MS, Duquesne University, Media Arts and Technology
McMenemy, Brianna	Interior Design	MFA, Parsons School of Design, Architectural Lighting Design
McPhee, Anthony	Hotel and Restaurant Management	MBA, Johnson & Wales, Business Administration
Meister, Howard	Digital Photography	MA, New, University, Media Studies
Mejia, Gilbert	Graphic Design	MBA, Argosy University, Marketing
Meoli, Dina	Fashion Marketing & Management	MS, North Carolina State University, College of Textiles, Textile and Apparel, Technology, and Management
Mesch, Brenden	Hotel and Restaurant Management	EdD, Argosy University, Phoenix, Instructional Leadership Certificate 18+ Hours, The University of North Texas, Hospitality Management

Metz, Ronald	Hotel and Restaurant Management	MBA, The Citadel, Business Administration
Mey, Anil	Advertising	MA, Lindenwood University, Communications/Multimedia
Michels, Marnie	Graphic Design	MS, Northern Illinois University, Art Education
Miclot, Stephanie	Advertising	MBA, National University, MBA / Marketing
Middleton, Jane P.	Interior Design	M.Arch, The University of Illinois at Chicago, Architecture
Miller, Casey	General Education	MA, University of Texas at Tyler, Speech Communication
Miller, Gary	Digital Photography	MFA, Academy of Art University, Photography
Miller, Hannah	General Education	MA, University of California, Art
Miller, Sharon	Web Design & Interactive Media	MSEd, Duquesne University, Instructional Design Technology
Misetic, Diana	Fashion Design	BA, University of Sarajevo School of Textile and Design, Textile and Design
Mitchell, Briar	Media Arts and Animation	MA, University of California, San Francisco, Medical Illustration
Moon, Hannah	Fashion Marketing & Management	BBA, Kyonggi University, Hotel and Restaurant Management
Moonen, Kathern	Hotel and Restaurant Management	MS, University of, Wisconsin Stout, Hospitality & Tourism
Morelock, Christopher	General Education	MA, University of Tennessee, English
Morgan, Lindsey	Hotel and Restaurant Management	MBA, South University, Finance
Morris, Arthur	General Education	MAT, The University of West Alabama, Mathematics
Morrison, Kimberly	Kitchen and Bath	BS, Under, Indiana University of Pennsylvania, Interior Design
Morse, William	Graphic Design	MS, Texas A&M University, Art
Mott, Jill	Digital Photography	MA, San Jose State University, Art
Mountney, Jane	Fashion Marketing & Management	MBA, Argosy University, Marketing
Moyer, Richard	General Education	M.Ed, University of Houston, Educational Psychology
Muender, Melissa	General Education	MA, UNC Greensboro, Applied Economics
Muniain, Francisco J.	Media Arts and Animation	MA, University of the Basque Country, Information Systems
Murgueytio-Jurado, Sonia	General Education	MS, Indiana State University, Food and Nutrition
Murney, Shelly	Digital Photography	MFA, University of Montana, Fine Arts/Photography Master of Science, Kaplan University, Education In Instructional Technology
Musmanno, Yelena	Graphic Design	MA, Advanced Courses of Scriptwriters & Directors, Performing & Visual Arts
Naasz, Jaleh	Fashion Marketing & Management	MFA, Academy of Art University, Fashion
Natale, Joel	Culinary Management	MA, Temple University, Tourism and Hospitality Management
Nazim, Fathima	Graphic Design	MFA, Florida Atlantic University, Graphic Design

Needham, Maria	Hotel and Restaurant Management	MSA, Central Michigan University, Heath Service Administration
Neff, Windy	Interior Design	MS, Chatham College, Interior Architecture
Nelson, Michelle	Graphic Design	MFA, Indiana University, Fine Arts
Nestrud, Deborah	Art Foundations	MFA, Tyler Schoolof Art, Temple University, Painting
Neuberger, Lawrence	Graphic Design	MFA, Rochester Institute of Technology, Imaging Arts
Nicholas, Bradley	Graphic Design	MS, Clemson University, Graphic Communications
Nicholas, Zachary	Graphic Design	MS, Clemson University, Graphic Communications
Njaa, Reuben	Digital Photography	MFA, Texas A&M-Corpus Christi, Studio Art (Photography)
Norris, Elizabeth Anne	Digital Photography	MA, Nova Scotia College of Art and Design, Art Education Graduate Diploma, Concordia University, Art Education (Teacher Certification)
Nowak, Sherry	Interior Design	M.Ed, City University, Educational Technology
Nutter, Krista	Interior Design	MS, University of Cincinnati, Architecture/Interior Design
O'Mara, Shawn	Graphic Design	MS, Multimedia Technology, Duquesne University
O'Donnell, Michael	General Education	MFA, San Diego State Univ., Creative Writing
Oels, Phillip	Web Design & Interactive Media	MS, National University, Instructional Technology
Ogedengbe, Maria	Art Foundations	MFA, Yale University, of Art, Painting/Printmaking
Olesch Forrester, Karen	General Education	MA, University of Kent @ Canterbury, Great Britain, Philosophy
Olstad, Rebecca	Digital Photography	MS, Boston University, Photojournalism
Olufeso, Victor	Advertising	MBA, Drexel University, Marketing
ONeill, Colin	Game Art and Design	MFA, National University, Creative Writing / Media Studies
Opalko, Michael N.	Graphic Design	MA, Visual Arts, Antioch University
Orfao, Patricia	Graphic Design	M.Ed, Rivier College, Educational Studies
Orlando, Paul	Media Arts and Animation	MFA, Savannah College of Art and Design, Computer Animation
Orrico, Cynthia	Advertising	MA, Columbia College, Interdisciplinary Arts
Oslakovic, Joseph	General Education	MS, University of Phoenix, Computer Information Systems MBA, Northern Illinois University, Business Administration MS, Florida Institute of Technology, Applied Math
Ott, Lee	General Education	PhD, Indiana University, Biochemistry and Molecular Biology MS, Wright State University, Biological Sciences

Padolf, Nina	General Education	MA, Chatham College, Teaching English
Page, Eric	General Education	MS/CAS credits, SUNY Albany, Counseling
Painter, Anne	Interior Design	M.Arch, University of Kansas, Architecture
Painter, Laura	Fashion Marketing & Management	MBA, University of the Incarnate Word, Business Administration
Paljakka-Cargo, Marica	Kitchen and Bath	BS, Under, Indiana State University, Interior Design
Palmer, Michael A.	Culinary Management	MBA, Point Park University, Management
Palmer, Steven	Graphic Design	MFA, Rochester Institute of Technology, Imaging Arts
Pangikas-Miller, Athena	General Education	MFA, Chatham University, Creative Writing
Panzera, Richard A.	Culinary Management	AOS, The Culinary Institute of America, Culinary Arts
Paricio Garcia, Jorge	Interior Design	MID, Pratt Institute, Industrial Design
Parkin, Brian	Digital Photography	MFA, Academy of Art University, Photography Post graduate Certificate in Education, University of Reading, Education
Patierno, Marie	Graphic Design	MS, College of New Rochelle, Communication Arts
Patterson, Julie	Fashion Marketing & Management	MA, Wayne State University, Fashion Design and Merchandising
Patterson, Patrick	Web Design & Interactive Media	MIS, Indiana University, Library and Information Science
Pedersen, Leif	Game Art and Design	MFA, Academy of Arts University, Animation and VFX
Peluso, Robert	General Education	PhD, Columbia University, English
Pence, David A.	Industrial/Entertainment Design	BS, Art Center College of Design, Industrial Design
Pennella, Donna	Residential Planning	MS, Florida State University, Interior Design MS, Florida State University, Housing
Perry, Warren	Web Design & Interactive Media	MS, Capella University, Information Technology
Petrosky, Edward A.	Digital Photography	MFA, Pratt Institute, Photography
Phelps, Jennifer	Graphic Design	MFA, University of Southern California, Fine Arts
Phillips, Miriam	General Education	MA, East Tennessee State University, Professional Communication
Phillips, Stephen John	Digital Photography	MFA, The University of Delaware, Photography
Piel, Robbie	Hotel and Restaurant Management	MBA, Johnson & Wales University, Global Business Leadership/ Organizational Leadership
Pieratt, Nathan	Graphic Design	MFA, Savannah College of Art and Design, Graphic Design
Pinkston, Lena	Fashion Marketing & Management	MA, University of South Carolina, Retailing
Pires, Anthony	Game Art and Design	MS, Spring Arbor University, Business Administration
Placyk, John	General Education	MS, Northern Michigan University, Biology
Podlesnik, Joseph	Art Foundations	MFA, Cornell University, Painting/Drawing

Poulakis, Susan	Graphic Design	MFA, Rochester Institute of Technology, Communication Design
Powell, Terry	Graphic Design	PhD, Capella University, Specialization in Professional Studies in Education MBA, American InterContinental University, Marketing
Price, Jaclyn	Culinary Management	MS, Robert Morris University, Instructional Leadership
Price, Jennifer	Graphic Design	MFA, University of Wisconsin, Madison, WI, Art
Prichard, Christine	Digital Photography	MA, The University of Montana, Journalism
Priest, Chris	Interior Design	MS, Florida State University, Interior Design
Puckett, Christina	General Education	MA, University of Alabama at Birmingham, Art History
Puma, Jessica	Art Foundations	MFA, Pennsylvania Academy of Fine Arts, Painting
Puza, Gwen	Web Design & Interactive Media	MS, Duquesne Univ., Multimedia Technology MIS, University of Pittsburgh, Information Science
Quaife, Kathleen	Media Arts and Animation	MFA, Academy of Art University, Computer Arts/New Media
Quartarolo, Diane	General Education	MA, Univ. of Nebraska-Lincoln, Psychology
Rademacher, Ricardo	General Education	PhD, University of Cincinnati, Physics MS, University of Cincinnati, Physics
Rafferty, Eileen	Digital Photography	MFA, Virginia Commonwealth University, Photography & Film
Rafii, Keyvan	General Education	Ph.D., University of Illinois, Champaign-Urbana, Art History MA, University of Illinois, Champaign-Urbana, Art History M.Arch, University of Illinois, Champaign-Urbana, Architecture
Ralstin, Leanne	General Education	MA, University of Idaho, English Literature
Ralston, Elena	Graphic Design	MA, Syracuse University, Illustration
Ramos, James	Advertising	PhD, Michigan State University, Mass Media -,Schoolof Adverstising MA, University of Southern California, Communication Management
Rasmussen, Lisa M.	Graphic Design	MFA, Vermont College of Fine Arts, Graphic Design
Reed, Jeremy P.	Culinary Management	EdD, Organizational Leadership Argosy University,
Reed, Thomas	Game Art and Design	MA, University of Texas, Radio/TV/Film
Reeves, Jeffrey	General Education	MS, University of Nevada, Las Vegas, Mathematics
Reidenbach, Amy	General Education	MS, Eastern Michigan University, Human Nutrition
Reischuck, Heidi	Graphic Design	MA, Golden Gate Univ. San Fran. CA, Applied Psychology (Ind Org)

Reynolds, Cindy	Advertising	MA, University of Georgia, Advertising
Ridsdale, Noel	Culinary Management	MBA, Strayer University, Hospitality and Tourism
Riehm, William	Interior Design	MURP, University of New Orleans, Urban and Regional Planning
Roach, Patrena	Web Design & Interactive Media	MED, American Intercontinental University, Instructional Technology
Robbins, Rebecca	Advertising	MBA, Notre Dame, Marketing
Robkin, Kenneth	Media Arts and Animation	MFA, Florida Atlantic University, Computer Arts
Rodgers, Emily C.	General Education	MA, Carnegie Mellon University, Literary and Cultural Studies
Roland, Adam	Interior Design	MA, Savannah College of Art and Design, Interior Design
Rompilla, Victoria	Game Art and Design	MFA, School of Visual Arts, Computer Arts
Rose-Myers, Deborah	Graphic Design	MFA, University of Miami, Art EdS, Nova Southeastern University, Computer Application MS, Florida State University, Mass Communication
Ross, Erikk	Web Design & Interactive Media	MIT, American Intercontinental University, Information Technology
Roth-Davies, Mary	General Education	MA, Richmond The Am. Iniv in London, Art History
Roy, Rashmi	General Education	MA, Magadh University, English
Rumbold, Eric	Hotel and Restaurant Management	JD, Western State College of Law, Law
Russell, Randolph	Culinary Management	BS, The Art Institute of Pittsburgh, Culinary Arts
Russo, David A.	Culinary Management	BS, The Art Institute of Pittsburgh, Culinary Arts
Rutledge, Jerry	Web Design & Interactive Media	MFA, Indiana State University, Art
Sablan, Evanthia	Graphic Design	MA, Academy of Art University, Motion Pictures and Television
Sadler, Paul	General Education	MA, Northern Arizona University, History
Salg, Alexa	Web Design & Interactive Media	JD, The University of Denver, Law MS, Capella University, Instructional Design for Online Learning
Samizay, Gazelle	Digital Photography	MFA, University of Arizona, Photography
Santalo, Cesar	Media Arts and Animation	MFA, University of Miami, Graphic Design
Santelli, Karen	General Education	M.Ed, Duquesne University, English
Sauer, Damon	Digital Photography	MFA, The University of New Mexico, Art Studio (Photography)
Sayler-Powell, Debra	Fashion Marketing & Management	PhD, Argosy University, Sarasota, Business Administration MBA, Hardin-Simmons University, Marketing
Schaefer, Katherine M.	Fashion Marketing & Management	MBA, DePaul University, Entrepreneurship
Schleupner, Tiffany	Graphic Design	MFA, Miami International University of Art & Design, Graphic Design
Schulenberg, Robert	Art Foundations	MFA, Louisiana State University, Fine Arts-Studio

Schuster, Matthew	General Education	MA, American Public University, Art History MA, Arizona State University, Political Science
Schwab, Michael	Media Arts and Animation	MA, Antioch University McGregor, Visual Performing Arts
Scranton, Melissa	General Education	MSED, Southwest Missouri State University, Secondary Ed/Math
Sealy Fragale, Dawn	Graphic Design	MA, SUNY New Paltz, Studio Art
Selke, Seth	Culinary Management	MS, Indiana Wesleyan University, Management
Selligman, Lisa	Interior Design	M.Arch, Washington University, Architecture
Setticasi, Jenna	Web Design & Interactive Media	MS, Nova Southeastern University, Computer Information Systems
Seward, Peter	Advertising	MA, Univ. of Colorado, Journalism
Shanks, Christine	Digital Photography	MFA, University of Delaware, Photography
Shapiro, Sylvia	Graphic Design	MA, Syracuse University, Illustration
Sharon, Eva	General Education	MA, Barry University, English
Shaw, Margaret (Peggy)	General Education	MBA, University Of Phoenix, Management and HR MA, University of Colorado, Humanities
Sheel, Atul	Hotel and Restaurant Management	PhD, University of Massachusetts Amherst, Management MS, Department of HRTA, Hotel, Restaurant & Tourism Administration MS, University of Massachusetts Amherst, Hotel, Restaurant and Travel Administration DHMCN - Three, Diploma, Under, Institute of Hotel Management, Catering & Nutrition, Hotel Management, Catering & Nutrition
Shelton, Douglas	Advertising	MBA, University of Colorado, Marketing
Sherman, Jill	Digital Photography	MFA, Rochester Institute of Technology, Imaging Arts
Short, Doris M.	Graphic Design	BS, The Art Institute of Pittsburgh, Graphic Design
Shults, Ingrid	Graphic Design	MFA, Purdue University, Studio Arts
Shultz, Richard E.	Culinary Management	MPPM, University of Pittsburgh, Public Policy and Management
Siemens, Christine	Art Foundations	MFA, University of Nevada, Las Vegas, Art
Simmonds, Barbara	General Education	MA, Ohio State University, Art History
Simon, Marla	Culinary Management	MBA, Johnson & Wales, Hospitality
Simpson, Pamela	Hotel and Restaurant Management	MBA -, Baker University, Business Administration
Slate, James	Graphic Design	MA, Syracuse University, Illustration
Slovak, P. Michelle	Culinary Management	MS, Oklahoma State University, Hospitality Administration
Smith, Beth	Culinary Management	MS, Arizona State University, Human Nutrition

Smith, Joanna	Graphic Design	MA, Savannah College of Art and Design, Illustration MFA, Savannah College of Art and Design, Graphic Design
Smith, Lucretia	General Education	MFA, California Institute of the Arts, Critical Studies/Creative Writing
Smulevitz, Cara	General Education	MA, School of the Art Institute of Chicago, Art History
Snider, Stefanie	General Education	PhD, University of Southern California, Art History MA, Tufts University, Art History
Soliday, Michael	Graphic Design	MA, The Ohio State University, Educational Studies
Spewock, Kelly	Interior Design	MFA, Savannah College of Art and Design, Historical Preservation
Spewock, Stan	General Education	MS, Duquesne University, Education
Speyers, Ed	Graphic Design	MFA, Digital Media Arts College, Graphic Design
Spitzer, Sean	Game Art and Design	MFA, The Art Institute of California - San Francisco, Computer Animation
Springer, Kirsten	Digital Photography	MFA, Parsons, The New School forDesign, Photography and Related Technologies MA, Sarah Lawrence College, History and Art
Spurlock, Dawn	Graphic Design	MFA, The Ohio State University, Design
Stalder, Andrew	Art Foundations	MFA, Ohio University, Painting
Staley, Brigitta	General Education	MFA, The Pennsylvania State University, Art
Stanley, Nina	Game Art and Design	MA, California State University Fullerton, Art (Drawing and Painting)
Star, Laura	General Education	MA, University of WI - Superior, Visual Arts Art History and Curriculum
Starr, Rachelle	General Education	MPS, Tulane University, Preservation Studies
Starzyk, Tammy	General Education	MA, Kent State University, Art History
Steinbach, Stephen	Media Arts and Animation	MFA, Florida Atlantic University, Computer Art
Stenman, Andrew	General Education	MS, Indiana University of Pennsylvania, Business Administration
Stern, Alicia	Hotel and Restaurant Management	MBA, Lynn University, Business Administration/Hospitality Specialization
Stevens, Amy	Art Foundations	MFA, Tyler School of Art, Temple University, Photography
Stiglich, Denise	General Education	MS, University of California, Riverside, Chemistry
Stout, Carla	General Education	MA, University of South Alabama, Communication
Straw, Rob	Digital Photography	MFA, Illinois State University, Fine Arts
Strollo, Isabelle M.	Digital Filmmaking & Video Production	MA, National Superior School of LouisLumiere, Paris, Film and Video Production
Strong, Dena	Fashion Marketing & Management	MS, Kansas State University, Apparel & Textiles - Merchandising

Stroud, Christine	General Education	MFA, Chatham, Creative Writing
Stude, Tyrone	Digital Photography	MFA, Academy of Art University, Advertising (Visual and Written Communication)
Stutler, Robert J.	Interior Design	BS, The Art Institute of Pittsburgh, Industrial Design
Styers, Jeffrey	Game Art and Design	MET, Carnegie Mellon University, Entertainment Technology
Sullivan, Angie	General Education	MA, Purdue University Calumet, Communications
Suplizio, Jean	General Education	MA, University of Virginia, Philosophy
Sweeney, Marla	Digital Photography	MFA, SUNY, Photography
Swett, Macoe	Graphic Design	MFA, Miami International University of Art & Design, Graphic Design
Swiertz, Matthew	Interior Design	MA, Northern Illinois Univ., Interior Architecture
Sych, Kamila A.	Digital Photography	MA, Rhode Island School of Design, Art & Design Education
Szivos, Michael J.	Digital Photography	MS, Duquesne University, Media Arts and Technology
Tabbert, Cody	General Education	MA, Minnesota State University Mankato, Mathematics
Talerico, Katie	General Education	MA, University of Dayton, English
Talton, Colleen L.	Fashion Design	MS, Robert Morris University, Instructional Leadership
Tan, Ghim	Web Design & Interactive Media	PhD, Capella University, Instructional Design for Online Learning MAEd, University of Phoenix, E-Learning and Adult Education
Tanyol, Derin	General Education	Ph.D., Graduate Center, City University of New York, Art History
Taylor, James	Hotel and Restaurant Management	PhD, University of Southern Mississippi, Nutrition and Food Systems MBA, University of South Florida, Business Administration
Tenzer, Laurie	Web Design & Interactive Media	MA. Ed, University of Phoenix, Distance Education
Tersiisky, Donna	Web Design & Interactive Media	MS, City University of Seattle, Computer Science/Web Development
Thalman, Julie	Advertising	MS, West Virginia University, Integrated Marketing Communications
Thimann,Alvaro	Culinary Management	MA, South University, Business Hospitality
Thomas, Joan	General Education	MS, Southern Polytechnic, Technical & Professional Communication
Thompson, Elizabeth	Residential Planning	MFA, Brenau University, Interior Design M. Ed., University of Houston, Education-Curriculum and Instruction
Thompson, Roland	Art Foundations	MFA, Virginia Commonwealth University, Painting
Thompson-Ferreira, Catherine	Hotel and Restaurant Management	MBA, Long Island University, Finance

Thrush, Nanette	General Education	PhD, Indiana University, Art History MA, Indiana University, Art History
Tilak, Elizabeth	Graphic Design	MFA, West Virginia University, Fine Arts
Tillinghast, William	Culinary Management	MBA, South University, Marketing
Tobin, Patricia	Art Foundations	MA, California University of Fullerton, Art
Tohara, Kaoru	Digital Photography	MFA, Indiana University, Photography
Tolman, Andrea	Media Arts and Animation	MA, University of Miami, Film Studies
Tolman, Chelsey	General Education	MLA, Harvard University, Biology
Torres, Lindsey	Advertising	MA, Southern Utah University, Communication
Tosh, Nancy	General Education	PhD, University of California @ Santa Barbara, Religious Studies MA, University of South Florida @ Tampa Bay, Sociology MA, University of South Florida @ Tampa Bay, Religious Studies
Tran, Vincent	Web Design & Interactive Media	MS, Florida Atlantic University, Computer Science
Travers, Emadene	Culinary Management	PhD, University of Tennessee, Human Ecology JD, Louisiana State University, Law MS, Louisiana State University, Human Ecology Graduate Certificate, Universtiy of North Texas, Hospitality Management
Treadwell, George	General Education	MA, Georgia, of Professional Psychology, Professional Counseling MA, University of Florida, English
Trent, Scott	Web Design & Interactive Media	PhD, The University of Texas at Dallas, Humanities - Aesthetic Studies MA, The University of Texas at Dallas, Arts and Technology
Troup, Amanda	Culinary Management	BS, The Art Institute of Pittsburgh, Culinary Management
TuckerCross, Lisa	Interior Design	PhD, Lund University, Environmental Psychology MS, University of Central Oklahoma, Human Environmental Science, Living Space Design
Tullman-Kaltenbach, Norah	Fashion Marketing & Management	MFA, University of Washington, Drama Design-Costume
Turgman, Revital	Fashion Marketing & Management	MBA, NOVA SE University, Business Administration
Turnage, Rachel	General Education	MA, Montana State University--Bozeman, English
Turner, Graham	Art Foundations	MFA, Illinois University, Art
Unaeze, Christiana	Art Foundations	MS, New York University, Digital Imaging and Design
Unterman, Elizabeth	Digital Photography	MFA, University of Massachusetts, Photography
Urbanowski, Sarah	Web Design & Interactive Media	MBA, University of Illinois, Management, Information Systems
Vandamia, Elise	General Education	MS, Gannon, Counseling Psychology

Vanderhyden, Philip	Art Foundations	MFA, Northwestern University, Art Theory and Practice
VanHamersveld, Sue	Graphic Design	MFA, Miami International University of Art and Design, Graphic Design
VanScoyoc, Julie C.	General Education	M.Ed, Educational Psychology, Indiana University of Pennsylvania
Varela, Stephen	Culinary Management	BS, The Art Institute of Pittsburgh, Culinary Management
Veguilla, Isabel	Media Arts and Animation	MFA, Pratt Institute, Computer Graphics
Wade, Sara	Game Art and Design	MS, Colorado State University, Business Administration Diploma, Animation Mentor, Advanced Studies in Character Animation
Walker, Matthew	Digital Photography	MFA The College at Brockport, , Visual Studies Workshop/ SUNY, Visual Studies/ Photography MA, The College at Brockport, SUNY, History
Wall, Donna	General Education	MS, University of Texas at Tyler, Interdisciplinary Studies
Walters, David (Max)	Visual Effects & Motion Graphics	MFA, Chatham University, Film & Digital Technology
Warren, Gaye	Hotel and Restaurant Management	MBA, University of Phoenix, Business Management
Warren, Kristi	Art Foundations	MFA, Arizona State University, Art
Washington, Ricardo	Game Art and Design	MS, University of Phoenix, Organizational Psychology
Watson, Kevin D.	Culinary Management	AS, Culinary Science, Pennsylvania Institute of Culinary Arts
Watson, Michelle	Hotel and Restaurant Management	MS, University of Wisconsin-Stout, Hospitality and Tourism
Watters-Flores, Stephanie	Graphic Design	MFA, Indiana University Bloomington, Graphic Design
Weber, Arthur	Culinary Management	MA.ED, TUI University, Teaching and Instruction MBA, Touro International University, logistics and Military Management
Webster, William	Graphic Design	MA, Savannah College of Art and Design, Illustration Design
Westerberg, Stacey	Interior Design	M.Arch, University of Florida, Architecture
Westman, Mary Lou	General Education	MA, California State Polytechnic University, English
Wettergren, Leslie	Interior Design	M. Arch, Washington University, Architecture
Wheelis, Kelly	Graphic Design	MAEd, Argosy University, Instructional Leadership
Wiebe, Charles	General Education	MA, Pennsylvania State University, Art History
Williams, Patricia A.	Graphic Design	MFA, UCLA, Art (Graphic Design) MA, UCLA, Art
Williams, Robert Dale	Art Foundations	MFA, New York Academy of Art, Painting

Wilson, Andrea	General Education	PhD, Capella University, Education, Leadership for K-12 Programs MA, Emory Univeristy, Psychology
Wilson, Danissa	General Education	MA, California State University Fullerton, English
Wilwol, Kami	Interior Design	MS, Rensselaer Polytechnic Institute, Lighting
Winans, Carin	Hotel and Restaurant Management	MBA, Saint Joseph's University, Business Administration
Wojtanowski, Tamsen	Digital Photography	MFA, Tyler School of Art, Photography
Wolfe, Thomas	Web Design & Interactive Media	MA, Michigan State University, Telecommunication
Wood, Nancy	Art Foundations	MFA, University of California @ Los Angeles, Fine Arts
Woodward, Susan	Digital Photography	MA, San Francisco State University, Photography
Woolsey, Ann Marie	Digital Photography	MFA, SUNY New Paltz, Intermedia Design
Wyatt, Mark	Art Foundations	MFA, University of Oklahoma, Painting
Yates, Mary	Digital Photography	MA, University of Louisville, Art (Creative)
Yordy, Marcie	Game Art and Design	MS, Duquesne University, Multimedia Technology
Young, Graham	Graphic Design	MFA, Florida Atlantic University, Art Graphic Design
Yue, John	Graphic Design	MFA, Yale University, Art
Zaharia, Ethan	General Education	MA, Indiana University of Pa, Rhet. Comp
Zahran, Samuel	General Education	MA, North Carolina State University, English
Zalewsky-Nease, Tara	Art Foundations	MFA, The University of New Mexico, Art Studio
Zeller, Nancy	Graphic Design	MFA, Marywood University, Visual Arts
Zimmerman, Marissa L.	Fashion Marketing & Management	BS, The Art Institute of Pittsburgh, Fashion and Retail Management
Zombas, Christopher	Hotel and Restaurant Management	PhD, Trident University International, Philosophy in Business Administration MS - Hospitality Management, Florida International University, Hotel & Food Service Management

PROGRAM ADVISORY COMMITTEES

An external panel of industry experts and professionals who are not affiliated with The Art Institute of Pittsburgh review each degree program. These Program Advisory Committee (PAC) members convene bi-annually at The Art Institute of Pittsburgh to evaluate curriculum, technology, and expected program competencies. This formal review helps The Art Institute of Pittsburgh to ensure that graduates have the opportunity to be well-prepared to seek professions with industry-relevant skills.

Possible PAC members are submitted by Department Chairs, faculty, Career Services, and current PAC members to the college. The Department Chair for the program invites those individuals that have the appropriate experience, availability and interest in The Art Institute of Pittsburgh to join the committee.

ADMISSIONS INFORMATION

Admissions Requirements
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A prospective student seeking admission to any Bachelor of Science degree program (except Game Art & Design, see special enrollment requirements below) at The Art Institute of Pittsburgh must be a high school graduate with a minimum, cumulative, final high school CGPA of 2.0 or higher or hold a General Education Development certificate (GED®*) with the numeric score equivalent to at least a 2.0 GPA under previous GED equivalencies or, for the current GED test, an averaged score of 450 with no single test score below 410, or a HiSET test, or an Associate of Science degree as a prerequisite for admission.

A prospective student seeking enrollment to any Associate of Science degree, diploma or certificate program at The Art Institute of Pittsburgh must be a high school graduate with a minimum high school GPA of 1.5, or hold a General Education Development certificate (GED) with the numeric score equivalent to at least a 1.5 GPA under previous GED equivalencies or, for the current GED test, an averaged score of 450 with no single test score below 410, a HiSET test, or an Associate of Science degree as a prerequisite for admission.

The Art Institute of Pittsburgh (the "Institute") does not have an "open" admissions policy. All incoming students in a degree or diploma/certificate program are assessed for the appropriateness of their admission. The admissions process is a holistic process that first examines the applicant's high school performance and then looks to the rest of the applicant's experience as well as ability to articulate their vision that an Art Institute education aligns with their specific career goals. The Institute admissions process is consultative and predicated on the concept that the prospective student, his or her parents and interested friends and others, and college personnel all play a significant role in the admission of a student to The Art Institute of Pittsburgh.

Admissions decisions are made by the Institute's Admissions Committee, comprised of members of the campus and online faculty. The committee determines whether an applicant has a reasonable chance to be successful in college based upon his or her academic record, essay, and how well the applicant's stated education and career goals relate to the chosen program of study. The committee may request additional information or require the applicant to meet with a department chair prior to making a final decision. A student must be accepted by the Admissions Committee before starting class.

High school seniors who have not yet graduated should submit a partial transcript that indicates their expected graduation date. Students who have completed high school or its equivalent and cannot provide the necessary documentation may provide alternate documentation to satisfy this requirement. A student who holds an Associate degree from a recognized accredited institution may submit proof of the degree to satisfy the high school or GED/HiSET test requirement. A student seeking acceptance at The Art Institute of Pittsburgh may demonstrate academic preparedness in place of the High School GPA requirement by presenting successful completion of 18 credits or more with a cumulative grade point average of at least a 2.0 from a college or university. The Art Institute of Pittsburgh reserves the right to request any additional information necessary to evaluate an applicant's potential for enrollment. All applicants to The Art Institute of Pittsburgh are evaluated on the basis of their previous education and academic performance, their written essay (explained in detail on the Application), background, and stated or demonstrated interest in a relevant career field. Portfolios are welcome, but not required with the exception of the Game Art & Design program. Applicants who have taken the Scholastic Aptitude Test (SAT) or American College Test (ACT) are encouraged to submit scores to the Admissions Office for evaluation.

*GED® is a registered mark of American Council on Education.

Students who are in need of tutorial assistance in any course may be required to participate in computer-based, peer, or faculty-assisted tutorial programs. This form of tutorial assistance is provided at no additional charge.

Advanced standing may be possible through transfer of credit, CLEP tests, high school Advanced Placement classes, credit for life experience, and high school articulation agreements. All advanced standing requests must be completed and approved before beginning classes at The Art Institute of Pittsburgh. More information is available during a visit or the enrollment process. Enrollees requiring additional educational or tuition assistance will be referred to appropriate government agencies or other special educational institutions equipped to handle such situations. For information, please contact the Admissions Department.

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

Applicants to a graduate program may present a bachelor's degree as a form of proof of graduation from high school. Accreditation requirements must adhere to DCEH's list of acceptable accreditation.
A student who is home-schooled must be able to present a high school credential evidencing that he or she completed secondary education or complies with applicable State requirements for home-schooling in the State in which the student resided during home-schooling.

The military document DD214 is NOT an acceptable means of proving high school/GED/HiSET test completion.
There are specific types of diplomas that are not acceptable at The Art Institute locations (See Definitions):
- Certificate of Performance
- Certificate of Completion
- Certificate of Attendance
- Certificate of Achievement
- Modified Diploma
- Fast Track Online Degree
- Special Education Diploma.

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

Should you receive a transcript with one of these types of diplomas, you must:
1. Immediately notify the ADA and S/DOA regarding this issue. The ADA/S/DOA will notify the applicant.

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

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

Unofficial Transcripts, Credit for Experience, Etc.
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Prospective students are permitted to submit unofficial college transcripts for review by the Transfer of Credit Coordinator and, upon review, tentative transfer credit will be entered for the student. This enables the student to proceed to financial planning. Official notification to the student will clearly disclose that the review was based on unofficial transcripts and transfer of credit cannot be confirmed until receipt and review of official college transcripts is completed by The Art Institute of Pittsburgh. The student should further be advised that this could result in a change in

transfer credit awarded, courses required to be taken at The Art Institute of Pittsburgh, and additional costs for the educational program. The student receives a conditional acceptance and is subject to full admittance once all official documents and processes/requirements have been received and reviewed by the appropriate school representative. Conditional admission is granted for the student's first quarter. A quarter online is defined as two back to back 5.5 week sessions.

All official transcripts, credit for experience, and other required documents must be submitted before the end of the first quarter in order for the student to be released from hold status to register for his/her second quarter on campus or third session online.

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

I.   Essay Requirements

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

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

    b.   The documents/directions to be provided to the student are in Procedures for ADCOM Literacy Review Student Handout.
    c.   All prospective students must be assessed for college readiness in literacy except applicants who have attended another Art Institute and who have documentation of an accepted essay to that school in the student file.
    d.   If an applicant was accepted by another Art Institute and did not attend, or if the applicant attended and failed or withdrew from all classes, the student must apply through the normal admissions process.
    e.   All members of ADCOM and admissions staff will be trained on the essay and the rubric.
    f.   Scoring on the rubric is as follows:
        i.   Meets Standard: Student is considered literate and may be accepted as long as all other admission requirements are met.
        ii.   Does not meet standard: Student does not meet the literacy standard and may not be accepted even if all other admission requirements are met.
        iii.   Students will be notified of their essay results in writing by the admissions office.

II.   Appeals Process (Rewrite).

    a.   The student may request to rewrite the essay only one time for each start and is advised to first meet with the appropriate academic official (Dean of the Campus or his or her designee) to discuss his or her score. That official may not be a member of the Admissions Committee (ADCOM.)
    b.   The applicant must submit the appeal (rewrite) essay to the Admissions representative (Enrollment Processor/Admissions Office Manager) for processing prior to the start date.
    c.   The Essay rewrite must follow the same requirements and guidelines as indicated in section I.

d. Any decision on the results of the rewrite is to be considered final.

e. The applicant must meet ALL admissions requirements for full acceptance to the school.

TRANSFER OF CREDIT

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

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

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

TRANSFERRING FROM ONE ART INSTITUTE TO ANOTHER ART INSTITUTE

Students wishing to transfer from one Art Institutes school to another may do so only if they are in good standing at the sending school. Any student dismissed for academic progress cannot transfer to another affiliated Art Institute school until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress. (See the Student Academic Progress Policy-Transfer from another Art Institute). An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.

TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS

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

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

Associate's degree credits earned by graduates of an Art Institutes school for which there is no corresponding bachelor's degree program will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. Under some conditions, all general education courses in the associate degree may be brought forward into the Bachelors degree program; because this may vary by state, the student attempting to transfer credits is advised to consult with the receiving institution on the policies regarding general education coursework. All conditions in the following associate's degree credits to associate's/bachelor's degree program procedure apply.

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

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

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

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

Transcripts
Official transcripts can be reviewed by the school at any time during the student's attendance. Transcripts will not be reviewed if the student is in a hold status. Transfer of Credit (TOC) will not be given to students for courses already completed at The Art Institute of Pittsburgh, or for courses for which the student is currently registered at The Art Institute of Pittsburgh.

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

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

Transcripts
Official transcripts can be reviewed by the school at any time during the student's attendance. Transcripts will not be reviewed if the student is in a hold status. Transfer of Credit (TOC) will not be given to students for courses already completed at The Art Institute of Pittsburgh, or for courses for which the student is currently registered at The Art Institute of Pittsburgh.

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

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

Grades of Transfer Credits

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

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

Internal Proficiency Testing for Credit
Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

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

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

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

Transcripts
Official transcripts can be reviewed by the school at any time during the student's attendance. Transcripts will not be reviewed if the student is in a hold status. Transfer of Credit (TOC) will not be given to students for courses already completed at The Art Institute of Pittsburgh, or for courses for which the student is currently registered at The Art Institute of Pittsburgh.

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

Level of Transfer Credits
Only college-level credits (100 level course or equivalent and above) taken at an accredited institution of higher education will be considered for transfer. No remedial or developmental courses will be considered for transfer.

Grades of Transfer Credits
Only courses with an earned grade of "C" (2.0 on a 4.0 scale) or higher will be considered for transfer credit.

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

Proficiency Credit from External Sources
Official documents related to CLEP or AP scores or similar means to demonstrate proficiency for credit must be received by an Art Institutes school prior to the class start. No more than 25 percent of a program's required credits will be considered for any type of proficiency credit.

- *Advanced Placement.* Some foundation courses can be obtained through College Board's AP Studio examinations. Students who take the College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and score three or higher on the AP exam or four or higher on the IB exam for those courses while in secondary school may receive proficiency credit. This score applies to all subjects. All materials must be received from the Scholastic College Board organization and evaluated prior to the end of the schedule adjustment period (add/drop) of the student's first quarter of attendance.
- *College Level Examination Program (CLEP).* Complete the College Level Examination Program (CLEP) and earn a score of 50 or higher on computer-based CLEP examinations equivalent to University courses prior to the end of the scheduled adjustment period (add/drop) of the student's first quarter of attendance.
- *Articulation Agreement Credit.* Successfully complete programs included in articulation agreements that have been established between the University and their high schools.
- *Military Experience Credits.* Complete training, employment, or other educational experience in the military as measured through DANTES, DSST examinations, or as shown on the Joint Service Transcript, the Community College of the Air Force Transcript or as recommended by the American Council on Education (ACE).
- *Internal Proficiency Testing for Credit.* Requests for testing out of specific courses approved by the Institute must be made through the Department Director prior to the class start.
- *Experiential Learning.* Students may request advanced standing for experiential learning. Students will present relevant work or life experiences for review by the Dean of Academic Affairs or designee. The Dean of Academic Affairs or designee will have the necessary forms for the student to complete. Documentation such as portfolios, writing samples, publications, verification of employment, and references represents a sampling of what may be requested by the Department Chair from the student in order for the advanced standing review to be completed.
- *Portfolio Review for Credit.* Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

Class Proficiency Test
Requests for testing out of specific classes approved by the Institute must be made through the department Director prior to the class start.

No more than 25 percent credits will be considered for any type of proficiency credit.

University Transcripts with Credit/No Credit Course Grades

Accredited colleges and universities where courses are offered for credit/no credit and no allowable grade is earned in major courses according to existing regulations will be converted to a grade by the registrar's office. Credit grades will be converted to a "C" and no credit grades will be converted to an "F".

Total Allowable Transfer of Credit
Students must earn a minimum of 25 percent of the total program credits required for graduation in residency at the Art Institute receiving credits from alternative sources, including another Art Institute. Therefore, students may only be granted a maximum of 75 percent of the total program credits required for graduation through transfer credit earned at an outside institution, including other Art Institutes campuses, proficiency testing and/or portfolio or work experience

review. Due to state and regulatory considerations at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

Course Substitution Policy

Students are expected to complete the program requirements outlined in The Art Institutes Catalog in effect at the time they enroll. However, programs are subject to change at the discretion of The Art Institutes. In these situations or due to other mitigating circumstances (e.g., change in program of study), courses previously completed at the Art Institutes or other accredited higher education institution will be reviewed by the campus academic staff to determine its acceptance or substitution. Students who wish to appeal a course substitution should submit a Course Substitution Form to the Program Director for consideration at their Campus; online students should submit the Form to their Academic Counselor. The Academic Counselor will forward the form to the Program Director for consideration. The Program Director will then forward the request and recommendation to the Campus Dean for approval. Substitutions for General Education courses will be reviewed by the appropriate General Education Program Director. To be considered for a substitution, the course must be successfully completed at The Art Institute, and satisfy the program student learning outcomes as listed in the Academic Catalog. Students should submit all requests within the timeline indicated in the Transfer of Credit section of the catalog.

Course substitutions not recommended by the Program Director, may be appealed to the Dean or designee. The decision of the Campus Dean is final.

Program Based Admissions Requirements
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Bachelor Degree Requirements:

Culinary Management Online Only
Students must have completed or have demonstrated the equivalent to the Culinary Arts associate degree to be admitted to the Bachelor of Science in Culinary Management program.

ADMISSIONS REQUIREMENTS FOR GAME ART & DESIGN

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

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

1. Look more closely at the portfolio to ascertain drawing ability. The feeling among the directors is that, while the portfolio is a requirement, it is often not scrutinized carefully enough. A good portfolio could result in a decision to admit a student whose high-school academic performance was substandard.
2. An assessment of the applicant's math ability through:
    a. A review of the student's transcripts to see the quality of math courses taken, and the student's performance; or
    b. A review of placement test results in the math area; or
    c. A review of standardized test math scores, e.g. SAT or ACT
3. As needed, an interview with the applicant by the Academic Director or his/her designee(s) to ascertain the applicant's ability to be successful.

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

Enrollment Procedure
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An application for admission must be completed, signed by the applicant, and submitted to The Art Institute of Pittsburgh. As part of the application, the applicant is required to independently conceive and write an essay of approximately 250 words stating how the applicant believes his/her education at The Art Institute of Pittsburgh will help to attain his/her career goals. The Art Institute of Pittsburgh also requires a high school transcript or GED/HiSET test scores. Applicants must submit a completed Enrollment Agreement. . Prospective students are encouraged to visit The Art Institute of Pittsburgh, although a visit is not a condition for submitting the application for admission or the Enrollment Agreement. Arrangements for an interview and tour of the school may be made by contacting the Admissions Department. A virtual tour of our online learning environment is available for students interested in online learning.

Online Delivery Mode
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Courses are delivered in an asynchronous electronic mode through Internet access. The asynchronous mode of delivery allows students to participate anytime during a given 24-hour period. A toll-free technical support help desk for software issues is operational 24 hours per day/7 days per week to assist students.

Courses are primarily delivered in a 5.5-week design and are structured in a weekly format similar to classes offered on campus. The courses are not independent study. The Online Attendance Policy and Online Substantive Participation information found in the Policies section of the catalog governs classroom time. They may participate anytime within a given 24-hour period; however, all work must be completed on a weekly basis as it would be completed on campus.

Each online course is organized in a similar format to provide consistency in delivery and experience as students progress from one course to another. Course syllabi with all requirements are posted for each course. In addition, the course requirements, reading assignments, assessments, and discussion questions for each course are listed in a weekly outline within the virtual classroom. Students receive feedback and suggestions from the instructor and fellow students on almost a daily basis. In art and design courses, for example, students use the feedback they receive to revise and improve their designs which are then submitted to the virtual classroom for critique. In the English composition courses, students post their essays and, in the same way, receive critiques from the instructor and fellow students. The essays are revised throughout the week as the students receive feedback, and the final essay is submitted by the due date.

The learning community that is present in campus class is replicated online. Students are able to access assignments and lectures, participate in discussions (both individually with the instructor and with the entire class), work in study groups, and post assignments for review by the instructor or critique by the entire class. Since the primary difference is the delivery mode, the online courses utilize digital electronic textbooks, CD-ROMs, URLs, and other supplementary materials similar to those used by students in the same course on campus. All course descriptions and competencies are the same for both delivery modes. There is a $100 technology fee for each course taken through the online program.

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

Online Course Schedule

There are multiple start dates available in the online classroom. Some online sessions align directly with the campus class schedule offered at the campus of The Art Institute of Pittsburgh. Other start dates are available and will be discussed at the time of application to the online program.

Most General Education courses are available online. Program core courses and electives are available online in the following programs of study: in all cases, some exceptions apply; please consult with an academic advisor for specific information.

- 2D Animation
- 3D Animation
- 3D Modeling for Games
- Advertising
- Character Animation for Games
- Culinary Management
- Digital Design
- Digital Photography
- Digital Workflow
- Event Management
- Fashion Marketing & Management
- Food & Beverage Operations
- Game Art & Design
- Graphic Design
- Hotel & Restaurant Management
- Interior Design
- Internet Marketing
- Kitchen & Bath Design
- Media Arts & Animation
- Photography
- Portrait Photography
- Residential Planning
- Studio Photography
- Web Design
- Web Design & Interactive Media

Participation in online coursework by non-immigrant aliens in the United States is subject to all federal regulations governing school attendance by certain classifications or nonimmigrant aliens. Please contact the International Student Advisor at The Art Institute of Pittsburgh for more information.

Undeclared Students

An undeclared student is one who has not committed to a degree or diploma program and is taking courses for self-enrichment. Undeclared students must complete the application for admissions, and sign the specified enrollment agreement. Undeclared students take courses at the current per credit rate, but do not qualify for financial aid, transfer of credit or credit for life/work experience. Undeclared students must meet the prerequisites for any course in which they are enrolling. Undeclared students can take a maximum of 15 credits before needing to declare a program or discontinuing enrollment. Undeclared students are not eligible for employment assistance through the Career Services Department.

To declare a program of study, interested undeclared students will need to seek full acceptance to the school for the program of interest (see admissions requirements). To declare a program of study, the student must complete an

admissions essay reflecting the program of interest, complete an enrollment agreement, and submit proof of high school graduation along with any post-secondary transcripts for requested transfer of credit. If the student matriculates to a program of study without a break in enrollment, the prior tuition rate will be honored. Depending on course choice, credits taken as an undeclared student may not in all cases be credited toward a declared program of study. Acceptance of credit is determined after enrollment and acceptance into a degree or diploma program and is dependent on an official transfer of credit review.

INTERNATIONAL STUDENT ADMISSIONS POLICY

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

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

THIS SCHOOL IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NONIMMIGRANT ALIEN STUDENTS.

ADMISSIONS REQUIREMENTS FOR STUDENTS REQUIRING FORM I-20 SPONSORSHIP

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

- Original or official copies of all educational transcripts and diplomas (secondary and post-secondary if applicable)
- English language translation(s) of education transcripts and diplomas, if applicable
- If used to meet admissions requirements above, official credential evaluation of post-secondary, non-U.S. transcripts and diplomas required for admission. NOTE: evaluations must be prepared by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE)-member organization
- Proof of English Language Proficiency (see English Language Proficiency Policy)
- Proof of financial responsibility to cover costs of tuition and fees and living expenses (and dependent costs if applicable) for at least one academic year (official bank statements, Sponsor's Statement of Support, if required)
- Photocopy of student's "bio-info" page of passport to provide proof of birth date and citizenship
- For all nonimmigrant applicants residing in the United States, provide a copy of passport visa page and Entry Record or Form I-94 card
- For all non-immigrant applicants currently in F, M, or J status, provide a copy of all Forms I-20 or Forms DS-2019

- Transfer Clearance Form for students currently in F, M, or J status at another institution

English Language Proficiency Policy

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

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

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

Minimum Acceptable Proof of English Language Proficiency Standard			
ELP TEST	DIPLOMA	AS/BS	GRAD.
TOEFL PAPER	480	500	550
TOEFL i-BT	54-55	61	79-80
IELTS	Level 5.5	Level 6.0	Level 6.5
American College Testing (ACT) English	17	19	21
EF International Language Schools	C1	C1	C2
ELS Language Schools	Level 108	Level 109	Level 112
iTEP	4.0	4.5	5.0
Pearson	42	44	53
Michigan English Language Assessment Battery (MELAB or "Michigan Test")	73	80	85
Scholastic Aptitude Test (SAT)-English Section**	420	526	572
Students from Puerto Rico: Prueba Aptitud Academica (PAA) English Proficiency Section	453*	526	572
TOEIC (Academic Test)	600	650	700

*The scale for the Prueba Aptitud Academica has changed and now closely reflects the SAT.
**As of April 2005, the SAT verbal test is replaced with the SAT critical reading test.

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

- Successful completion of a minimum of two semesters or quarters of post-secondary course work at a regionally accredited college or university or a college or university accredited by an approved national accrediting body in which English is the language of instruction Successful completion is defined as passing all courses for which the student was registered during the two semesters;
- U.S. High School Diploma or GED administered in English;

- Equivalent of a U.S. High School Diploma from a country in which English is the official language (equivalency must be verified by a recognized evaluator of international credits);
- Satisfactory completion of English 101 or 102 at an English speaking college or university within the U.S., achieving a grade of "C" or higher.

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

Late Start Policy
The Art Institute does not allow new students to start late. A late start is defined as someone who would enter on or after the first day of the scheduled start, including the drop/add or schedule adjustment period.
In order to start at the next scheduled start, a student must be:
1. Completed and submitted an application by 5 p.m. one week before the start day (Monday – Main Start, Friday – Mid-Session Start)
2. Accepted, as defined in the ADCOM policy, planned at a 4 or 5 financial status, registered, by the Wednesday preceding the start date. (Main Start) and Monday for a mid-session start.
3. Must meet attendance and confirmation policies for the first week of class.

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

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

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

Student Financial Planning Services
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The college has a Student Financial Services Office where students and their families develop a financial plan to help ensure student's completion of their programs. Specialists from this department will help students complete the federal and state applications for grants and loans applicable to the student's circumstances.

Once a student's eligibility for financial aid has been determined, the student receives help in developing a plan for meeting remaining educational expenses.

Students may apply for financial assistance under various federal and state programs as follows:
- Federal Direct Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work-Study (FWS)
- Federal PLUS Loan Program
- State-Funded Student Assistance Programs
- Vocational Rehabilitation Assistance

- Veterans Administration Benefits
- Awards under these programs are based on individual need and the availability of funds.

Students receiving financial assistance must maintain satisfactory academic progress standards as outlined in this catalog.

A number of states, including Pennsylvania, also offer educational grants. Some states permit their residents to use the grants at schools outside of the state.

Contact the Student Financial Services Office at The Art Institute of Pittsburgh for further details about financial aid resources.

The following information on the Art Grant is applicable to The Art Institute of Pittsburgh students attending on ground only.
ART GRANT

The Art Grant is an institutional aid award toward your tuition charges up to 20% for Bachelor's degree programs and up to 15% for Associate's degree programs. For every 12 credits earned, while maintaining continuous enrollment, an Art Grant will be earned to be applied to tuition in the form of a tuition credit applied during the next successive academic quarter .

Effective for new students for terms beginning on or after November 1, 2014, and for continuing students for terms beginning on or after January 1, 2015. The grant award may vary by amount of credits to be completed in a program at an Art Institutes' school, violations of school policies, or breaks in enrollment. Total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Students must read and acknowledge a Memorandum of Understanding regarding The Art Grant, which sets forth eligibility requirements and other conditions, before any grant is awarded.

See your Student Financial Aid Office for details.

The following information on the Academic Achievement Grant is applicable to The Art Institute of Pittsburgh students attending online only.

Academic Achievement Grant
The Academic Achievement Grant is an institutional aid award toward your tuition charges up to $39,119 for Bachelor's degree programs, up to $22,946 for Associate's degree programs and up to $13,864 for Diploma and Certificate programs. The Academic Achievement Grant is available exclusively to students of The Art Institute of Pittsburgh Online Division.

Student eligibility for the grant is based on the ability to maintain certain requirements, including successful class completion, maintaining monthly payments if required as well as borrowing only enough loan money to cover tuition and fees. Total tuition charges may be impacted by course drops, course withdrawals, or failing grades. Students must read and acknowledge a Memorandum of Understanding regarding The Academic Achievement Grant, which sets forth eligibility requirements and other conditions, before any grant is awarded.

See your Student Financial Aid Office for details.

Military and Veteran Institutional Scholarship Opportunities
The Art Institutes are proud to offer institutional scholarship opportunities to qualifying military and veteran students. Eligibility may be based upon current or former military affiliation or relationship to a current military service member. Documentation will be required to prove eligibility. School personnel will be able to advise you regarding available

scholarships, eligibility requirements and required documentation.

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

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

Veterans

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

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

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

U.S. Departments of Veterans Affairs and Defense Education Benefits
The Art Institute of Pittsburgh has been approved by the Division of Veterans / Military Education
Pennsylvania Department of Education for the training of veterans and eligible veterans' dependents. Where applicable, students utilizing the Department of Veterans Affairs education benefits may receive assistance from the School Certifying Official in the filing of appropriate forms. These students must maintain satisfactory attendance and academic progress (refer to the Policies section of the catalog for more information). Students receiving veterans' benefits must report all prior education and training. The Art Institute of Pittsburgh will evaluate prior credit and accept that which is appropriate. Students with questions should contact the Division of Veterans / Military Education Pennsylvania Department of Education, 301 Fifth Ave, Suite 204, Pittsburgh, PA 15222, Phone: 412-565-5364, Fax: 412-565-5312, www.education.pa.gov.

For students using Veterans Affairs (VA) education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following website: http://www.benefits.va.gov/GIBILL/Feedback.asp. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

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

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

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

Student Financial Assistance

For detailed information on all financial aid awards, processes, requirements, and deadlines, please refer to the school's current Financial Aid Guide or contact the Student Financial Services Office directly.

-All students who receive federal-sponsored financial assistance must maintain satisfactory academic progress for financial assistance eligibility.

-Students who withdraw during a quarter and who were making satisfactory academic progress, as defined previously, prior to the quarter of withdrawal, will be eligible for financial assistance upon their return to the program.

-Renewal of Stafford Loans or PLUS Loans will be based on the student's completion of an academic year. Stafford Loan grade level progression requires completion of 36 regular credits for grade level two and 96 regular credits for grade level three.

-State grant eligibility is based on current regulations as detailed on the student's state grant notice. Each student should refer to the award notice or contact the Student Financial Services Department when their enrollment status changes.

Suspension and Reinstatement of Financial Assistance

Students who are suspended from a program of study or terminated from The Institute are ineligible for financial assistance until they regain admission and comply with satisfactory academic progress requirements.

Refund Policy

Examples of the calculations for these policies are available in the Student Accounting Office for The Art Institute of Pittsburgh or the Student Financial Services Office from the student's Finance Counselor for The Art Institute of Pittsburgh – Online Division

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

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

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

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

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

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

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

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

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

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

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

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

Cancellation Refund Policy Student Examples for On-Ground Students:

Example 1:

1.   Student's first scheduled class is January 5th.
2.   Student ceases to attend and his or her last date of attendance is January 9th (the 4th day).
3.   Student would no longer be enrolled and would not be eligible for any Title IV, state aid and other aid program funding nor would the student be charged tuition or fees for any portion of his or her Initial Period or for the term.
4.   Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

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

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

Initial Period of Enrollment and Cancellation Refund Policy for First-Time Undergraduate Students Enrolled in Fully-Online Programs

A first-time undergraduate student is a student who has not previously attended the school in an undergraduate program. A first-time undergraduate student is defined as a student who is not currently enrolled, is not a prior graduate from an undergraduate program, and does not have a prior enrollment in a withdrawn or dismissal status.

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

The school provides all new applicants seeking a first-time enrollment in any fully online undergraduate program of study, an Initial Period of Enrollment. The Initial Period of Enrollment allows first-time undergraduate students the ability to begin classes as a non-regular student, without any financial penalty, to determine if our school and educational program are right for the student. Students who enroll may cancel their enrollment prior to beginning classes or within twenty-one (21) calendar days following the first day of the student's first term.

A first-time undergraduate student who notifies the school in person, in writing, or simply stops attending and does not attend classes past the twenty-first (21st) calendar day following the first day of the term will be considered a cancellation. The school will refund any monies paid on the student's behalf and will remove any charges from the student's account. All refunds will be made within thirty (30) calendar days of the cancellation.

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

Class Days	Initial Period Days	Number of Calendar Days in Initial Period
April 28th = 1st Scheduled Class		1
April 29th	1st Day of Initial Period	2
April 30th	2	3
May 1 – May 7th	3, 4, 5, 6, 7, 8, 9	4, 5, 6, 7, 8, 9, 10
May 8 – 15th	10, 11, 12, 13, 14, 15, 16	11, 12, 13, 14, 15, 16, 17
May 16th – 19th	17, 18, 19, 20	18, 19, 20, 21
May 20th	21st = Last Day of the Initial Period	22
May 21st	Initial period over – student is eligible to be reviewed for full admission	23

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

Please note, a first-time undergraduate student who is receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid if the student cancels within the twenty-first (21st) calendar days following the first day of the first term (22nd day), or does not meet the admission requirements to the school.

Students who complete the Initial Period of Enrollment will be reviewed for full admission into the school as a regular student on the twenty-third (23rd) respective calendar day (the day after the first day of the term plus twenty-one (21) calendar days). Students are required to meet all school admission requirements and any additional programmatic admission requirements that apply to the student's program of study. Students completing the Initial Period of Enrollment who continue in the educational program will be subject to all student policies back to the first day of the student's first term, including withdrawal, refund and Return to Title IV policy should the student cease attending at a later date.

Cancellation Refund Policy Student Examples for Fully Online Programs:

Example 1:

1   The term begins on January 5th.
2   Student ceases to attend and his or her last date of attendance is January 24th (the 19th day).
3   Student would no longer be enrolled and would not be eligible for any Title IV, veteran's benefits, state aid and other aid program funding nor would the student be charged for any portion of his or her tuition or fees for the Initial Period or for the term.
4   Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

Example 2:

1   The term begins on January 5th.
2   Student remains enrolled and attends class through January 28 (the 23rd day) then ceases enrollment and attendance.
3   Student would be charged for the full class amount and his or her refund, if any, would be calculated based on withdrawal on day twenty-four (24) of the term.
4   Student would be eligible for Title IV, veteran's benefits, state aid and other aid program, if all other conditions are met for admission, since he or she became a regular student after January 25th (the 21st day).

5   Students receiving military educational benefits may incur a debt with the benefit provider for educational benefits paid.

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

Refund Policy Prior to Class Start

An applicant may cancel his/her enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the Enrollment Agreement will be considered a student.

1. All monies paid by applicant will be refunded if he/she is not accepted for admission.

2. The applicant may cancel the Enrollment Agreement and receive a full refund of all monies paid to date if cancellation is made in writing to the Director of Admissions for The Art Institute of Pittsburgh or the Admissions Representative for The Art Institute of Pittsburgh – Online Division and mailed or delivered to the school at the address stated herein prior to the beginning of classes or within five (5) business days after signing the enrollment agreement, whichever is later, and making an initial payment.

3. If the student has not visited the school prior to enrollment, all tuition and fee monies paid by an applicant will be refunded if requested within three (3) business days after his/her first tour and inspection of equipment of The Art Institute of Pittsburgh or after his/her first online tour of The Art Institute of Pittsburgh – Online Division or if requested within three (3) business days of his/her attendance at the regularly scheduled orientation program for his/her starting quarter, whichever is sooner.

4. Refunds will be made within thirty (30) calendar days after the applicant's/student's request or within thirty (30) calendar days after his/her first scheduled class day.

Refund Policy after Class Start

In the event of withdrawal by the student or termination by the school during any quarter of study and unless otherwise specified in the refund policy below for the student's state of residence for enrollments of The Art Institute of Pittsburgh – Online Division at the time of signing the Enrollment Agreement:

1. Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.

2. The student may officially withdraw from school by notifying in person or in writing the Office of the Registrar of The Art Institute of Pittsburgh or his/her Academic Counselor of The Art Institute of Pittsburgh – Online Division. The termination date will be the student's last date of attendance. If the student stops attending without notifying the Office of the Registrar or his/her Academic Counselor, The Art Institute of Pittsburgh or The Art Institute of Pittsburgh – Online Division, respectively, shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within thirty (30) calendar days of the notification date, unless the student is withdrawing at the end of the quarter.

3. Refunds for a student notifying the school prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within thirty (30) calendar days of the last day of that quarter.

4. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) calendar days of the first scheduled day of class in the quarter in which the student was expected to return.

5. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.

6. In the event of a fully-documented extreme illness or personal emergency that makes it impractical for the student to complete the program, the school may modify the tuition refund policy as deemed appropriate to the circumstances.

7. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute of Pittsburgh. The Art Institute of Pittsburgh reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.

8. Each academic quarter is typically eleven (11) weeks in duration (ten (10) weeks for summer for The Art Institute of Pittsburgh). The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.

9. Session I academic terms for The Art Institute of Pittsburgh – Online Division and Session II academic terms for The Art Institute of Pittsburgh and The Art Institute of Pittsburgh – Online Division are approximately five and one-half (5 ½) weeks in duration. The calculation of refunds is based upon the last day of attendance within the term. Any portion of a week's attendance is considered a full week of attendance for refund purposes. Information in the catalog or student handbook will apply except for the following changes specific to Session II classes: For students only scheduled to attend Session II, the add/drop period is five (5) days from the start of Session II classes. If you drop or add one or more classes your financial aid eligibility may change. Please see your Financial Aid Officer at The Art Institute of Pittsburgh or your Finance Counselor at The Art Institute of Pittsburgh – Online Division before you drop or add a class.

10. In the event the school cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, the school will refund all monies paid for the course or program within thirty (30) calendar days.

11. The student is on a continuing quarter-by-quarter enrollment basis and agrees to comply with all published Institute policies and procedures. The school reserves the right to add, delete or modify its policies and procedures.

12. If a student has not attended sixty (60) percent of the academic term, the school shall not retain or be entitled to payment for a percentage of any tuition and fees or other educational costs for a session that was scheduled to be taken during the relevant academic term but was not attended because the student withdrew from school prior to the commencement of the session. For example, if a student is enrolled for multiple sessions within the term but withdraws completely from school prior to the start of a subsequent session within the academic term, the adjustment of charges based on the student's last date of attendance will be applied to the applicable period of attended session(s) using the session(s) charges and the start date of the first attended session through the end date of the last attended session within the academic term. Charges for the unattended session(s) after the student's last date of attendance within the academic term will be reversed for the Institutional Refund Policy, or State Refund Policy, where applicable.   The reversal of applicable charges will be completed after the Return of Title IV Policy.   For the Return of Title IV, the evaluation period and term charges include the entire period in which the student registered.

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

Adjustment of Charges

In accordance with school policy, if the student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws and unless otherwise specified in the refund policy below for the student's state of residence for enrollments of The Art Institute of Pittsburgh – Online Division at the time of signing the Enrollment Agreement.

In order to qualify for most types of financial aid, students beginning mid-quarter session must register for and maintain enrollment in a minimum of six (6) credits during the first session of study.

Quarter and Mid-Quarter Starts or Single Courses:
Week One - 25%
Weeks Two and Three - 50%
Week Four - 75%
After Week Four - 100%

The Art Institute of Pittsburgh – Online Division:

Georgia State Refund Policy
The Georgia State Refund Policy applies to students who are residents of Georgia. In accordance with Georgia policy, the college will refund tuition and fees and other charges, as follows:

Percent of term completed	Percent of tuition to be refunded
On or before first day of class	100%
Up to 5% of the session	95%
More than 5% and up to 10% of the session	90%
More than 10% and up to 25% of the session	75%
More than 25% and up to 50% of the session	50%
More than 50% of the session	0%

Iowa State Refund Policy
Students taking online courses from their home state of Iowa who withdraw from their course(s) will receive a prorated course refund based on their official last date of attendance (LDA).

5.5 Week Course	Refund %	11 Week Course	Refund %
Week 1 LDA	75%	Week 1 LDA	82%
Week 2 LDA	57%	Week 2 LDA	73%
Week 3 LDA	50%	Week 3 LDA	65%
Week 4 LDA	25%	Week 4 LDA	57%
Week 5 LDA	7%	Week 5 LDA	49%
Week 6 LDA	0%	Week 6 LDA	40%
		Week 7 LDA	32%
		Week 8 LDA	24%
		Week 9 LDA	15%
		Week 10 LDA	7%
		Week 11 LDA	0%

Iowa residents who are a member, or a spouse of a member if the member has a dependent child, of the Iowa National Guard or Reserve Forces of the United States and who is ordered to state military service or federal service or duty will be afforded the following options:(1) Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees.

(2) Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.

(3) Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

Maryland State Refund Policy

The Maryland State Refund Policy applies to students who are residents of Maryland. A Maryland student that withdraws or is terminated after completing only a portion of a term within the applicable billing period is as follows:

If Student Withdraws from the Institution	Refund Percentage
Less than 10% of the term is completed	90%
10% up to but not including 20% of the term is completed	80%
20% up to but not including 30% of the term is completed	60%
30% up to but not including 40% of the term is completed	40%
40% up to but not including 60% of the term is completed	20%
More than 60% of the term is completed	0%

Refunds are made within sixty (60) days from the date of withdrawal or termination.

New Mexico State Refund Policy

The New Mexico State Refund Policy applies to students who are residents of the state of New Mexico who withdraw from all courses from The Art Institute of Pittsburgh – Online Division.

Refund Policy Prior to Class Start

Any student signing an enrollment agreement or making an initial deposit or payment toward tuition and fees of the institution shall be entitled to a cooling off period. An applicant may cancel his/her enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the Enrollment Agreement will be considered a student.

1. All monies paid by an applicant will be refunded if he/she is not accepted for admission.

2. The applicant may cancel the Enrollment Agreement and receive a full refund of all monies paid to date if cancellation is made in writing to the Admissions Representative and mailed or delivered to the school at the address stated herein prior to the beginning of classes or within five (5) business days after signing the enrollment agreement, whichever is later, and making an initial payment.

3. If the student has not visited the school prior to enrollment, all tuition and fee monies paid by an applicant will be refunded if requested within three (3) business days after his/her first online tour of the school or if requested within three (3) business days of his/her attendance at the regularly scheduled orientation program for his/her starting quarter, whichever is sooner.

4. Refunds will be made within thirty (30) calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.

Adjustment of Charges:

A student may withdraw after beginning instruction or submitting lesson materials, effective upon appearance at the institution or deposit of a written statement of withdrawal for delivery by mail or other means. The institution shall be entitled to retain, as registration charges, no more than $100 or 5% of tuition and fees, whichever is less. Additionally, institutions are eligible to retain tuition and fees earned at a pro-rata amount according to the

following schedule, based on the date of student withdrawal as a percentage of the enrollment period for which the student was obligated:

On first class day	0%
After first day and within 10%	10%
After 10% and within 25%	50%
After 25% and within 50%	75%
50% or thereafter	100%

Upon request by a student or by the department, the institution shall provide an accounting for such amounts retained within five (5) business days of the request.

Tuition and fee refunds will be made within thirty (30) calendar days of the institution receiving written notice of a student's withdrawal or of the institution terminating enrollment of the student, whichever is earlier.

Wisconsin State Refund Policy
The Wisconsin State Refund Policy applies to students who are residents of the state of Wisconsin who withdraw from all courses from the school. The enrollment agreement is a legally binding contract upon acceptance of the student by the school unless the student cancels the enrollment agreement within three (3) business days of acceptance by the school day cancellation period.

A student who withdraws or is dismissed after the three-business day cancellation period, but before completing sixty percent (60%) of the potential units in the current enrollment period, shall be entitled to a pro rata refund, as calculated below, less any amounts owed by the student for the current enrollment period. Pro rata refund shall be determined as the number of units remaining after the last unit completed divided by the total number of units in the enrollment period, rounded downward to the nearest ten percent. Pro rata refund is the resulting percent applied to the total tuition and other required costs paid by the student for the current enrollment period.

The school will make every effort to refund prepaid amounts for books, supplies and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier.

The school will issue refunds within forty (40) days of the effective date of termination. A written notice of withdrawal is not required. The student is considered withdrawn from the school if the student fails to attend classes, utilize instructional facilities, or submit lessons, without providing an explanation to the school regarding the inactivity for fifteen (15) days.

No refund is required for any student who withdraws or is dismissed after completing sixty percent (60%) of the potential units of instruction in the current enrollment period unless a student withdraws due to mitigating circumstances, which are those that directly prohibit pursuit of a program and which are beyond the student's control.

Cancellation Privilege
A student shall have the right to cancel enrollment for a program not exempted until midnight of the third (3rd) business day after written and final receipt of notice of acceptance from the school.

The student will receive a full refund of all money paid if the student cancels within the three (3)-business-day cancellation period; the student accepted was unqualified and the school did not secure a disclaimer; the school procured the student's enrollment as the result of false representations in the written materials used by the school or in oral representations made by or on behalf of the school. The school will issue refunds within three (3) days of cancellation.

Wisconsin Tuition and Fee Charges before Attending Any Units of Instruction but After the Three (3) – Day Cancellation Period:

One hundred percent (100%) refund.

Adjustment of Charges after Completing:

At Least	But Less Than	Refund of Tuition
1 unit/calendar day	10%	90%
10%	20%	80%
20%	30%	70%
30%	40%	60%
40%	50%	50%
50%	60%	40%
60%	no refund	no refund

Software, Equipment and Kit Return Policy

Some software, equipment, books, supplies and kits may be purchased from the school. All efforts will be made to refund prepaid amounts for software, equipment, books, supplies, kits and other charges unless the student has consumed or used those items and they can no longer be used or sold to new students, or returned by the school to the supplier. Refer to the software, equipment, books, supplies or kit authorization for the refund policy for these student purchases made from the school.

All refunds and return of funds will be made within thirty (30) calendar days of the date the student notifies The Art Institute of Pittsburgh – Online Division of the withdrawal.

The Art Institute of Pittsburgh and The Art Institute of Pittsburgh – Online Division:

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

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

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

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement loan funds for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received. The student or parent, in the case of the Federal PLUS Loans, needs to provide permission before any loan funds may be disbursed on the student's account or disbursed to the student or parent. However, the school may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition,

fees, and room and board charges (as contracted with the school), and, with the student's authorization, the school may automatically use the grant funds for other educationally-related charges. Any balance of grant funds that may be available will be offered the student.

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

•The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
•The entire amount of unearned funds.

If there are remaining unearned Federal financial assistance funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The school will notify the student as to the amount owed and how and where it should be returned.

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

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

Financial Aid Refund Distribution Policy
All students receiving financial aid who withdraw from the program may have to return any refund amount to the appropriate Student Financial Aid Program in accordance with the refund distribution schedule which follows:
1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Perkins Loan
4. Federal PLUS
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. Other federal, state, private, or institutional aid programs, if required by the program
8. Students

Kits, Components of the Kits, Books, or Supplies Return Policy
For The Art Institute of Pittsburgh, students who leave school during the first four (4) weeks of the first quarter of attendance may return the Starting Kit, and/or individual components of the Starting Kit, within twenty (20) calendar days of the student's last day of attendance. Students who leave school during the first three (3) weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within ten (10) calendar days of the student's last date of attendance of the mid-quarter session. A refund or a credit will be given if the item being returned is in good condition and is resalable.

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

Official and Unofficial Withdrawal
To officially withdraw, the student will need to notify in person or in writing the Office of the Registrar at The Art Institute of Pittsburgh or his/her Academic Counselor at The Art Institute of Pittsburgh – Online Division. The Registrar or Academic Counselor at The Art Institute of Pittsburgh or The Art Institute of Pittsburgh – Online

Division, respectively, will assist the student to complete the withdrawal process and will determine the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the Registrar or his/her Academic Counselor will determine the last date of attendance using attendance records. The refund policies shall apply in the event that a student withdraws, is suspended, or is terminated from school.

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

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

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

1. The student notifies the school of withdrawal or of the date of withdrawal.

2. The school terminates the student's enrollment in accordance with institutional policies.

3. The student exceeds the number of absences allowed in accordance with institutional policies, and must be withdrawn from school. The date of withdrawal shall be deemed the last date of recorded attendance.

4. All refunds and return of funds will be made within thirty (30) calendar days of the date of determination.

Readmissions Procedures

Any student who has left The Art Institute for any time period must go through the formal re-entry process. To begin the process, the student must contact the school's Director of Readmissions. The Director of Readmissions will ensure that the student's records will be reviewed, and the following school personnel will indicate approval: Associate Dean/ Department Chairperson or Registrar will review for Academic Progress; Student Accounting will review for outstanding balances; and, if applicable, Financial Aid and Housing for unresolved financial, disciplinary or other issues. If approval is obtained, the Director of Readmissions may proceed in the facilitation of the re-entering process.

Readmission Process after Withdrawal/Dismissal (applicable to online students only)

Students who have been out of school for a time period of one year or greater must submit a new application for admission including any applicable programmatic and/or state disclosures. Students who are readmitted after an absence of one year or more will be enrolled in the newest version of the programs available. This may require additional course work, replacement of courses that have been substantially modified, and/or other academic requirements. It may be necessary to have all prior coursework re-evaluated for determination of relevancy to current program. Due to potential changes in state regulations, program availability may be limited upon readmission.

Reinstatement

In cases where the Appeal Committee elects to reinstate the student in classes at The Art Institute, the Committee and/or the Associate Dean reserves the right to establish any conditions that apply to that student's continued enrollment in school.

If the student is reinstated in classes and is considered to be making satisfactory academic progress, the student is eligible to receive continued financial assistance. If the student is reinstated in school, but is not considered to be making satisfactory academic progress, then the student must attend classes for a minimum of one quarter without financial assistance. Once the student is again considered to be making satisfactory progress, the student's financial assistance will be reinstated.

SCHOLARSHIPS

at The Art Institute of Pittsburgh

SCHOLARSHIPS (2017 - 2018)
SCHOLARSHIPS FOR NEW STUDENTS (available on ground only)
The following scholarships are available annually through The Art Institute of Pittsburgh. Those interested in applying for a scholarship program should speak directly with an admissions representative to obtain a copy of the criteria and entry forms, and to learn of the specific details of all scholarship program offerings including eligibility, entry deadlines and awards as scholarship programs are subject to change.

Tuition scholarships are non-transferable and may be applied only to enrollment at The Art Institute of Pittsburgh. Depending on the amount of the award, funds are typically distributed evenly over the term of a student's enrollment. In order to activate a scholarship, the student must complete the application and enrollment process through the college's Admissions Department. Students must begin their course of study at The Art Institute of Pittsburgh within six months of high school graduation or within the time frame specified in an official scholarship offer extended to the recipient by The Art Institute of Pittsburgh.

Tuition scholarships are awarded in the form of a tuition credit. Any scholarship award is not redeemable for cash and may not be used to finance optional programs sponsored by The Art Institute of Pittsburgh. The scholarship covers tuition only and may not be applied against fees, housing, living expenses, or program supplies, and may not be transferred between affiliate schools owned by Dream Center Education Holdings LLC.

In the event enrollment is terminated either by the student or The Art Institute of Pittsburgh, the scholarship becomes null and void; any future quarter scholarship dollars not used will be revoked and will not be available upon re-entry. In order to remain eligible for scholarships awarded, a student must maintain continuous and consecutive enrollment. Exceptions to this policy must be approved by the Vice President of Academic Affairs or the President. All scholarship awards are subject to rules and guidelines established for each competition or program. Contact the Admissions Department for details.

The Art Institutes Merit Award
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The Merit Award is awarded to new and continuing diploma students based on a student's academic merit and financial need. Individual awards will range between $350-$1050 per quarter. Funds will be awarded up to the maximum on a first-come-first-served basis.

To qualify for the Merit Award a student must complete all financial aid forms, submit completed Merit Award application to Financial Aid department, and submit high school transcripts as well as any applicable college transcripts which reflect a cumulative grade point average of 2.0 or higher.

Upon approval, awards will be applied quarterly to the student's account and will automatically be renewed each quarter, pending the attainment of a cumulative GPA of 2.0 or higher. Once awarded, funds are reserved for the recipient throughout their remaining quarters. Students must maintain a cumulative GPA of 2.0 or higher to maintain the award. Lost awards may be reinstated when GPA is restored to the minimum of 2.0 or higher.

Make Room for Your Future
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Students in grades 10-12 who are planning to study Interior Design must submit an interior design board showcasing an original idea centered on a unique interior design concept.

Who is Eligible: Grades 10-12
To Apply: Mail entry materials to The Art Institute of Pittsburgh, 1400 Penn Avenue, Pittsburgh, PA 15222. Attention: Make Room for Your Future Scholarship

<u>Terms/Conditions</u>
The top three high school seniors will be selected to compete for up to $ 15,000 in tuition scholarships. Entries will be displayed in The Art Institute of Pittsburgh's Gallery of Art. The top three students in grades 10-11 will earn complimentary admission to Summer Studio, a week of creative interior design workshops at The Art Institute of Pittsburgh. For additional details, please contact the Admissions Department at 1-800-275-2470.

Art+Smart
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Each year, The Art Institute of Pittsburgh sponsors a competition for high school students in grades 10 through 12. Students from all programs of study are encouraged to submit their very best exhibition piece ready for display. Seniors will compete for up to $32,500 in tuition scholarships. Students in grades 10 and 11 will compete for complimentary admission to Summer Studio, a week of creative workshops at The Art Institute of Pittsburgh.
Who Is Eligible: Grades 10-12

To Apply: Mail entry materials to The Art Institute of Pittsburgh, 1400 Penn Avenue, Pittsburgh, PA 15222. Attention: Art+Smart

<u>Terms/Conditions</u>
Submission pieces can range anywhere from, but are not limited to, drawings, paintings, photographs, ceramics, digital designs, culinary sculptures, fashion accessories/garments, or short films. All entries must be exhibition-ready (matted & framed) and must be original material.

The Art Institutes of Pittsburgh Annual Portfolio Scholarship Competition
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Each year, The Art Institute of Pittsburgh sponsors its annual Portfolio Scholarship Competition for both high school seniors and high school graduates. This scholarship is open to all fields of study and each program of study has a specific list of portfolio content requirements.

Who Is Eligible: High school seniors and high school graduates
To Apply: Mail entry materials to The Art Institute of Pittsburgh, Attention: Portfolio Scholarship

<u>Terms/Conditions</u>
To enter, you must fulfill all general competition guidelines listed below as well as individual entry requirements for your program of study. You must complete the entry form and indicate the program of study for which you are applying, label all prints, CDs, websites and other supporting materials with your name, the program to which you are applying, and the medium used (if appropriate), submit a résumé, an original version of at least one recommendation letter, a letter from a high school teacher certifying that the entry is original, and a current high school transcript if one is not already on file with the college. The scholarship recipient must begin his or her program of study in the summer or fall quarter following high school graduation. For additional details, please contact the Admissions Department at 1-800-275-2470.

SCHOLARSHIPS (2017-2018)
SCHOLARSHIPS FOR CONTINUING STUDENTS (available on ground only)

The following scholarships are available annually to continuing students through The Art Institute of Pittsburgh and/or The Education Foundation. Information and applications for these scholarships are available once a year. Continuing students will be notified through student email and the student portal for additional information. Tuition scholarships are non-transferable and may be applied only to enrollment at The Art Institute of Pittsburgh. Depending on the amount of award, funds are typically distributed evenly over the remaining term of a student's enrollment.

Scholarships are not redeemable for cash and may not be used to finance optional programs sponsored by The Art Institute of Pittsburgh. Scholarships cover tuition only and may not be applied against fees, housing, living expenses, or program supplies, and they may not be transferred between affiliate schools owned by Dream Center Education Holdings LLC. Unless specified, scholarship money awarded will be prorated during the remaining length of the student's degree program.

In the event education is terminated either by the student or The Art Institute of Pittsburgh, the scholarship becomes null and void; any unused scholarship dollars will be revoked and will not be available upon re-entry.

In order to remain eligible for scholarships awarded, a student must maintain continuous and consecutive enrollment. Exceptions to this policy must be approved by the Vice President of Academic Affairs or the President. All scholarship awards are subject to rules and guidelines established for each competition or program. Contact Academic Affairs for details.

The Education Foundation
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The Education Foundation is a non-profit organization that was created in 2002 to raise scholarship funding to support the academic and career goals of enrolled and prospective students. Scholarship applicants are evaluated annually by The Art Institute of Pittsburgh Scholarship Committee based on financial need or merit. Information about applying for scholarships granted through The Education Foundation is available in Academic Affairs. The amount and number of these scholarships varies each year based on funds raised.

The Education Foundation: General Scholarships

Who Is Eligible: Students enrolled in The Art Institute of Pittsburgh

Terms/Conditions: Applicants must submit a scholarship application form, the application designation sheet, and a personal essay. Financial and academic records will be reviewed
*Range of Award: Varies annually
Apply To: The Art Institute of Pittsburgh Scholarship Committee
Deadline: Varies annually

The Education Foundation: Named Scholarships

SkillsUSA
Open to high school students and post-secondary who are members of SkillsUSA and participate in competitions in the categories of Advertising Design, Culinary, and Photography (6 nationwide scholarships available in each category), as well as 3-D Visualization & Animation, Web Design, and Television Production (12 nationwide scholarships available in each category). Scholarships are awarded on first-come, first-served basis.
    1st place: $10,000-$20,000 tuition scholarship*
        *amount varies depending on the program in which the student enrolls
    2nd place: $5,000 tuition scholarship
    3rd place: $2,500 tuition scholarship

DECA
Open to high school seniors graduating in 2018 who are DECA members. There are varying numbers of DECA scholarships available nationwide and in various categories.

        DECA scholarship: up to $1,000
        DECA state scholarship: up to $1,500
        DECA international scholarship: up to $5,000

Scholastic Art & Writing Awards
Four nationwide $10,000 scholarships will be awarded to eligible high school seniors graduating in 2018 who are Scholastic National Award recipients; awarded on a first-come, first-served basis.

FCCLA Competition
Open to high school seniors graduating in 2018 who are members of FCCLA and participate in competitions in the categories of Culinary (3 na tionwide scholarships available), Interior Design (2 nationwide scholarships available), Fashion Design and Fashion Construction (1 nationwide scholarship available in each category), and Hospitality (3 nationwide scholarships available). Tuition scholarships are renewable for up to 4 years.

> 1st place: $3,000 tuition scholarship ($12,000 maximum)
> 2nd place: $2,000 tuition scholarship ($8,000 maximum)
> 3rd place: $1,000 tuition scholarship ($4,000 maximum)

FBLA National Award Program
Three $10,000 nationwide tuition scholarships will be awarded to high school seniors graduating in 2018 who are FBLA members; students with a first-year GPA of 3.0 may earn an additional $5,000 tuition scholarship.

National Art Honor Society
(available on ground only)
Three nationwide scholarships are available and are awarded to high school seniors graduating in 2018 who are members of the National Art Honor Society.

> 1st place: $20,000 tuition scholarship
> 2nd place: $10,000 tuition scholarship
> 3RD place: $5,000 tuition scholarship

Prostart
High school seniors graduating in 2018 who complete the ProStart program with a C average or above and obtain a certificate of achievement may receive Advance Placement credits to any U.S. school of The International Culinary Schools at The Art Institutes.

National Prostart Invitational
High school seniors graduating in 2018 who are enrolled in a ProStart program are eligible for the National ProStart Invitational Culinary Competition Scholarship (15 available nationwide) and Management Competition Scholarship (15 available nationwide). Competition winners may receive partial tuition scholarships.

> 1st place: $10,000 non-renewable tuition scholarship
> 2nd place: $7,500 non-renewable tuition scholarship
> 3rd place: $5,000 non-renewable tuition scholarship

Prostart State
State level ProStart Scholarships are awarded to high school seniors graduating in 2018 who are first-place winners in ProStart Culinary Arts and Culinary Management competitions in 41 states and the District of Columbia. The number of scholarships awarded varies by state. First-place award is a $3,000 scholarship, renewable for up to 4 years for a maximum of $12,000.

C-CAP Careers
One nationwide, full-tuition scholarship will be awarded to a high school senior graduating in 2018 who is enrolled in a C-CAP program. Full-tuition scholarship valued at approximately $38,000 to $95,000.

Phi Theta Kappa national Honor Society Scholarship

Phi Theta Kappa members who graduate with an associate's degree from a community college and have been accepted into a bachelor's degree program at any Art Institutes school are eligible to receive the scholarship. The $1,000 Tuition scholarship will be awarded upon acceptance and enrollment into a bachelor's degree program and applied to the first quarter.

The Art Institute of Pittsburgh Housing Grant

The Art Institute of Pittsburgh provides grant awards to students who are unable to enter or complete classes in a program without additional financial assistance for school-sponsored housing.

In order to be considered for a housing grant, the student must meet the following criteria:

- Student must have unmet financial need. Unmet financial need is determined by the Program Balance of Cost, with school sponsored housing, after all applicable and eligible financial aid and other educational benefits have been applied, minus a student's EFC (Expected Family Contribution). Program Balance of Cost is determined by taking a full program's tuition charges and fees minus all applicable and eligible financial aid and educational benefits. Each Academic Year, a student's EFC can change. If a student's EFC does change, the amount of the housing grant can be adjusted annually.

- Students must maintain a cumulative GPA of 2.0 or higher to remain eligible for the housing grant. Evaluation of GPA will occur each academic year.   For new students, the student must meet admittance requirements to be eligible for the housing grant.

- The Art Institute of Pittsburgh Housing grant is to be used as a vehicle to help students meet unmet financial need *only* when all other avenues of financial aid funding have been applied for and accepted, including PLUS and alternative loans.

Note: In no instance will an Art Institute of Pittsburgh Housing grant in combination with other aid and educational benefits, be awarded in excess of Direct Educational Costs.

The Art Institute of Pittsburgh determines eligibility for the Housing Grant.

Award amounts vary by program. Award amounts are determined on an academic year basis by program balance of cost , after all applicable financial aid has been applied minus a student EFC (Expected Family Contribution). Evaluation of continued eligibility will occur each academic year of unmet financial need and cumulative GPA   The maximum grant amount available is up to $ 2652.

Unless otherwise specified, housing grant amounts will be disbursed through the length of the student's degree program by quarter.

In the event the student's enrollment is terminated either by the student or the institution, any grant award becomes null and void.

Housing Grant funds are limited to an annual amount. Not all students who are eligible will receive this award.. Awards are issued on a first come, first serve basis.

SCHOLARSHIPS (2017-2018) (Available for Art Institute of Pittsburgh - Online Division students only)

National Technical Honor Society: John H. Poteat Scholarship

Named in honor and memory of National Technical Honor Society's co-founder, the scholarships are awarded annually and open to all Art Institute of Pittsburgh- Online Division National Technical Honor Society members who have not graduated.
> Award Amount: $1,000
> Number of Awards: Varies from year to year
Visit https://www.nths.org/scholarhip-jon-h-poteat for scholarship and submission details.

Kappa Pi International Art Honor Society: New Initiate Scholarship

Scholarships are awarded annually and open to Art Institute of Pittsburgh- Online Division Kappa Pi International Art Honor Society members who have been inducted within the last year.

    First Place: $1,000
    Second Place: $750
    Third Place: $500
    Honorable Mention: $250

Visit https://www.kappapiart.com/scholarship-information/ for scholarship and submission details.

Kappa Pi International Art Honor Society: Graduating Senior Scholarship

Scholarships are awarded annually and open to Art Institute of Pittsburgh- Online Division Kappa Pi International Art Honor Society members who are in their final two semesters of school.

    First Place: $1,000
    Second Place: $750
    Third Place: $500
    Honorable Mention: $250

Visit https://www.kappapiart.com/scholarship-information/ for scholarship and submission details.

GENERAL INFORMATION

at The Art Institute of Pittsburgh

GENERAL INFORMATION

Facilities and Equipment
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The Art Institute of Pittsburgh occupies approximately 30,000 square feet in The Art Institute of Pittsburgh building, 1400 Penn Avenue, Pittsburgh, Pennsylvania 15222. It consists of classrooms, studios, laboratories, offices, student lounges, a library and an exhibition gallery. The Art Institute of Pittsburgh maintains an art supply store for the convenience of the students. Class sizes generally adhere to the following:

> 24 students per lab
> 15 students per studio
> 25 students per lecture

The year-round average class size for The Art Institute of Pittsburgh is 20 students. In maintaining this average student/instructor ratio, The Art Institute occasionally may teach a larger class.

Equipment provided at The Art Institute of Pittsburgh is specific to the program of study and includes computers, workstations, printers, software, and photo, video, and audio equipment.

The Art Institute of Pittsburgh is not responsible for loss or damage of student property, including artwork or photography.

The Art Institute of Pittsburgh's sponsored housing program provides a community environment in which students can live and learn while attending the college and offers services to support student wellness through programming activities.

Oak Hill Apartments in Oakland is the location of our sponsored housing facility. Students are accommodated in furnished 1- and 2-bedroom apartments with full kitchens and a bathroom for each bedroom. Most notably, the apartment community features two swimming pools, a fitness center, basketball and tennis courts, free parking, and an on-site convenience store. Internet access, basic cable television, and utilities are included in housing costs for students. Oak Hill's spacious lawns and community clubhouse provide gathering and activity space for both residential and nonresidential students.

The Library
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Recognizing the shifts in technology, availability of information as well as the importance of providing all students of The Art Institute of Pittsburgh, the school is committed to obtaining rights to the best digital resources supporting our programs and general education.   The library digital resources include over 20,000 full-text journals and reference sources, near 140,000 electronic book titles (perpetual and subscribed titles), over 250,000 downloadable music, sound effects, and video clips, more than 15 million images, 150,000+ video software tutorials, 12,000 online market research reports, 70 million company profiles, and various fashion forecasting resources. Many of the digital resources available are award-winning.   All digital resources are conveniently available twenty-four hours per day, seven days per week via online libraries linked from the student and faculty portals.   In addition to digital resources, The Art Institute of Pittsburgh has a physical library located on campus providing access to a variety of traditional resources, including over 14,000 books, 4,000 DVDs and CDs, and 100 magazine, academic journal, and newspaper subscriptions. Technology including computers, scanners, printers and photocopiers are also provided.

Efforts to ensure Art Institute of Pittsburgh students, both campus-based and online, are aware of resources and are able to optimize use, librarian support is offered. The campus-based librarian as well as a team of online librarians focus attention on students and faculty, dedicating their time and efforts directly to learning and support. All Art Institute of Pittsburgh librarians (campus-based and online) provide reference and research assistance, offer training and support of library resources and information literacy skills in a variety of methods including one-on-one instruction, group/class instruction, and creation of tutorials, promote library and academic support resources through marketing, faculty collaboration, and quality time spent with students. The librarians also aid students in using other academic support resources including the student portals, eCompanion/college, and the Digital Bookshelf in an effort to enrich student's overall experience.

Technology Requirements for Campus-Based Students
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While the college maintains extensive labs for student use, students are strongly encouraged to purchase a computer that meets the needs of their program of study. Minimum technology requirements for a student's first academic year can be accessed at aip.aiitechnology.com/pcsr.

Technology Requirements for Online Students
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All students taking online classes are required to review The Art Institute of Pittsburgh – Online Division recommended technology requirements information to be aware of the optimal and minimum technology recommendations as well as the required textbooks, supplies, and other supporting materials. Failure to obtain or have access to the minimum technology, supporting textbooks, supplies or other required materials for courses can result in an inability to participate fully in courses, complete the required assignments, and achieve the stated course outcomes. These recommendations and required supplies can be found at https://www.artinstitutes.edu/online/ and https://resources.aionline.edu/programs/online_degree_coursecatalog/.

Study Trips
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The Art Institute of Pittsburgh arranges study trips to local cultural and commercial sites. These visits are an integral part of each student's training and offer a chance for valuable exposure to places and events relating to the student's field of study.

In addition to local study trips to support the curriculum, out-of-town seminars and visits are planned in individual programs. The costs related to optional study trips are not included in regular tuition or fees.

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

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

- For newly enrolled students, a starting kit provided by The Art Institute consisting of basic equipment and materials needed for beginning each program and charged to the student account.

- For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by The Art Institute to be automatically redeemed with The Art Institute's contracted third-party vendor and charged to the student account.

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

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

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

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

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

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

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

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

A voucher issued by The Art Institute for books (for courses that do not use Digital Textbooks), supplies, and software to be redeemed with The Art Institute's contracted third-party servicer and charged to the student account.

For courses using a Digital Textbook and/or digital resources, a Digital Textbook provided by The Art Institute to be automatically redeemed with The Art Institute's contracted third-party vendor and charged to the student account.

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

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

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

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

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

Exhibition of Student Work
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The Art Institute of Pittsburgh claims no ownership of student or faculty artwork during the course of enrollment or employment at the college. Permission to use exemplary work created by student and faculty to showcase our programs of study is requested frequently. It is mandatory for college officials to secure a signed release form to use student, faculty or alumni work in reproduction. The release form clearly illustrates that all rights are retained by the signer who may decide at any future time to revoke permission by writing to the college president or director of public relations. There are several exceptions:

Showcases And Gallery Shows
The Art Institute of Pittsburgh does not require release forms to showcase artwork in gallery shows or show electronically as part of a gallery show (only when the intention is for reproduction).

Works For Hire
The Art Institute of Pittsburgh owns the rights to work created FOR HIRE. For example, students often become paid employees of the college. Works created in these circumstances are considered property of the college. Students and faculty are, with rare exception, granted the rights to showcase these works as portfolio samples or professional representation as they wish.

Special College-Supported Projects
The Art Institute of Pittsburgh owns the rights to work created within an academic setting (within the class structure) for a specific purpose such as a comprehensive community project (unless the rights are otherwise owned or shared by the community client). Such examples would include cases where The Art Institute of Pittsburgh resources are responsible for the production of the materials.

Professional Development
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Professional development opportunities are offered in an effort to prepare students about to enter the work force. COM3010 Advanced Communication is required of all associate and bachelor's degree programs, a portion of this

class is dedicated to résumé and cover letter writing, personal appearance, interviewing techniques, telephone procedures, job search strategy, and relocation.

Individual interviews with a Career Services Advisor are required in the final quarter to help the student develop a personal job search strategy and to discuss goals and opportunities. Students are notified by the Career Services Office of the date and time for the interviews.

Orientation
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An orientation program is held for all campus-based new students and their parents/families. Students are advised of the date, time, and events. Attendance is mandatory for all new students.

There is an online orientation course offered to all new online students. The course is designed to help students become familiar with the online platform, all resources offered by the school, as well as review online institutional policies.

Student Status
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Based on credit hours, status is defined as follows:

Full-time: enrolled in 12 credit hours or more in an academic quarter; Three-quarter time: enrolled in 9-11 credit hours in an academic quarter;

Half-time: enrolled in 6-8 credit hours in an academic quarter; Less than half time: enrolled in 1-5 credit hours in an academic quarter;

Full load - degree programs: full-time course load averages 15 credits for residential students; full-time course load is 12 credits for online students; full-load for diploma and certificate programs is 9 credits.

PHEAA Grant recipients must complete 36 quarter credits each academic year in order to retain their eligibility.

Grading Scales.
To ensure consistent grade calculations, recording, and distribution across all Ai system campuses, all campuses will follow the grading scale required below and indicate it on all course syllabi:

Grading Scale	Grade Calculations	
100 – 93	A	4.0 points
92 – 90	A-	3.7 points
89 – 87	B+	3.4 points
86 – 83	B	3.0 points
82 – 80	B-	2.7 points
79 – 77	C+	2.4 points
76 – 73	C	2.0 points
72 – 70	C-	1.7 points
69 – 65	D+	1.4 points
64 – 60	D	1.0 points
59 - 0	F	0.0 points

NOTE: Ai does not use A+ or D- grades.

Quarter Credit Hour Definition
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A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

(1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or

(2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Status Change
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Once enrolled, a student is assumed to be in continuous enrollment and attendance and to be making satisfactory academic progress until graduation. The student who alters this academic progression in any manner is considered to be making a "status change," which will require approval in advance of the change and should be discussed initially with the assigned academic advisor.

The basic status changes include:

A Course Change, Addition or Deletion: On Ground
Students have the first week of the quarter to change their course schedules. Any changes following this time period will result in full course tuition charges and may affect financial aid and academic standing.

A Course Change, Addition or Deletion: Online
Students have the first five calendar days of the quarter/session to change their course schedules. Any changes following this time period will result in full course tuition charges and may affect financial aid and academic standing.

Online Courses
Students enrolled in a second-session online course must drop this course prior to the end of the add/drop period for the mid-quarter session.

Mid-Quarter Session Drop/Add Period
Students who begin coursework at the mid-quarter start date have the first five (5) calendar days to add or drop courses.

Withdrawing from a Course or Entirely from Enrollment at The Art Institute of Pittsburgh
It is the responsibility of the student to withdraw from courses through the processing of a course withdrawal form, which may be obtained at the Registrar's Office or the Academic Advising office.

A student who withdraws from a course during the first nine weeks of the full residential quarter or during the first four weeks of the online or mid-quarter start session will be assigned a "W" code for each course. The "W" code is not used in the computation of the student's grade point average. A student who withdraws from a course after Week 9 or after Week 4 in an online session will receive a grade of "WF" code for each course. The "WF" code is counted as an "F" in the computation of the student's grade point average.

An enrollment change occurs when a student changes from one program of study to another program of study (termed internal transfer).

Transferring from one Art Institute to another Art Institute (termed external transfer).

A change of attendance schedule (from part-time to full-time class attendance or vice versa).

Portfolio or Capstone Courses
_____
Completion of a portfolio class or equivalent capstone course requires that a student earn a letter grade of "C" or better.
Graduation
_____

Requirements for Graduation
- To be qualified to graduate, a student must: Receive a passing grade or credit for all required course work;
- Earn the minimum required credits for the program with an ICR of 66.67% or higher;
- Achieve a minimum CGPA of 2.0; meet portfolio or other capstone requirements with a "C" or better as applicable;
- Submit a graduate application and satisfy all financial obligations to The Art Institute.

Additional Graduation Requirements (ground only)
- Attend the Graduate Seminar hosted by the Career Services department.
- Attend the Portfolio Show hosted by the Career Services department.
- Complete the graduate checklist

It is the practice of The Art Institute of Pittsburgh to round to the nearest tenth percent, GPA and CGPA calculations for the purpose of determining academic progress. Also required for graduation are (for an Associate of Science degree) 91quarter credits, and (for a Bachelor of Science degree) 180 quarter credits. Diploma and certificate programs vary in length from 36 - 52 credits. No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average.

Any student who completes his or her requirements for graduate status after commencement exercises take place, but before the drop/add period of the following quarter, will receive a degree effective for the graduation date of the previous quarter. Any student who does not complete his or her requirements for graduation until after the drop/add period of the following quarter will be eligible for a degree dated effective for the next graduation date.

Graduate Rate Survey
According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program, as published on the Institution's Student Consumer Information page, must be made available to current and prospective students. You may obtain a hard copy of this information in the Admissions Office.

Annual Graduation Ceremony
The Art Institute of Pittsburgh hosts an annual graduation ceremony in June. Students will continue to be awarded degrees after each quarter as earned and will participate in portfolio review. Formal graduation exercises, however, will be held only in June. All graduates will be invited to participate in the next graduation ceremony following their degree completion.

Online students have the option of attending the gradution ceremony held on ground, or attending a graduation ceremony at a different Ai campus of their choice. Please see your Academic Advisor for more information.

All students are encouraged to display their portfolios at Portfolio Review (see the following section) and actively engage in job search activities with the Career Services Department at the end of their final quarter of study. Students whose residency while actively enrolled in the college is at a distance greater than 100 miles from the college, and who

complete their studies in either March or September, may elect to display at the portfolio review during the same quarter as the graduation ceremony. For example, students who graduate in March and who are living greater than 100 miles from the college while enrolled, may elect to display at portfolio and walk at the graduation ceremony in June.

Portfolio Review and Requirements
The Art Institute of Pittsburgh holds a quarterly portfolio review, which culminates in a celebration of the best work of graduating students. This is an opportunity for graduates to display their work to The Art Institute of Pittsburgh, potential employers, family and friends. The portfolio is the visual presentation of the cumulative education and job experience of the student. To graduate from The Art Institute of Pittsburgh, the student must meet and pass all portfolio requirements in addition to achieving a 2.0 cumulative grade point average for all required courses completed. One time a year, in June, the portfolio review is held in conjunction with the bi-annual graduation ceremony.

A detailed outline of portfolio standards, projects, and general criteria is provided to students within each program. These portfolio requirements are periodically reviewed, and The Art Institute of Pittsburgh reserves the right to alter or modify the portfolio requirements at any time it is deemed to be in the best interest of graduating students to enhance their employment potential.

The development of the portfolio is a continuing process that begins early in the student's program and is required to be completed during the final quarter of study. During the final quarter, the student submits the portfolio to the faculty and the appropriate Department Chairperson for critique. Any portfolio pieces deemed unsatisfactory must be replaced with acceptable work or the student will be ineligible for graduation.

Student Transcripts
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Transcripts are available to students for $5 from the Registrar.

STUDENT SERVICES AND RESOURCES

GENERAL INFORMATION
The mission of the Student Services Department is to supplement The Art Institute's educational processes and to support its stated purpose by providing assistance and services to the student body in the areas of advocacy, disability, student development, counseling, international advising, housing, Student Employment and Career Services. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, and professional development. To fulfill its mission, the Student Services Department has established the following objectives:

1. Provide college-sponsored housing that is convenient and suitable to the students' needs and conducive to their educational goals.
2. Provide student support services.
3. Provide resources and assist international students with their transition into this country.
4. Provide Student Engagement and networking activities to complement your academic experience
5. Serve as the point of contact for military and veteran students.

Career Services
As you near the completion of your program of study, you will have the opportunity to meet individually with a career services advisor to review career goals, job-search strategies, interview techniques, and résumé development.

The Student Services Department coordinates the quarterly Portfolio Show and career focused activities. These events bring together prospective employers and soon-to-be graduates. Graduate employment information is available on the College website under student consumer information.

The Student Services Department offers a variety of online services and resources to Art Institute graduates. The self-directed alumni website (www.alumni.artinstitutes.edu) is available to graduates and to students in their last quarter.

The website exists to support the creative endeavors of our graduates and to provide a forum for networking with fellow classmates. Art Institutes graduates can connect from anywhere around the world. Alumni can share their challenges and victories, access services to elevate their career, showcase artwork, and demonstrate their impact in their personal and professional communities. Information about career services, campus events, Art Institute news is also available.

The website is exclusive to Art Institute graduates and there are no costs, fees or dues to access these services. The Art Institutes values our talented alumni community and we strive to build and maintain the alumni relationship through e-communications, virtual events, and campus activities. Alumni are invited to share their personal and professional updates with The Art Institutes community!

For more information, visit www.alumni.artinstitutes.edu or email AiAlumniSupport@aii.edu
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The Art Institute of Pittsburgh provides a wide variety of support services to its students in order to assist them in completing their educational programs and reaching their career goals. Every student is encouraged to take advantage of these support services.

My Campus Alert - Emergency Notification System
In an emergency, The Art Institute of Pittsburgh Emergency Notification System will be used to inform members of The Art Institute community who have registered for the system. The system can transmit short notifications by email to a designated address, by text message to a cell phone, or by voice message to a designated cell phone or telephone number in the U.S or Canada. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding registration for My Campus Alert is available on the Student Portal.

Student Assistance Program
The Student Assistance Program, or Talk One-2-One, is a service available at no additional charge to students, which provides confidential counseling via telephone 24 hours per day, 7 days a week; the program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. This program can assist with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse and any other relevant concerns.

Residence Life and Housing
The Residence Life and Housing Department provides information on student and independent housing options to all enrolled students requesting assistance. This office coordinates all housing activities and is available to assist students in arranging suitable living accommodations with the idea that comfortable living arrangements complement the educational experience.

Student Clubs and Organizations
A variety of student chapters of professional organizations and student clubs are available at The Art Institute of Pittsburgh. Student clubs are established when student interest demonstrates sufficient participation. Please contact the Student Services Office for additional information on all of the clubs and organizations.

Student Handbook
The Student Handbook contains policies, regulations, and procedures governing attendance, conduct, disciplinary, and grievance procedures. The student handbook is available in The Art Institute of Pittsburgh Student Services office.

Military and Veteran Student Advising Point of Contact
Military and veteran students are encouraged to ask about academic support, financial aid advising, disability services or career counseling that is made available by the school. Students should contact the Student Services office on campus for further guidance and information. Fully online students should request information from their Graduation Team.

Disability Services

The Art Institute of Pittsburgh provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institute of Pittsburgh.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at 1-855-855-0567, dss@aii.edu, of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Nadine Josephs, Vice President/Director of Student Services at 412-291-6298. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Social Media
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Join the conversation online and connect with other students, alumni, faculty, and friends of The Art Institute of Pittsburgh. Get the latest college news and important reminders, read about upcoming events, and view photos and videos on our social media sites.

Students: If you would like to submit a photo, design, or announcement for possible inclusion, please email it to jcink@aii.edu. Include your full name, phone number, and academic program including degree level, and someone will follow up with you.

STUDENTS
Facebook: www.facebook.com/aipittsburgh
Twitter: www.twitter.com/ai_pittsburgh

ALUMNI & FRIENDS
Facebook: www.facebook.com/aipalumni
Twitter: www.twitter.com/aipalumni
Pinterest: www.pinterest.com/aipalumni

For information about social media and our Terms of Use Agreement, please visit http://www.artinstitutes.edu/ai-social-media-regulatory-and-legal-information.aspx

2017-2018 ACADEMIC CALENDAR

GROUND DATES

Calendar Year 2017

Winter Quarter	Spring Quarter	Summer Quarter	Fall Quarter
Quarter Start	Quarter Start	Quarter Start	Quarter Start
January 9, 2017	April 3, 2017	July 10, 2017	October 2, 2017
Mid-Term Start	Mid-Term Start	Mid-Term Start	Mid-Term Start
February 16, 2017	May 11, 2017	August 17, 2017	November 9, 2017
Portfolio Show	Portfolio Show	Portfolio Show	Portfolio Show
March 23, 2017	June 15, 2017	September 21, 2017	December 14, 2017
Quarter End	Commencement	Quarter End	Quarter End
March 25, 2017	June 16, 2017	September 23, 2017	December 16, 2017
	Quarter End		
	June 17, 2017		

Calendar Year 2018

Winter Quarter	Spring Quarter	Summer Quarter	Fall Quarter
Quarter Start	Quarter Start	Quarter Start	Quarter Start
January 8, 2018	April 2, 2018	July 9, 2018	October 1, 2018
Mid-Term Start	Mid-Term Start	Mid-Term Start	Mid-Term Start
February 15, 2018	May 10, 2018	August 16, 2018	November 8, 2018
Portfolio Show	Portfolio Show	Portfolio Show	Portfolio Show
March 22, 2018	June 14, 2018	September 20, 2018	December 13, 2018
Quarter End	Commencement	Quarter End	Quarter End
March 24, 2018	June 15, 2018	September 22, 2018	December 15, 2018
	Quarter End		
	June 16, 2018		

2017-2018 ACADEMIC CALENDAR

ONLINE DATES

Calendar Year 2017

TRACK A		TRACK B	
Start Date	End Date	Start Date	End Date
February 2, 2017	March 11, 2017	January 12, 2017	February 18, 2017
March 13, 2017	April, 19, 2017	February 20, 2017	March 29, 2017
April 20, 2017	May 27, 2017	March 30, 2017	May 6, 2017
May 29, 2017	July 5, 2017	May 8, 2017	June 14, 2017
July 6, 2017	August 12, 2017	June 15, 2017	July 22, 2017
August 14, 2017	September 20, 2017	July 24, 2017	August 30, 2017
September 21, 2017	October 28, 2017	August 31, 2017	October 7, 2017
October 30, 2017	December 6, 2017	October 9, 2017	November 15, 2017
December 7, 2017	January 20, 2018	November 16, 2017	December 23, 2017

Commencement: June 16, 2017

Calendar Year 2018

TRACK A		TRACK B	
Start Date	End Date	Start Date	End Date
January 22, 2018	February 28, 2018	January 1, 2018	February 7, 2018
March 1, 2018	April 7, 2018	February 8, 2018	March 17, 2018
April 9, 2018	May 16, 2018	March 19, 2018	April 25, 2018
May 17, 2018	June 23, 2018	April 26, 2018	June 2, 2018
June 25, 2018	August 1, 2018	June 4, 2018	July 11, 2018
August 2, 2018	September 8, 2018	July 12, 2018	August 18, 2018
September 10, 2018	October 17, 2018	August 20, 2018	September 26, 2018
October 18, 2018	November 24, 2018	September 27, 2018	November 3, 2018
November 26, 2018	January 9, 2019	November 5, 2018	December 12, 2018
		December 13, 2018	January 26, 2019

Commencement: June 15, 2018

All dates are subject to change. Please contact The Art Institute of Pittsburgh for confirmation of specific events.n The information in this catalog is based on the most current information available at the time of publication. All information, data, policies, and procedures are subject to change. The Art Institute of Pittsburgh, whenever possible, will give advance notification of these changes.

POLICIES

ATTENDANCE POLICY
COURSE ATTENDANCE (GROUND)

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

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

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

Appeal Process – Withdrawn from Course (Ground)

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

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

withdrawn and the withdrawal results in a violation of the satisfactory academic progress policy (SAPP) must follow the procedure for appealing the academic dismissal.

APPEAL PROCESS – CONSECUTIVE DAYS ABSENT (GROUND)

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

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

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

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

Students who receive Veteran Affairs (VA) educational benefits must understand VA benefits, including tuition and fees, the monthly housing allowance, book stipend, and Yellow Ribbon benefits are based in whole or in part on the number of credit hours certified. The school is required to monitor and report enrollment status to the VA. Accordingly, any violation of the school attendance policy will result in the adjustment or termination of VA benefits. Adjustments in enrollment will likely affect payment of VA benefits, and reductions in enrollment may result in a debt to the VA for any education benefits already received. The school will report enrollment as follows:
- o VA Students who officially withdraw, the actual last date of attendance (LDA) must be determined and reported.
- o VA students who are administratively withdrawn or stops attending without officially withdrawing, the actual last date of attendance (LDA) must be determined and reported.
- o VA students who complete the term with all non-punitive "F" and/or non-punitive grades, the school will determine and report the actual last date of attendance for each course.

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

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

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

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

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

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

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

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

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

Wednesday. For online classes that end on a Saturday, the half week is defined as beginning on Thursday at 12:00 a.m. Mountain Standard Time (MST) to 11:59 p.m. MST the following Saturday.

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

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

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

ACTIVE NOT ATTENDING POLICY

Active Not Attending (ANA) status and the Voluntary Intent to Continue process allows the student to cease and resume attendance within the current quarter under very specific, limited circumstances, without being withdrawn from the institution. These specific circumstances are included below in both the policy language and examples provided

The Art Institute of Pittsburgh Online Division utilizes ANA status for students who are currently enrolled and meeting the following requirements:

- A student can request to move to ANA no more than two times per calendar year
- Students must take a minimum of six credits during the session that they are active within the term to remain eligible for Title IV funding (DL loans)
- A student must confirm their attendance during the add/drop period of the session that they return or they will be administratively withdrawn. The last day of the previously completed course will become the last date of attendance for withdrawal purposes for both academic and finance counseling.
- A student cannot be out of active status for more than 45 days, therefore a student is not eligible to take an ANA following a track change or immediately preceding a track change because it would exceed the limit.

The student, based on enrollment, must return to active status within the same term. A student is only permitted to miss the entire first 5.5 week course of the quarter and resume attendance the second 5.5 week course of the quarter when a student was in ANA status for the first course of the semester because he or she was not initially registered for the course. The student may not be in ANA for the first course of the academic year. Otherwise, a student must cease and resume attendance within the same term, following the process outlined below. If a student is already registered for the first 5.5 week course of the quarter and does not begin attendance in this course, the student must be withdrawn and follow normal re-entry requirements.

If a student does not return to Active status during the same term that the student was in ANA status, the student must be withdrawn from the institution and a Return to Title IV (R2T4) calculation should be completed based upon the student's last date of attendance and in accordance with the Withdrawal Date Policy. If a student were to return within the same term after the R2T4 was completed, the institution must follow the student re-entry process, with any

required adjustments for changes in eligibility. Students who will move to ANA status should be counseled on the impact it will have to their financial aid eligibility, as discussed below.

In order to move to ANA status, a student must complete, sign, date and submit the Art Institute of Pittsburgh Voluntary Intent to Continue form by the 10th consecutive day of absence or 10 calendar days from the start of the course), in all circumstances. The form must be approved by the appropriate parties in SFS and Academics, as indicated on the form, within three calendar days of submission. The form must also indicate the student's last date of attendance and anticipated return date within the quarter.

Upon returning from ANA, a student must return on the date of the first scheduled class within the course indicated on the VITC form or the student must be withdrawn.

Eligibility for Financial Aid Disbursements

Generally, students who are in ANA status are not eligible for financial aid disbursements. In addition, if students in ANA status are not currently taking classes because the students never registered for the class(es), the Cost of Attendance budget and EFC will need to be updated to reflect that the student was not initially registered in one session during the term. As such, the student's budget will be updated to use the mid-term, rather than full-time budget to account for the session when the student is not registered to attend. Under DCEH policy, effective January 1, 2012, a student at a CampusVue institution must have one positive record of attendance in the current term in order to receive a disbursement of Title IV funds, as detailed in the policy referenced above.

If disbursements are not made prior to the semester ending and/or the student ceases attendance and does not return, the active or withdrawn student is subject to late disbursement/post-withdrawal disbursement requirements, as applicable. Pell disbursements after the semester end date, for active or withdrawn students, will be based on completed credits.   If the student did not drop in the last payment period and the student is still enrolled, then the requirements for a retroactive disbursement must be met in order for the student to receive a disbursement from the prior term.

Title IV funds cannot be disbursed while a student is in ANA status. Students must be in one of these statuses following an ANA status in order for Title IV funds to disburse:

- Active or Probation
- Pending Drop
- Pending Graduate
- On Externship/Internship
- Only eligible if student meets the post-withdrawal disbursement criteria:
    - Withdrawal
    - Dismissal
    - Graduate
    - Military Deployment
    - Completer
    - Transfer to Another DCEH campus

The Art Institutes Grading Policy

Repeating Courses.

1. Students who must retake a **passed course** may only do so in accordance with the following DCEH Retaking Coursework Policy guidelines.

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

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

Standard Term-based Programs
Students enrolled in standard term-based programs will receive Title IV funds for unlimited retakes of failed courses and withdrawn courses with no credits earned as long as the student is meeting the satisfactory academic progress (SAP) standards. Although there is no limit on how many times students can repeat failed or withdrawn courses for FSA purposes, some DCEH's Educational Systems have limitations on how many times students can retake failed courses before they are dismissed from the institution. Please refer to the school's SAP Policy.

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

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

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

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

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

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY

A student must demonstrate Satisfactory Academic Progress by successfully completing courses attempted. Completing courses with *C* or better grades indicates academic progress. Receiving *D* or lower grades and/or withdrawing from classes may put students at risk. Poor academic performance may lead to Academic/Financial Warning and/or Academic/Financial Aid Dismissal. It is very important that students attend all registered courses and complete them successfully. Should a compelling reason arise that requires a student to cease attendance, it is the student's responsibility to immediately contact the Dean of Academic Affairs or Registrar's Office.
The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. A student must be able to:

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

Students who fail to meet the minimum standards of any of the above criteria will be notified by letter by the Dean of Academic Affairs or Campus Registrar within four (4) business days of determination. Administrative actions will be taken when a student fails to meet the minimum standards of any of the above criteria. If the resulting action results in Academic/Financial Aid Dismissal, a student may appeal the Academic/Financial Aid Dismissal. If the appeal is denied, the student will remain dismissed and can no longer attend or receive Title IV aid at the Institute.
The Satisfactory Academic Progress Policy contains the following information:

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

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

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

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

Criteria for Honors Designations

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

Quarter Honors Designations (at the completion of a quarter)

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

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

Honors Designation at Graduation

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

Milestones and Evaluation Points for Satisfactory Academic Progress

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

Certificate and Diploma Programs:

1. At the end of the first quarter, students must attain a minimum CGPA of 1.00 and an ICR of 33.33%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter. Students who are only participating in Transitional Studies courses are considered to be maintaining Satisfactory Academic Progress (SAP).

2. At the end of the second quarter, students must attain a minimum CGPA of 1.50 and an ICR of 50.00%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal**. Students who are only participating in Transitional studies courses are considered to be maintaining SAP.

3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Warning for one quarter unless the student was on Academic/Financial Aid Warning in his or her previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in **Academic/Financial Aid Dismissal.**

4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **Academic/Financial Aid Dismissal**. Dismissal for violating the maximum timeframe (MTF) can happen at any time.

5. *Reentries:* To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the

next applicable evaluation point for the student.   Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Certificate/Diploma Evaluation Point Milestones (CGPA/ICR) requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**

6. Students should note that if they are on Academic/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their **academic advisor** concerning their exact requirements.

7. Transitional Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the courses do not count in determining the maximum time frame allowable to earn the certificate or diploma or in the incremental completion rate as attempted credits and, if successful, earned credits.

8. Transitional Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the termination.

9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

10. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation, or on academic/Financial Aid Dismissal.

11. Compliance with SAP is reviewed every quarter for Certificate and Diploma programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

CERTIFICATE/DIPLOMA		
Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of First Quarter	< 1.0 and/or 33.33%	Academic/Financial Aid Warning
End of Second Quarter	< 1.5 and/or 50.00%	Academic/Financial Aid Warning (if 1st time)/Academic/Financial Aid Dismissal (if on Academic/Financial Aid Warning
End of Third Quarter and every quarter thereafter	< 2.0 and/or 66.67%	Academic/Financial Aid Warning (if 1st time)/ Academic/Financial Aid Dismissal (if on Warning)
At Any Time	Anything in excess of 150% MTF	Academic/Financial Aid Dismissal

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

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

Degree Programs:

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

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

2. At the end of the second academic year, students must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Anything below these milestones will result in Academic/Financial Aid Dismissal.

3. Starting the quarter after the sixth attempted quarter, and every quarter thereafter, students are evaluated at the end of each quarter and must attain a minimum CGPA of 2.00 and an ICR of 66.67%. Failure to meet these standards will result in Academic/Financial Aid Warning unless the student was on Financial Aid Warning the previous quarter. If the student was on Academic/Financial Aid Warning in the previous quarter, failure to meet these standards will result in Academic/Financial Aid Dismissal.

4. **Students may not attempt** more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in Academic/Financial Aid Dismissal. Dismissal for violating the maximum timeframe (MTF) can happen at any time.

5. *Placement into Transitional* Studies courses are based on the result of the academic assessment tool. Like any course, students must successfully complete such co*urses* in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, the transitional study course(s) do not count in determining the maximum time frame allowable to earn the degree and do not count in the incremental completion rate as attempted credits and, if successful, earned credits. Please note that the student will be dismissed immediately if the student does not successfully complete the same Transitional Study upon a third attempt.

6. **Transitiona**l Studies courses do have credit hours assigned to them for enrollment and tuition charging purposes. While Transitional Studies courses are not included in the CGPA, a student who attempts but does not pass or withdraws from the same Transitional Studies course three times is **dismissed** and there is no right to appeal the dismissal.

7. The grades, grade point average, cumulative data for all courses a student attempted at the Institution, as well as courses successfully transferred in from prior postsecondary education, are available on the student portal for review. There is also an indication if a student is on Academic/Financial Aid Warning, on Academic/Financial Aid Probation or on **Academic/Financial Aid Dismissal**.

8. For Degree programs, compliance with SAP is reviewed every academic year during a student's first two years and then quarterly thereafter. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

9. Students on Academic/Financial Aid Warning are considered to be making progress toward meeting Standards of Satisfactory Academic Progress and, if otherwise eligible may receive financial aid.

10. *Reentries:* To ensure an evaluation is completed for all students in the last 12 months, an evaluation will be completed upon reentry processing using the criteria for the next applicable evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) requirements) noted in this policy. For example, if a student enrolled in October 2015 and completed the fall quarter, dropped in the Winter 2016 quarter and returned in the spring 2017 quarter of the following year, the student would have an evaluation prior to the start of the spring 2017 quarter against the next applicable evaluation point for the student. Students reviewed upon reentry will be advised based on their SAP status at the time of reentry and provided with a projection of what they will need to accomplish in order to be in compliance with SAP requirements at the next official evaluation point (See Degree Programs Evaluation Point Milestones (CGPA/ICR) and requirements). **Reentries whose evaluation does not indicate the ability to meet the next evaluation point during reentry processing will not be allowed to reenter into the program of enrollment.**

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

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

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

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

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

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

Procedure for Appealing Academic/Financial Aid Dismissal

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

The Dean of Academic Affairs or an Appeals Committee will review the student's appeal and will determine within 14 business days of the date of the receipt of the appeal whether the circumstances and academic status warrant consideration for re-admission. The student may be asked to appear in person during the review process when deemed necessary by the Dean of Academic Affairs or the Appeals Committee. Upon the Appeals Committee

decision, the student will be notified by the Dean of Academic Affairs both verbally and in writing. The Appeals Committee decision will be final. Following is a comprehensive list of events that indicate there may be a mitigating circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is the primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Documentation from a Professional Counselor
- A doctor documented illness of the student for a significant period of time
- Military deployment
- Military Permanent Change of Station (PCS)
- Special Circumstances

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

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

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

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

Documentation from a professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that the student issues may be accommodated to ensure that the student will be able to meet Satisfactory Academic Progress will suffice as proof of mitigating circumstances as well as documentation that the student's circumstances have been remedied or changed to ensure that the student will be able to meet Satisfactory Academic Progress with the accommodations from the institution.

If a student's appeal is successful, the student will be placed on Academic/Financial Aid Probation for one quarter (or two if eligible) following re-admittance. The student will be eligible for financial aid during the Academic/Financial Aid Probation period. Academic Advisors, Registrars, and/or Academic Department Chairs/Program Directors must develop, document and maintain as part of the appeals process a concrete Academic Plan for how a student will complete his remaining coursework and meet the minimum requirements of Satisfactory Academic Progress by end of either the Academic/Financial Aid Probation period or by the end of the quarter included in the Academic Plan. The Academic Plan must detail specific time frames and student success measures and cannot be greater than one (1) quarter for certificate or diploma programs but for degree programs may be up to two (2) quarters if necessary for the student to meet the minimum requirements of Satisfactory Academic Progress. The Academic Plan must be

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

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

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

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

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

Academic/Financial Aid Dismissal Appeals not Allowed

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

Additional Appeal Procedures:

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

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

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

Explanations of Related Issues
Calculation of CGPA

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

Transitional Studies Courses

Many Art Institutes require academic assessments. Depending on assessment scores, students may be required to take Transitional Studies courses. Students must successfully complete such courses in order to progress in the program. Transitional Studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA. Additionally, they do not count in determining the maximum timeframe and the incremental completion rate.

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

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

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

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

Change of Program
Students will be allowed one change of program. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program in the same major is not considered a change of major. Courses that apply to the second major will be recorded as earned credit and will affect the student's CGPA and will be included as credits attempted and credits earned. Students who change programs must sign a new program enrollment agreement which must be filed in the student's academic file. Note: If a student is at the point of dismissal for Satisfactory Academic Progress in the first major, that student must be put on Academic/Financial Aid Dismissal, appeal the dismissal, have the appeal granted based on mitigating circumstances before transferring to the new major. Under no circumstances can a request to change majors circumvent a dismissal of Satisfactory Academic Progress.
In cases in which a student has graduated from one program in the Institution then subsequently begins work in a different program, grades earned in the first program, if applicable to the new program, will be recorded with the letter grades and thus will be included in the Cumulative Grade Point Average and will be included in the Incremental Completion Rate as credits attempted and credits earned.

Transfers from another Art Institute
A student must be maintaining Satisfactory Academic Progress in order to be allowed the opportunity of transferring from one program to another or from one school or campus to another. A student who is on Academic/Financial Aid Dismissal and wishes to transfer to another affiliated Art Institute must appeal his/her Academic/Financial Aid Dismissal at the originating school and receive reinstatement prior to the transfer. An affiliated Art Institute is any campus that shares the same leading six-digit OPE-ID number with the originating school. Campuses that share the same leading six-digit OPE-ID number are the same institution.
Please note that course credits and applicability of those credits at each Art Institute for a program can vary from location to location. Please carefully discuss any possible transfer with the Art Institute you wish to attend.

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

The Metrics of SAP
Academic Grading System
The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

Letter Grade	Quality Points
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0 *

*F does compute in GPA and CGPA and does count as credit attempted.

<u>Other Grade Codes worth Zero Quality Points:</u>

CR = Credit through examination	Credits Earned/TR grade. This does not affect CGPA. They do impact ICR and MTF.
I = Incomplete	Affects ICR/MTF/CGPA(Computes as an F)
IPA = Incomplete Pass	This grade is assigned only when some portion of a course has not been completed for good and sufficient reason. Courses in which "IPA" grades are assigned must be completed no later than the end of the next regular term in which the student is enrolled or the grade will be recorded as "F" on the permanent record in the term in which the grade is granted to replace the IPA. IPA does not affect CGPA/ICR/MTF.
IP = In Progress	This identifier is used when a student is actively registered and attending a course. This does not affect the CGPA/ICR/MTF.
S = Suspension	Affects ICR/MTF/CGPA(Computes as an F)
NC = No Credit	This grade is reserved for zero-credit courses only. Non-credit courses are not computed in the CGPA/ ICR/ MTF.
NP = Not passing/Fail	Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non-credited course
P or PR= Proficiency Credit by Exam or Portfolio	This does not affect CGPA. They do impact ICR and MTF.
PA = Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
SP or SA = Satisfactory/Pass	This grade designation is utilized to indicate that a student acceptably completed a non-credited course. Does not affect ICR/MTF/CGPA.
T = Termination from course	Affects ICR/MTF/CGPA (Computes as an F)
TR = External Transfer Credit	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
U = Unsatisfactory	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.

F= Earned F	Students who met the course requirements by completing the final assignment in the course. Final assignment includes a final exam, final project, final paper, portfolio presentation, or capstone project. If a student completed all assignments including the final assignment of the course, but did not pass the course, the F grade will be considered earned. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
UF = Unearned F	Students who failed the course **AND did not** complete the final assignments in the course. Final assignments include, but are not limited to a final exam, final project, final paper, portfolio presentation, capstone project or any other assignment due in the last week of the course. If a student completed some or all of the other requirements in the course but did not complete the final assignment of the course and failed the course, the F grade will be considered unearned. An unearned F grade will be reflected as a "UF" grade on the transcript. The course's instructor will award this grade when appropriate. Does compute in GPA and CGPA and does count as credit attempted.
W = Withdrawal	When a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add but before the end of the ninth week of the quarter. The "W" is not used in the calculation of the GPA or CGPA but is considered attempted credits but not earned credits.
WF = Withdrawal Fail	When a student withdraws from individual classes or a total academic program of study after the ninth week of classes. The "WF" is calculated as an "F" in the GPA and CGPA. The "WF" also counts as attempted credits and not earned credits.
WV = Waiver	Commonly used when waiving a Transitional courses and does not affect ICR/MTF/CGPA
WX = Course was registered for but never attended	Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of 'F', "UF", 'W', or 'WF'. Course credits with grades of 'F', 'UF','W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Only if it is part of an Academic Plan may students retake courses in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted. The highest grade earned will be used in the CGPA calculations.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Calculations
The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute. Transitional study courses do not count in this calculation. Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.
In this example:
A = 4 grade points x 4 credit hours = 16 grade points earned
B = 3 grade points x 3 credit hours = 9 grade points earned
To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter.
16 grade points + 9 grade points = 25 total grade points
25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.571 which is rounded to 3.57. Rounding occurs after the 4 digit of a CGPA is calculated and if the fourth digit is 5 or over, it is rounded up. If the fourth digit is 4 or lower it is rounded down.
A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute.
Incremental completion rate is determined as follows (transitional study credits do not count in this calculation):

> (EARNED CREDITS at the institution + TRANSFER CREDITS Accepted)
> _____
> (ATTEMPTED CREDITS at the institution + TRANSFER CREDITS Accepted)

The 150% MTF: Only the attempted courses required in the program for which the student is currently enrolled are used in determining the number of MTF credits remaining. Transitional study courses do not count in this calculation.
The 150% MTF is determined as follows:

> TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 =
> TOTAL NUMBER OF CREDITS ALLOWED TO BE ATTEMPTED.

STUDENT STATUS CHANGES AND SAP
Transfer Students
Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completed rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.
Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be 180 X 1.5 = 270 credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.
Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as "TR" in the Student Information System and will not affect the student's CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education as a campus that does not share the same leading six-digit OPE-ID number), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another affiliated Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

Changes in Program

Unless a second change is specifically approved for the specific student by the Dean, students are allowed only one change of program and must be making satisfactory academic progress at the time a request is made to change programs.

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the SAP CGPA (SGPA). For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the "CHANGE OF MAJOR" adjustment factor would be those credits from the previous major that we will NOT count in the student's current major.

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

(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS
_____
(ATTEMPTED CREDITS in the New Program + TRANSFER CREDITS Accepted) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS

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

The 150% MTF is determined as follows:

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

Second Degree

When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will be applied to the student's new program CGPA calculation.

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

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

Appeal of Grade Procedure

If a student feels that an instructor made an error in recording a final grade, he or she should contact the instructor immediately. If an error has been made, the instructor will submit a completed grade change form with their signature to the Chair of the Academic Department or Online Program Director for their approval. It is the student's responsibility to contact his or her instructor concerning a grade change and all grade changes must be completed within 30 days of the last day of the course.

Notice of The Art Institute of Pittsburgh Policies to Comply with the Higher Education Opportunity Act of 2008
The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a 'fair use' and therefore may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from $750 to $30,000 per work for a non-willful infringement and up to $150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

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

Family Educational Rights and Privacy Act FERPA

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Pittsburgh (herein after, the "College") may disclose to third parties without receiving prior written consent from the student.

I.   Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to Office of the Registrar. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the

term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

II.   Disclosure of Educational Records
The College generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1.   To the College officials who have been determined by the school to have legitimate educational interests in the records. A school official is:
    a.   a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
    b.   a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.
    Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for the College has a legitimate educational interest.
2.   To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3.   In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4.   To organizations conducting certain studies for, or on behalf of, the school.
5.   To accrediting commissions, state licensing, or regulatory bodies to carry out their functions.
6.   To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7.   To comply with a judicial order or lawfully issued subpoena.
8.   To appropriate parties in health or safety emergencies.
9.   To officials of another school in which a student seeks or intends to enroll.
10.   To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11.   To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator - not the name of any other student, including a victim or witness - without the prior written consent of the other student(s)).
    a.   Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.
12.   To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school

determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include, and the College does not provide: social security numbers, race, ethnicity, nationality, grade point average (GPA), grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, and students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III.   Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Pittsburgh officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Pittsburgh will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV.   Directory Information

The College designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email, and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at the College to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Pittsburgh, 1400 Penn Avenue, Pittsburgh, PA 15222.. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V.   Correction of Educational Records
Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The College may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the College. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, the College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, the College will:
   (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
   (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI.   Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

> Family Policy Compliance Office
> United States Department of Education
> 400 Maryland Avenue, S.W.
> Washington, DC 20202-4605

CULINARY STANDARDS

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

- Attend and participate in both day and night shift (including first and fourth shifts) classes
- Communicate in person with co-workers, students and guests and process written and verbal instructions
- Attend and participate in laboratory and production classes of up to 6 hours in length
- Regularly lift and transport food and other culinary product, equipment, small wares and utensils weighing up to 40 pounds

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

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

Academic Dishonesty and Plagiarism
Scholastic Dishonesty includes but is not limited to the following:
- Plagiarism;
- Cheating on assignments or examinations;
- Engaging in unauthorized collaboration on academic work;
- Taking, acquiring or using test materials without faculty permission;
- Submitting false or incomplete records of academic achievement;
- Altering, forging or misusing a college academic record;
- Fabricating or falsifying data, research procedures, or data analysis; deceiving the college and/or its officials.

The Art Institute of Pittsburgh may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute of Pittsburgh reserves the right to immediately impose the most severe sanction if circumstances merit.

Academic dishonesty may also result in failure of a course assignment or failure of the class.

Although not exhaustive, the following list represents the types of sanctions that maybe imposed upon any student or student organization found to have violated the student conduct policy:

Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.

Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.

Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.

Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.

Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

Expulsion: The student will be expelled from The Art Institute of Pittsburgh immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.

Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

General Student Complaint Procedure

If you have a complaint or problem, you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Director of Student Services if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

The appropriate College staff member or department will be notified of the complaint. A follow-up meeting with you and the Director of Student Services or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to:

Pennsylvania Department of Education Office of Post Secondary and Higher Education, Division of Program Services, 333 Market Street, Harrisburg, PA, 17126. Phone: (717) 783-8228 Website address: http://www.pde.state.pa.us.

Or you may contact:

The Middle States Commission on Higher Education 3624 Market Street, Philadelphia, PA 19104. Phone: (267) 284-5000, Website address: www.msche.org

Please refer to the school's Jury Waiver and Agreement to Binding, Individual Arbitration Policy for additional information regarding disputes or claims.

For Alabama Residents

If a complaint cannot be resolved after exhausting the institution's complaint procedures, the student may file a complaint with the Alabama Community College System; 135 South Union Street, Montgomery, AL 36104-4340; https://www.accs.cc/index.cfm/school-licensure/complaints/

For Arkansas Residents
If a complaint cannot be resolved after exhausting the institution's complaint procedures, the student may file a complaint with the Arkansas Department of Higher Education. The address is 114 E. Capitol, Little Rock, AR 72201. Phone: (501) 371-2000, Website address: www.adhe.edu

For Arizona Residents
If the complaint cannot be resolved after exhausting the institute's grievance procedure, the student may file a complaint with the Arizona State Board for Private Post-secondary Education. The student must contact the State Board for further details. The state board address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, Phone: (602) 542-5709, Website address: www.azppse.gov

For Georgia Residents
If a complaint cannot be resolved after exhausting the institution's complaint procedure, the Student may file a complaint with the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker GA, 30084-5305, Phone: (770) 414-3300, Website address: www.gnpec.org.

For Kansas Residents
Private postsecondary institutions operating in Kansas must meet and maintain certain standards of quality in order to qualify for a certificate allowing them to offer or provide training or course work to Kansas citizens.

It is the mutual goal of the Kansas Board of Regents and the certified institutions to provide quality educational training and programs. When problems arise, students should make every attempt to find a fair and reasonable solution by taking the steps outlined in the complaint process. The Kansas Board of Regents can be contacted at 1000 SW Jackson, Suite 520, Topeka, KS 66612; 785-430-4240.
http://www.kansasregents.org/resources/PDF/2771-KBORcomplaintprocedureandform(updated).pdf

For Maryland Residents
If the complaint cannot be resolved after exhausting the institute's complaint procedure, the student may file a complaint with the Office of the Attorney General or the Maryland Higher Education Commission. The Art Institute of Pittsburgh 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 Street, Baltimore, MD 21202, 410-528-8662 or 888-743-0823 (toll-free) or the Maryland Higher Education Commission, 6 N Liberty Street, 10th Floor, Baltimore, MD 21201, 410-767-3300.

For New Mexico Residents
The New Mexico Higher Education Department handles student complaints against licensed private postsecondary institutions by encouraging the parties involved in the complaint process to find a mutually acceptable resolution. (Complaint Form FY 2014), FERPA Release Form and HIPPA Release Form

State rule provides a requirement that students or other parties with complaints or grievances against an institution first seek to resolve their complaint or grievance directly with the institution in accordance with the institution's complaint or grievance policy. A student or other party not satisfied with an institution's resolution of a complaint may submit a complaint to the Department in writing on the form provided below. A student must file a complaint with the department within three (3) years of his/her last date of enrollment.

The Department will verify that the complaint involves one or more standards for licensure of the institution and is therefore a legitimate subject of complaint to the Department. If the complaint is determined to be legitimate, the Department or its authorized representative will forward the complaint to the institution for a written response and will encourage resolution of the complaint between the student and the institution. The institution has thirty (30) days to forward its response to the department A copy of the institution's response will be forwarded to the student with a request that the student indicate satisfaction or dissatisfaction with the response.

http://www.hed.state.nm.us/institutions/complaints.aspx

For Ohio Residents

Notice to student concerning their ability to file a complaint with the state board of career colleges and schools including board's correct name, address and toll-free telephone number. http://codes.ohio.gov/oac/3332-1

For Utah Residents

Students may contact the Utah Division of Consumer Protection at any time to file a complaint. The Utah Division of Consumer Protection does not require Utah students to go through The Art Institute of Pittsburgh complaint procedure. Utah Division of Consumer Protection (160 East 300 South, Salt Lake City, Utah 84111, 801-530-6601; mailto:consumerprotection@utah.gov; http://consumerprotection.utah.gov/complaints/index.html.

Student Conduct Policy

Section I – Guiding Principles

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

Section II - Scope

This Student Conduct Policy applies to all students and student organizations at the College.

Section III - Reach

The Student Conduct Policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student organization sponsored events or in Campus Sponsored Housing. At the discretion of the Chief Conduct Officer (Director of Student Services, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of the College), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Section IV - Responsibilities of Dual Membership

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

Section V - Disciplinary Offenses

The offenses listed below are given as examples only. The College may sanction other conduct not specifically included on this list.

Scholastic Dishonesty

- Plagiarism

- Cheating on assignments or examinations

- Engaging in unauthorized collaboration on academic work

- Taking, acquiring or using test materials without faculty permission

- Submitting false or incomplete records of academic achievement

- Altering, forging or misusing a college academic record

- Fabricating or falsifying data, research procedures, or data analysis

- Deceiving the College and/or its officials

Misuse or abuse of school assigned email address and log-in information Sharing your username or password for any school assigned system with any student or non-student individual

- Logging-in to a school assigned system with the intention to display classroom environment to other student or non-student individuals

- Allowing an individual access to post information in the on line environment on your behalf or with the intention of impersonation.
    - o Note: on ground students cannot share or give access to other students or non-student individuals to access the student portal (unless designated for training purposes at the direction of a campus official)

Illegal or Unauthorized Possession or Use of Weapons

- Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on college property, Campus Sponsored Housing or at college sponsored functions, except where possession is required by law.

Sexual Assault or Nonconsensual Contact

- Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct

- Assault, battery, or any other form of physical abuse of a student or college employee.

- Fighting or physical altercation.

• Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees.

• Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student.

Theft, Property Damage and Vandalism

• Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guest.

• Extortion.

• Setting fires, tampering with fire safety and/or fire fighting equipment.

Disruptive or Disorderly Conduct

• Disruptive Behavior, such as, Interference with the normal operations of the College (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other college activities)

Disruptive Classroom Conduct, such as:

• Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or

• Written or verbal acts or uses of technology, which have the effect of disrupting the online classroom learning environment.

• Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

• Disorderly, lewd, indecent, or obscene conduct.

• This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;

• Breach of peace on college property or at any college-sponsored or supervised program; or

• Any in-school, online classroom, or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

• Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the College.

• Being under the influence of illegal or controlled substances on college property, or at any college function.

• Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the College.

• Being under the influence of alcohol on college property or at any college function is also prohibited.

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or College Employee.

• Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.

• Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Hazing

• Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the College.

Falsification

• Willfully providing college officials with false, misleading or incomplete information.

• Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

Abuse of the College's Disciplinary System, including but not limited to:

• Failure to obey the summons of a disciplinary body or college official.

• Falsification, distortion, or misrepresentation of information before a disciplinary body or college official.

• Disruption or interference with the orderly conduct of a disciplinary proceeding.

• Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.

• Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.

• Failure to comply with the sanction(s) imposed under the student conduct policy.

• Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Unauthorized Use or Misuse of College Facilities

• Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

Violation of Federal or State Laws

   • Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Director of Student Services within 5 days of the conviction.

Insubordination

   • Persistent or gross acts of willful disobedience or defiance toward college personnel.

   • Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties.

   • Failure to exit during fire drill.

   • Failure to identify oneself when on college property or at a college- sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.

Violations of College Rules

   • Violations by guest of a student on college property. Students are responsible for the actions of their guests.

   • Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.

   • Smoking in classrooms or other college buildings or areas unless designated as a smoking area.

   • Any violation of the student housing license agreement, rules and regulations and/or the College-sponsored housing student handbook.

   • Any violation of the institution's policies on the responsible use of technology including but not limited to:

      • The theft or abuse of computer, email, Internet or Intranet resources

      • Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose

      • Unauthorized transfer of a file

      • Unauthorized downloading of copyrighted materials in violation of law

      • Unauthorized use of another individual's identification and/or password

      • Use of computing facilities to interfere with the work of another student, faculty member, or school official

      • Use of computing facilities to send obscene or abusive messages

      • Use of computing facilities to interfere with normal operation of the school's computing system

      • Failure to satisfy school financial obligations.

The above list is illustrative only, and the College may sanction other conduct not specifically included on this list.

Section VI - Sanctions

The College may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the Student Conduct Policy:

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.

2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.

3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.

4. Removal from Sponsored housing: The student will be immediately dismissed from Campus Sponsored Housing. The student will be required to vacate the premises according to the terms of the sanction.

5. Suspension: Separation of the student from the campus for a pre-determined period of time. The student may be able to return to campus once specified conditions for readmission are met. The student may not attend classes, visit campus-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.

6. Expulsion: The student will be expelled from the College immediately. The student will not be permitted to continue his or her studies at the College and may not return to the College or to Campus Sponsored Housing or activities at any time or for any reason.

7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

Section VII – Disciplinary Procedures

Complaint

Any member of the College community may file a complaint against any student for misconduct or for otherwise being in violation of the College policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.

2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.

3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or his/her delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless the College determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

Students have no expectation of privacy in their personal property while on campus. The College reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in Campus Sponsored Housing, student e-mail and/or computers.

Notification and Determination of Violations that Warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.

2. After the meeting the Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.

> • If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of Violations that Warrant Disciplinary Hearing or Panel

In some cases, involving serious violations, the Chief Conduct Officer or his/her delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a Disciplinary Panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)

2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.

3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.

4. The student may be accompanied by one person (family member, friend, etc.) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee

5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.

6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them. a) Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion. b) The Disciplinary Panel may ask questions and may seek information not provided to it.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the College Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the Panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the Panel. Failure to sign the permission constitutes an agreement to have no student on the Panel.

Administrative Interim Suspension

Students may be administratively suspended on an Interim basis when:

1. Serious allegations are being investigated;

2. Serious allegations are pending before a disciplinary panel;

3. In advance of a disciplinary panel hearing; or

4. When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community.

During the Interim Suspension, students are denied access to Campus Sponsored Housing and/or to the school (including classes, labs, Library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or his/her designee may determine to be appropriate.

This Interim Suspension period should last no longer than three business days, and the Chief Conduct Officer or his/her delegate may make reasonable provisions to provide for accommodations of a student in Campus Sponsored Housing.

The Interim Suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

Section VIII – Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe themselves to have been treated in an arbitrary or biased fashion or without adherence to the College policies and procedures.

• During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from Campus Sponsored Housing must leave in accordance with the directions indicated in the decision

• The student must write a letter of appeal in the student's own words, addressed to the President of the College or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to the College's policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.

• Students should provide documentation to support the allegations of the appeal.

• The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.

• The President and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.

• The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

• The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.

• Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.

• Following appropriate review and deliberation, the committee will report to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

Anti-Hazing Policy

Hazing involving The Art Institute of Pittsburgh students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of

a student club or organization at The Art Institute of Pittsburgh. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Director of Student Services.

The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

No Harassment Policy

The Art Institute of Pittsburgh is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law. (Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints

The Art Institute of Pittsburgh values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at The Art Institute of Pittsburgh and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how The Art Institute of Pittsburgh will proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

I. Preliminary Issues & Important Definitions
    This Policy prohibits "Sexual Misconduct" and "Relationship Violence," broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one's biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

A. What is "Sexual Misconduct"?
Sexual Misconduct includes:

- Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.
- Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.
- Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person's sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person's knowledge.
- Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.
- Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

B. What is "Relationship Violence"?
Relationship Violence includes:

- Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.
- Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally   determined based on a consideration of the length and type of relationship and the frequency of interaction.
- Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.

The following also constitute violations of this Policy:

- Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.
- Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

C. Who are "Complainants" and "Respondents"?

The Art Institute of Pittsburgh is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a "Complainant" and to anyone who reportedly has engaged in Sexual Misconduct as a "Respondent."

D. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one's responsibility to obtain Consent or negate one's intent.

Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

E. Title IX Coordinator & Deputy Coordinators

The Title IX Coordinator for The Art Institutes schools is: Kristine Andersen, Vice President of Student Services. The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the School has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

II.   Reporting & Confidentiality
We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

- CONFIDENTIAL REPORTING: Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Talk One2One counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.

- NON-CONFIDENTIAL REPORTING.   Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation.   The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Director of Student Services, other Student Services staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School's review and investigation of any complaint covered by this Policy. The School will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.

<u>Other Code of Conduct Violations</u>: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in School housing. Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

III.   Response Procedure
Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Director of Student Services, or the Campus President. If a report is made verbally, the School will request a written statement by the student.

Upon receipt of a report, the School will generally proceed as described below.
A.   Investigation Commencement
The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.
B.   Initial Response
Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.
C.   Interim Intervention
Pending a final determination, the Title IX Coordinator and/or Student Services staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Services staff may limit a student or organization's access to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.
D.   Decision to Proceed to Investigation
If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

E. Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents. The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence. The Investigation will generally be conducted by the Director of Student Services for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation. The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

F. Determinations

1. For cases where the Respondent is a student.

   The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases. The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.

   The investigator will present all evidence to the Ethics Committee of DCEH. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

G. Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H. Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

I. Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

J. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 days of notification of the outcome.   An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.

2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.

3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal.   The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The Campus President will endeavor to make a determination of the appeal within 15 business days of receipt. The President's decision is final.

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy.)   This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the The Art Institute of Pittsburgh's Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so either with Director of Student Services, 1400 Penn Avenue, Pittsburgh, PA 15222, 412.291.6270, or with Dean of Academic Affairs, 1400 Penn Avenue, Pittsburgh, PA 15222, 412.291.6240. Online students should file complaints with studentresolution@dcedh.org . The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. The Art Institute of Pittsburgh will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute of Pittsburgh's final determination with respect to the alleged offense and any sanction that is imposed against the accused. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

4. The decision of the Investigator may be appealed by petitioning the President's Office of The Art Institute of Pittsburgh. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.

5. The Art Institute of Pittsburgh will not retaliate against persons bringing forward allegations of harassment or discrimination.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.

7. For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education.

If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to: Pennsylvania Department of Education, Office of Post Secondary and Higher Education, Division of Program Services, 333 Market Street, Harrisburg, PA, 17126. Phone: (717) 783-8228, Website address: http://www.pde.state.pa.us.

NON-DISCRIMINATION POLICY STATEMENT
The Art Institute of Pittsburgh (herein after, the "College") does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran's status, genetic marker, or any other characteristic protected by state, local, or federal law in our programs and activities. The College provides reasonable accommodations to qualified individuals with disabilities. The College will not retaliate against persons bringing forward allegations of harassment or discrimination. The College will not retaliate against persons bringing forward allegations of harassment or discrimination Director of Student Services, 1400 Penn Avenue, Pittsburgh, PA 15222 412.291.6270 has been designated to handle inquiries and coordinate the institution's compliance efforts regarding the Non-Discrimination

JURY WAIVER AND AGREEMENT TO BINDING, INDIVIDUAL ARBITRATION

Student and The Art Institute of Pittsburgh irrevocably waive our rights to a trial by jury and agree instead that any and all disputes, no matter how described, pleaded or styled, between me and The Art Institute of Pittsburgh (including its parent and past and present affiliates, employees, agents, and lenders) or related to any aspect of my relationship with or any act or omission by The Art Institute of Pittsburgh ("Claim") shall be resolved by individual binding arbitration, conducted by the American Arbitration Association ("AAA") under its Commercial Arbitration Rules and applicable Supplementary Procedures for Consumer-Related Disputes ("AAA Rules") and in accordance with the terms of this Jury Waiver and Agreement to Binding, Individual Arbitration ("Arbitration Agreement"). Student can obtain a copy of the AAA Rules at www.adr.org or by calling 1-800-778-7879. This Arbitration Agreement, however, does not modify Student's right, if any, to file a grievance with any state educational licensing agency or accrediting body.

1.   Student is strongly encouraged to first attempt to resolve the Claim by using the General Student Complaint Procedure outlined in the Catalog.

2.   Neither party shall file or maintain any lawsuit in court against the other, and any suit filed in violation of this Arbitration Agreement shall be dismissed by the court in favor of arbitration conducted pursuant to this Arbitration Agreement. The parties agree that the moving party shall be entitled to an award of costs and fees of compelling arbitration.

3.   The arbitration shall take place before a single, neutral arbitrator in the federal judicial district in which Student resides, unless the parties agree otherwise.

4.   Student will be responsible for paying a portion of the AAA filing fee at the time his/her Claim is filed in an amount equal to $200 or the applicable filing fee of the court of general jurisdiction in the district/circuit near me, whichever fee is less. The parties shall bear the expense of their own attorneys, experts and witnesses, unless the applicable law provides, and the arbitrator determines, otherwise.

5.   Student agrees not to combine or consolidate any Claims with those of other students, such as in a class or mass action, or to have any Claims be arbitrated or litigated jointly or consolidated with any other person's claims. Further, the parties agree that the arbitrator shall have no authority to join or consolidate claims by more than one person. **I understand that I may opt out of this single-case provision by delivering via certified mail return receipt a written statement to that effect to the Vice President and Senior Counsel of The Art Institute of Pittsburgh /DCEH at 1400 Penn Avenue, Pittsburgh, PA 15222 within 30 days of my first execution of an Enrollment Agreement**.

6.   The Federal Arbitration Act (FAA), including all its substantive and procedural provisions, and related federal decisional law shall govern this Arbitration Agreement to the fullest extent possible. All determinations as to the scope, enforceability, validity and effect of this Arbitration Agreement shall be made by the arbitrator, and not by a court. However, any issue concerning the validity of paragraph 5 above must be decided by a court, and an arbitrator does not have authority to consider the validity of paragraph 5. If for any reason, paragraph 5 is found to be unenforceable, any putative class or mass action may only be heard in court on a non-jury basis and may not be arbitrated under this Agreement.

7.   The arbitrator shall have the power to award any remedy that directly benefits the parties to this Arbitration Agreement (provided the remedy would be available from a court under the law where the Arbitration Agreement was executed) but not the power to award relief for the benefit of anyone not a party to this Arbitration Agreement.

8.   Judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction.

9.   Notwithstanding any provision in the Catalog or Enrollment Agreement, this Arbitration Agreement shall not be modified except by written agreement signed by both parties. Any or all of the provisions set forth in this Arbitration Agreement may also be waived by the party against whom the Claim is asserted, but such waiver shall be in writing, physically signed (not merely electronically signed) by the party waiving, and specifically identify the provision or provisions being waived. Any such waiver shall not waive or affect any other portion of the Arbitration Agreement.

10. This Arbitration Agreement shall survive the termination of Student's relationship with The Art Institute of Pittsburgh.

11. If any part(s) of this Arbitration Agreement are found to be invalid or unenforceable, then such specific part(s) shall be of no force and effect and shall be severed, but the remainder of the Arbitration Agreement shall continue in full force and effect.

STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE IS WAIVING HIS/HER RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY (EXCEPT AS PROVIDED IN THE AAA RULES), AND TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT. FURTHER, STUDENT UNDERSTANDS AND ACKNOWLEDGES THAT S/HE WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS ACTION AGAINST THE ART INSTITUTE OF PITTSBURGH.

Art Institute Intellectual Property Policy

I.   Purpose or Scope

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

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

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

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

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

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

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

II.   Definitions (if applicable)
The following terms are used throughout the Policy and are defined as follows:
A. *Copyright* - Copyright is the intangible property right granted for a limited period of time by federal statute (Title 17 of the U.S. Code) for an original work of authorship fixed in any tangible form of expression. Copyright provides the owner with five exclusive rights, including the exclusive right to reproduce the work, to prepare derivative works based on the work, to distribute copies of the work to the public by sale or other transfer of ownership (or by rental, lease, license or lending), to display the work publicly and to perform the work publicly (if relevant).
B. *Commissioned Work* - A Commissioned Work is defined as a Work (as defined in paragraph K) that is produced or created pursuant to a written agreement with the Institution and for Institution purposes by (a) individuals not under the employ of the Institution or (b) Institutional Employees (as defined in paragraph D) acting outside the scope of their regular Institution employment, as determined by their existing Institution employment arrangement or contract.
C. *Independent Academic Effort or Creative Activity* - Independent Academic Effort or Creative Activity is defined as the inquiry, investigation, research, or creative activity that is carried out by faculty, staff and Students of the Institution working on their own, that advances knowledge or the development of the arts, sciences, humanities, or technology where the specific direction, methodology, and content of the pursuit is determined by the faculty, staff member(s), or Student(s) without the direct assignment, supervision, or involvement of the Institution.
D. *Institutional Employee* - An Institutional Employee is a full-time or part-time faculty member, visiting faculty, adjunct faculty, artist, scholar, or fellow (as defined in the Faculty Handbook), or a full-time or part-time staff member (as defined in the Staff Handbook), or Student, who is employed by the Institution or who is working under an Institution contract, either expressed or implied.
E. *Intellectual Property* - Means: (i) trademarks, service marks, brand names, trade dress, assumed names, trade names, slogans, URLs, domain names, logos and other indications of source, sponsorship or affiliation, together with all associated goodwill (whether the foregoing are registered, unregistered or the subject of a pending application for registration); (ii) inventions, developments, improvements, discoveries, know how, concepts and ideas, whether patentable or not, in any jurisdiction; (iii) patents,

patent applications and patent disclosures; (iv) trade secrets and proprietary or confidential information; (v) writings and other works of authorship, whether subject to copyright protection or not, in any jurisdiction, including but not limited to literary works (such as books, scholarly articles, journal articles and other articles, theses, research, course syllabi, curricula, exams, instructional and evaluation materials for classes, courses, labs or seminars, study guides, student rosters and attendance forms, grade reports, assessment of student work and projects, course or program proposals, software, data and databases, lecture and presentation materials); musical works (including any accompanying words); dramatic works (including any accompanying music); pantomimes and choreographic works; pictorial, graphic, and sculpture works (including graphic designs; illustrations, photographs, paintings, sculptures and other works of art); motion pictures and other audiovisual works (including films, audio and video recordings and multimedia projects); sound recordings; architectural works; and compilations; and (vi) copyrights, copyright registrations and applications for registration of copyrights in any jurisdiction.

F. *Patent* - A United States patent is a grant which gives the owner of the patent the right to exclude all others from making, using, or selling the claimed invention in the United States for a set period of time. Similar rights are granted in other countries, but the discussion of Patents in this Policy will focus specifically on United States patent rights.

G. *Sponsored Work* - Sponsored Work is a Work (as defined in paragraph K) that is produced or created under an agreement between the Institution and a sponsor which provides the Institution with ownership and/or usage rights to the Work and Intellectual Property produced under the agreement. Sponsored works do not include works created through independent academic effort or creative activity, even when based on the findings of the sponsored project, so long as an agreement does not state otherwise.

H. *Student* - A Student is a regularly registered, full- or part-time, undergraduate or graduate at the Institution, including students attending the Institution as "special status students": e.g., as participants in Professional Institute for Educators (PIE), Continuing Education (CE), the Pre-College or Saturday programs, or in exchange programs or through special grants or fellowships.

I. *Substantial Institutional Resources* - Any substantial use of Institution equipment, facilities, time, personnel, or funds, and use of Institution resources that are not "commonly provided", is considered a use of "Substantial Institutional Resources." This use does not include resources commonly provided to Institution faculty and staff, such as offices, library facilities, basic artistic facilities, and everyday telephone, computer, and computer network support. However, substantial time spent in the use of these latter resources may constitute the use of "Substantial Institutional Resources." Resources not considered "commonly provided" include specially procured equipment or space, additional staffing or personnel, utilization beyond normal work hours of Institution personnel, and monetary expenditures that require a budget. Faculty may use the basic artistic facilities unless use infringes on student use of those facilities for coursework.

J. *Trademark and Service Mark* - A trademark or service mark is any word, phrase, name, symbol, logo, slogan, device, or any combination thereof that is used in trade to identify and distinguish one party's goods or services from those of others.

K. *Work* - The term "Work" as used in this Policy shall be defined to include all of the items identified in Sections (i), (ii), (iv) and (v) of the definition of Intellectual Property in paragraph E.

L. *Work Made for Hire* - A "Work Made for Hire" is defined as a Work (as defined in paragraph K) prepared by an employee within the scope of his or her employment.

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

Examples of works made for hire include software programs created within the scope of an employee's duties by a staff programmer, a newspaper article written by a staff journalist for the newspaper that

employs him/her, and a musical arrangement or ditty written for a music company by a salaried arranger on its staff.

III. Policy Provisions

A. *Faculty, Staff and Student Works*

1. General Rule.

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

2. Exceptions to the General Rule.

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

(a) The Intellectual Property is developed as a Sponsored Work.

(b) The Intellectual Property is developed as a Commissioned Work.

(c) The Intellectual Property is developed using Substantial Institutional Resources.

(d) The Intellectual Property is developed by the creator within the scope of his or her employment with The Art Institute of Pittsburgh and constitutes a Work Made for Hire.

(e) The Intellectual Property is developed by a creator who is assigned, directed or funded by The Art Institute of Pittsburgh to create the Intellectual Property.

(f) The Intellectual Property is developed under a grant, program or agreement which provides The Art Institute of Pittsburgh with ownership rights, in whole or in part, to the Intellectual Property.

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

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

3. Ownership Rights in Specific Types of Works.

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

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

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

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

(d) Where Intellectual Property is to be developed using Substantial Institutional Resources, authorized representatives of The Art Institute of Pittsburgh will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to The Art Institute of Pittsburgh.

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

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

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

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

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

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

B. *Independent Contractor Works.*

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

IV. Institution's Usage Rights

To the extent that faculty, staff or Institutional Employees retain ownership of Work and Intellectual Property according to this Policy, The Art Institute of Pittsburgh shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such Work and Intellectual Property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such Work and Intellectual Property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of The Art Institute of Pittsburgh. Where practicable, The Art Institute of Pittsburgh will use best efforts to cite the creator of the Work if The Art Institute of Pittsburgh exercises such usage rights.

V. Institution's Marks

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

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

what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise The Art Institute of Pittsburgh's Marks.

VI.   Substantial Use of Institution Resources

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

VII.   Review Scheme

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

VIII.   Reservation of Rights

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

IX.   Effective Date

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

X.   Governing Law

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

Campus Security Policy

The College publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Services office during regular business hours. Copies of the Crime Report are available on the College website at
https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-pittsburgh.pdf.

The College reports to the campus community concerning the occurrence of any crime includable in the annual security report is reported to campus security or local police and that is considered to be a threat to students or employees.

The College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

Firearms Policy

Firearms, including concealed weapons, are not permitted on The Art Institute of Pittsburgh's premises and/or at The Art Institute of Pittsburgh events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to The Art Institute of Pittsburgh or to The Art Institute of Pittsburgh vendors and contractors (where approved by The Art Institute of Pittsburgh) may carry weapons.**

Firearms are not permitted in any vehicle while the vehicle is parked on The Art Institute of Pittsburgh's property, whether said property is owned or leased by The Art Institute of Pittsburgh or provided to The Art Institute of Pittsburgh for its use, except where otherwise required by law.

Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, the President or a member of management or a member of school staff.

Violation of this policy is considered a serious offense that endangers the safety of anyone on The Art Institute of Pittsburgh's premises. Any person violating this policy may be required to leave The Art Institute of Pittsburgh's premises. Students violating this policy are subject to suspension or dismissal from school.

TUITION AND FEES
The Art Institute of Pittsburgh:

Program of Study	Credit Hours	Program Length (Qtrs)	Instructional Weeks	Tuition per Credit Hour	Lab Fee[1]	Digital Textbook[2]	Starting Kit Fee[3]	Approx. Tuition & Fees / Program[4]
Associate of Science (AS)								
Baking & Pastry	92	6	66	$487	$1,950	$1,050	$690	$48,494
Culinary Arts	92	6	66	$487	$1,950	$1,150	$690	$48,594
Digital Filmmaking & Video Production	92	6	66	$487	$0	$1,400	$398	$46,602
Digital Photography	92	6	66	$487	$0	$1,400	$188	$46,392
Graphic Design	92	6	66	$487	$0	$1,400	$449	$46,653
Web Design & Interactive Media	91	6	66	$487	$0	$1,350	$449	$46,116
Bachelor of Science (BS)								
Culinary Management	180	12	132	$487	$1,950	$2,500	$690	$92,800
Digital Filmmaking & Video Production	180	12	132	$487	$0	$2,750	$398	$90,808
Digital Photography	180	12	132	$487	$0	$2,750	$188	$90,598
Fashion Design	180	12	132	$487	$0	$2,750	$614	$91,024
Fashion Marketing & Management	180	12	132	$487	$0	$2,750	$449	$90,859
Game Art & Design	180	12	132	$487	$0	$2,750	$449	$90,859
Graphic Design	180	12	132	$487	$0	$2,750	$449	$90,859
Hotel & Restaurant Management	180	12	132	$487	$1,040	$2,600	$690	$91,990
Interior Design	180	12	132	$487	$0	$2,750	$943	$91,053
Media Arts & Animation	180	12	132	$487	$0	$2,750	$449	$90,859
Visual Effects & Motion Graphics	180	12	132	$487	$0	$2,700	$398	$90,758
Web Design & Interactive Media	180	12	132	$487	$0	$2,700	$449	$90,809
Certificate (C)								
Event Management	39	5	55	$487	$0	$650	$0	$19,643
Food & Beverage Operations	39	5	55	$487	$0	$650	$0	$19,643
Diploma (D)								
Digital Design	36	3	33	$487	$0	$700	$449	$18,681
Residential Planning	36	4	44	$487	$0	$700	$643	$18,875
Web Design	45	4	44	$487	$0	$700	$449	$23,064

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

Please visit our [Student Consumer Information](#) page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

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

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

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

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

Optional Transportation Fee
The Art Institute of Pittsburgh has partnered with the Allegheny County Port Authority to provide bus passes to students who reside in student housing. For students electing to purchase a bus pass there is a quarterly fee of $291.

The Art Institute of Pittsburgh-Online Division:

Program of Study	Credit Hours	Program Length (Qtrs)	Instructional Weeks	Tuition per Credit Hour	Technology Fee / Program[1]	Estimated Digital Textbook [2]	Approx. Tuition & Fees / Program [3]
Associate of Applied Science (AAS)							
Digital Photography *	92	8	88	$470	$2,800	$1,512	$47,552
Graphic Design *	95	8	88	$470	$2,900	$1,566	$49,116
Kitchen & Bath Design *	95	8	88	$470	$2,900	$1,566	$49,116
Web Design & Interactive Media *	91	8	88	$470	$2,800	$1,512	$47,082
Associate of Science (AS)							
Digital Photography	92	8	88	$470	$2,800	$1,512	$47,552
Graphic Design4	91	8	88	$470	$2,800	$1,512	$47,082
Graphic Design6	92	8	88	$470	$2,800	$1,512	$47,552
Kitchen & Bath Design **	91	8	88	$470	$2,800	$1,512	$47,082
Web Design & Interactive Media5	91	8	88	$470	$2,800	$1,512	$47,082
Bachelor of Science (BS)							
Advertising	180	15	165	$470	$5,500	$2,970	$93,070
Culinary Management **, ***	180	15	165	$470	$5,000	$2,700	$92,300
Digital Photography	180	15	165	$470	$5,500	$2,970	$93,070

Program of Study	Credit Hours	Program Length (Qtrs)	Instructional Weeks	Tuition per Credit Hour	Technology Fee / Program[1]	Estimated Digital Textbook [2]	Approx. Tuition & Fees / Program [3]
Fashion Marketing & Management	180	15	165	$470	$5,500	$2,970	$93,070
Game Art & Design	180	15	165	$470	$5,500	$2,970	$93,070
Graphic Design	180	15	165	$470	$5,500	$2,970	$93,070
Hotel & Restaurant Management	180	15	165	$470	$5,500	$2,970	$93,070
Interior Design **	180	15	165	$470	$5,500	$2,970	$93,070
Media Arts & Animation	180	15	165	$470	$5,500	$2,970	$93,070
Web Design & Interactive Media	180	15	165	$470	$5,500	$2,970	$93,070
Certificate (C)							
2D Animation	42	5	55	$470	$1,400	$756	$21,896
3D Animation	39	5	55	$470	$1,300	$702	$20,332
3D Modeling for Games	39	5	55	$470	$1,300	$702	$20,332
Animation Production*	36	4	44	$470	$1,200	$648	$18,768
Character Animation for Games	49	6	66	$470	$1,600	$864	$25,494
Digital Workflow	39	5	55	$470	$1,300	$702	$20,332
Event Management	39	5	55	$470	$1,300	$702	$20,332
Food & Beverage Operations	39	5	55	$470	$1,300	$702	$20,332
Internet Marketing	45	5	55	$470	$1,500	$810	$23,460
Portrait Photography	42	5	55	$470	$1,400	$756	$21,896
Studio Photography	42	5	55	$470	$1,400	$756	$21,896
Diploma (D)							
Digital Design	36	4	44	$470	$1,200	$648	$18,768
Residential Planning	36	4	44	$470	$1,200	$648	$18,768
Web Design	45	5	55	$470	$1,500	$810	$23,460

Not all programs are available to residents of some states. To find out if your program is available in your state, please contact an admissions representative prior to enrollment.

Due to certain state requirements the program curriculum may vary. Please contact an admissions representative prior to enrollment for program details.

Current tuition rates at time of application shown above. Tuition is charged at $470 per credit (with an average of 12 credits per quarter for bachelor's and associate's degree programs; 9 credits per quarter for diploma and certificate programs). There is a $100 technology fee for each course taken through the online program.

Please visit our Student Consumer Information page to find the average time to completion for continuously enrolled students for each credential level offered. This data is available at the average credit load, full-time or at full load. Changing programs, beginning programs at the mid-term start date, taking remedial courses, taking time off from coursework, registering for fewer hours or unsuccessful attempts at course completion will increase the total length of the program and overall cost of education from what is disclosed. Transfer credits awarded toward your program will likely decrease the overall length and cost of education.

* Program is offered to residents of Minnesota only.

** Program is not available to residents of Kentucky, Maryland, Massachusetts, New Hampshire, North Carolina, and New Mexico, Pennsylvania and Wisconsin.

*** No longer accepting new enrollments.

[1]The Technology Fee helps to fund technology enhancements to the infrastructure, resources and services, to improve the student online experience in each course, as well as curriculum development updates and related technology

improvements for each course. As the online Division of The Art Institute of Pittsburgh, it is essential that we acquire the equipment and software needed to support instruction relevant to the dynamically changing needs of the professions our programs prepare students to enter.

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

[3]Based on the current credit hour rate. Total cost will increase with each per credit hour tuition increase.

[4]Program is not available to Pennsylvania and Wisconsin residents

[5]Program is not available to Pennsylvania and Wisconsin residents

[6]Program is offered to residents of Pennsylvania only

Additional Costs - Hardware, Software, and Equipment

The following chart contains estimated hardware, software and equipment costs according to each program curriculum. Some of these items are made available for purchase through the school bookstore, but students may also purchase these items through other sources. Prices of hardware and equipment vary based on manufacturer. Many courses require additional tools and supplies such as brushes, paints, pencils, paper and textbooks to successfully complete the coursework. All technology and material requirements are listed in detail on the individual program page, accessible via: https://www.aionline.edu/degrees/.

Programs:	2D Animation C	3D Animation C	3D Modeling for Games C	Advertising BS	Culinary Management BS	Character Animation for Games C	Digital Design DP
Software Costs:	$692	$692	$692	$876	$199	$692	$478
Hardware Costs:	$1,000	$1,000	$1,000	$1,000	$500	$1,000	$1,000
Equipment Costs:	$445	$445	$445	$370	$370	$445	$370

Programs:	Digital Photography AS	Digital Photography BS	Digital Workflow C	Event Management C	Fashion Marketing Management BS	Food & Beverage Operations C	Game Art & Design BS	Graphic Design AS
Software Costs:	$478	$876	$478	$199	$876	$199	$1,092	$478
Hardware Costs:	$1,000	$1,000	$1,000	$500	$1,000	$500	$1,000	$1,000
Equipment Costs:	$3,500	$3,500	$3,500	$370	$370	$370	$445	$370

Programs:	Graphic Design BS	Hotel Restaurant Management BS	Interior Design BS	Internet Marketing C	Kitchen and Bath Design AS	Media Arts & Animation BS	Portrait Photography C
Software Costs:	$876	$199	$876	$478	$603	$1,092	$478
Hardware Costs:	$1,000	$500	$1,000	$1,000	$1,000	$1,000	$1,000
Equipment Costs:	$370	$370	$285	$370	$285	$445	$3,500

Programs:	Residential Planning DP	Studio Photography C	Web Design and Interactive Media AS	Web Design and Interactive Media BS	Web Design DP
Software Costs:	$478	$478	$478	$876	$478
Hardware Costs:	$1,000	$1,000	$1,000	$1,000	$1,000
Equipment Costs:	$285	$3,500	$370	$370	$370

INFORMATION FOR CALIFORNIA STUDENTS

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 Fund 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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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.