ACADEMY of ART UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

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

CATALOG ADDENDUM 1

2025-2026 SP25 SU25 FA25 SP26 SU26 FA26

STUDENT AND ACADEMIC POLICIES

+ PROGRAM LEARNING OUTCOMES

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CATALOG
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COURSE FEES & PREREQUISITES

Information about Academy of Art University is published in the catalog, the catalog consists of three documents, titled, "Course Catalog, Catalog Addendum 1: Academic and Student Policies, and Catalog Addendum 2: Board of Directors, Administrators and Faculty." These documents contain a description of policies, procedures, and other information about the university. Academy of Art University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in revised catalog publications (Catalog, Student and Academic Policies and Catalog Supplement), or other written format with an effective date. Students are expected to read and be familiar with the information contained in in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Academy of Art University, the Student agrees to abide by the terms stated in the catalog and all university policies.

MISSION AND INSTITUTIONAL LEARNING OUTCOMES

MISSION STATEMENT

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

To achieve its mission, Academy of Art University:

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

ACADEMY OF ART UNIVERSITY INSTITUTIONAL LEARNING OUTCOMES

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

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

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

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ACCREDITATION AND STATE AUTHORIZATION

INSTITUTIONAL ACCREDITATION

WSCUC Accreditation
Academy of Art University is institutionally accredited by the WASC Senior College and University Commission (WSCUC), currently on warning, one of the seven associations that accredit public and private colleges and schools in the United States. WSCUC is located at 1080 Marina Village Parkway, Suite 500 Alameda, CA 94501. Tel. 510.748.9001.

WSCUC Accreditation for Online Programs
Both onsite and online degree programs at Academy of Art University are accredited by WASC Senior College and University Commission (WSCUC), currently on warning. The following degree programs are not currently offered online: AA, BFA, MA and MFA in Acting; AAS in Automotive Restoration; BFA and MFA in Textile Design; and MA in Writing & Directing for Film.

SPECIALIZED ACCREDITATIONS

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

NOTE: The online Credential and Master of Arts in Teaching (MAT) programs require fieldwork and student teaching in a California public school.

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

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

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

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

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

Next accreditation visit: anticipated 2030

- B.Arch (150 undergraduate credits)

Next accreditation visit: 2027

STATE AUTHORIZATION FOR DISTANCE EDUCATION

Online education providers are required to seek authorization by many U.S. states and territories to enroll their residents and those physically located in their jurisdictions. Academy of Art University restricts enrollment for applicants in and from areas where online programs are not approved. Current and prospective students are encouraged to consult the university's State Authorization for Distance Education Status Table to determine whether the Academy is authorized to offer their degree programs in the state where they will be located while taking online courses.

Students who change their residency or location are responsible for updating their home address with the university and determining whether the Academy's programs are approved by the state to which they move to avoid delays in their course of study. Relocating to a state or territory that has not authorized the university to offer online programs may cause students to lose their federal financial aid or become ineligible for professional licensure or certification.

Alaska State Exemption
Academy of Art University's programs are exempt from authorization under Alaska Statute (AS) 14.48 and Chapter 48. Regulation of Postsecondary Educational Institutions because the program is online or distance delivered and the institution does not have a physical presence in the State of Alaska.

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

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

Maryland State Approval
Academy of Art University is registered with the Maryland Higher Education Commission located at 217 East Redwood Street, Suite 2100, Baltimore, MD 21202.

Minnesota State Approval
Stephens Institute dba/Academy of Art University is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

NON-DISCRIMINATION STATEMENT

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

NOTICES

Academy of Art University is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

Academy of Art University has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site, www.bppe.ca.gov.

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

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ADMISSIONS

UNDERGRADUATE ADMISSIONS STATEMENT

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

UNDERGRADUATE ADMISSIONS REQUIREMENTS

Academy of Art University requires undergraduate applicants to have a high school diploma from an accredited or state-approved high school, or its equivalent.

PROOF OF SECONDARY SCHOOL COMPLETION

The University accepts the following documentation as evidence of secondary school completion or its equivalent:

- Official or unofficial high school transcript indicating graduation, or GED documentation
- Official or unofficial transcript demonstrating a conferred Associate or Bachelor's degree from an institution accredited by an accrediting agency recognized by the U.S. Department of Education
- Signed Home School Program Certification Form with supporting transcripts
- California High School Proficiency Exam (CHSPE) completion letter
- Copy of a complete high school diploma for first-degree undergraduate and personal enrichment students (Academy of Art University cannot certify Cal Grant GPA from this document)

The University reserves the right to request official documentation or additional verification of academic credentials at any time. Official transcripts may be required prior to enrollment, registration, or the disbursement of federal financial aid.

Admission may be rescinded and/or financial aid eligibility canceled if required documentation is not provided or cannot be verified.

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

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

Applicants to undergraduate degree programs must possess a high school diploma or recognized equivalent, or otherwise meet the university's published criteria for a qualified candidate for admission. The university does not require or administer an ability-to-benefit examination for admission.

GRADUATE ADMISSIONS REQUIREMENTS

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

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

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

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

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

Résumé: An itemized list of educational and professional experience.

College Transcripts:

- Official or unofficial sealed transcripts may be sent directly from the college(s) attended or may be submitted by the applicant by mail. NOTE: Architecture and Art History students must submit official college transcripts.
- Transcripts from applicant may be emailed to transcripts@academyart.edu.
- Transcripts must show completion of at least a Bachelor's Degree or equivalent. You must submit official or unofficial transcripts from the institution from which you graduated.
- Academy of Art University accepts electronic submission of official transcripts. Students sending an official electronic transcript should have it directed to the following email address transcripts@academyart.edu.
- Academy of Art University is also a member of the National Student Clearinghouse Electronic Transcript Exchange Registry and can accept transcripts directly from other member organizations.
- **International Transcripts**: Transcripts issued by schools outside the United States in original language must be translated by a professional translation company accredited by the American Translators Association (ATA), and/or evaluated by an educational credential evaluation service accredited by the National Association of Credential Evaluation Services (NACES). These agencies charge a fee and are not affiliated with Academy of Art University. For approved companies, or more information, please contact the Office of the Registrar.

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

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

Please note that The Academy may reject any applicant whose records indicate inadequate preparation and/or interest for its programs. An applicant who has been denied admission will not be allowed to register for classes.

ENGLISH AS A SECOND LANGUAGE GRADUATE APPLICANTS

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

TRANSCRIPT SUBMISSION

Submission Address
Send transcripts to:

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

Transcripts and copies of high school diplomas with graduation date may be mailed, hand delivered or electronically transmitted, to Academy of Art University by the student or issuing institution.
Academy of Art also accepts electronic submission of transcripts and high school diplomas. Students sending an electronic transcript or high school diploma should have it directed to the following email address: transcripts@academyart.edu.

Academy of Art University is also a member of the National Student Clearinghouse Electronic Transcript Exchange Registry and can accept transcripts directly from other member organizations.

International Transcripts

- Academy of Art University, upon review of international transcripts and diplomas, will determine U.S. equivalency through standards published by WES www.wes.org, NAFSA www.NAFSA.org, or UNESCO www.ibe.unesco.org. Upon evaluation, if U.S. equivalency cannot be determined, applicants and students may be referred to outside evaluation agencies below.
- Transcripts issued by schools outside the United States in original language must be translated by agencies Babble-on or KERN, and/or evaluated by a certified educational credential evaluation service such as www.eres.com or www.wes.org (these agencies charge a fee and are not affiliated with Academy of Art University).

STATE AID

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

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

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

TRANSFER POLICIES

Transfer Policy Statement
Academy of Art University recognizes relevant external learning that may be acceptable for credit toward an Academy of Art University degree or certificate program, including academic credit earned at other accredited institutions, credit based on nationally recognized examination programs, and credit based on prior learning.

- Academy of Art University will accept unofficial transcripts to evaluate transfer credit eligibility.
- Transfer evaluations are based on the current transfer policies during the student's semester of admission and will be binding for the student's entire matriculation at Academy of Art University. Subsequent evaluations are not permitted unless the student changes his or her degree program (e.g. from an Associate of Arts degree to a Bachelor of Fine Arts degree).
- Coursework from accredited post-secondary institutions will be considered for transfer if it is determined to carry equivalent credit, prerequisites, content, and level of instruction. Remedial or pre-college courses are not eligible for transfer.
- Coursework presented for transfer must be successfully completed with a letter grade of "C" or above or a grade of "pass" in a pass/fail course. NOTE: Grades of transferred courses are not factored into the G.P.A. The Grade Point Average (G.P.A.) is calculated using only units attempted at Academy of Art University.
- Units completed at another institution after the student has started a degree program or any degree eligible classes at Academy of Art University will not be considered for transfer unless the student is active-duty military.
- The deadline for submission of all official and unofficial transcripts is prior to the end of the student's first degree seeking semester. Courses may only be transferred from transcripts received by the deadline, unless the student is active-duty military, a veteran, or utilizing the U.S. Department of Veterans Affairs education benefits.

TRANSCRIPT SUBMISSION DEADLINE

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

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

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

Transfer evaluation transcripts must be submitted by the end of the student's first semester. Transfer evaluations are conducted during the student's first semester and are considered final. Transfer credit will not be awarded after the end of the student's first semester. Any appeals must be presented to Office of the Registrar Transfer Office by the end of the first semester.

PLACEMENT & PORTFOLIO REVIEWS

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

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

UNDERGRADUATE RESIDENCY REQUIREMENTS

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

Undergraduate Degrees

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

Block Transfer
Students who have completed an accredited Associate Degree for Transfer (ADT) or equivalent/greater than two-year degree and are seeking a bachelor's degree may have up to 50% of the required units transferred based on a department's block transfer pathway.

Block transfers vary by department ranging from 24 to 48 units. Additional units may transfer for coursework that is successfully completed with a minimum letter grade of "C" or above, and with a portfolio review confirming matching course content for a major course, or a transcript review that confirms matching course content of Liberal Arts courses. The maximum transferable units is 50% of the degree requirements.

Example:

	Transfer Units
Block Transfer	48
Portfolio/Transcript Review	12
Total Transferable Units	60

Note: Credits previously earned by Academy of Art University alumni are not treated as "transfer" credits. Instead, alumni may consult with a representative to review the Sequential Degree and Subsequent Degree policies to determine how their past credits can be applied to satisfy up to 50% of the second degree's requirements.

Note: Transcripts displaying completion of the first degree shall be submitted prior to the start of the first term.

Graduate Degrees
A maximum of 9 transfer units from another graduate program may be transferred towards degree requirements.

RE-ENTRY STUDENTS

Student programs that are incomplete and have not had registration activity in a one year period will be inactivated. Transcripts received in the student's first semester may be re-evaluated based on current graduation requirements. For details, review the Re-Entry polices.

MILITARY CREDITS

Credit is awarded if coursework is relevant to the student's chosen course of study and determined to be comparable to Academy of Art University in terms of course content and level of instruction. Academy of Art University reviews transcripts from the following:

ACE (American Council on Education)
SMART (Sailor/Marine/ACE Registry Transcripts)
(AARTS) Army/ACE Registry Transcript Service

Active Duty Military Transcripts

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

American Council on Education (ACE) Credit

ACE credits from the military are generally accepted based on the ACE Guide to the Evaluation of Educational Experiences in the Armed Services.

The American Council on Education, ACE, maintains military registries with applicable ACE credit recommendations as a resource for colleges and universities. Credit is awarded if coursework is relevant to the student's chosen course of study and determined to be comparable to Academy of Art University in terms of course content and level of instruction.

ACCEPTANCE OF TEST FOR CREDIT

Academy of Art University awards credit for the following tests:

- Advanced Placement (AP) exams with a score of 3 or higher
- British A-level with a grade of C or Higher
- British AS-level with a grade of C or Higher
- College-Level Examination Program (CLEP) Credit score of 50 or higher
- International Baccalaureate (IB) HL exams with a score of 4 or higher

View specific tests for respective course credit.

PLACEMENT BY TEST

Academy of Art University uses scores for Mathematics placement from the following tests:

- Scholastic Aptitude Test (SAT)
- American College Test (ACT)
- Academy of Art University Practical Mathematics Placement Exam

View specific tests for respective course placement.

ADVANCED PLACEMENT (AP) CREDIT

Advanced Placement (AP) is a program in the United States and Canada created by the College Board. AP offers undergraduate university-level curricula and examinations to high school students. Academy of Art University grants course credit to students who obtain qualifying scores on the examinations.

Academy of Art University Residency Requirement

Students seeking a degree must complete a minimum of 50% of required units at Academy of Art University to satisfy the undergraduate residency requirement. The maximum allowable test credit may not exceed 50% of the degree requirements when combined with transfer units, test credit, and credit for prior learning.

Advanced Placement Subject	Minimum Score	3 Units Awarded
African American Studies	3	Liberal Arts Elective
AP Art and Design – Drawing	3	Elective (submit a portfolio for major credit consideration)
AP Art and Design – 2D	3	Art Elective
AP Art and Design – 3D	3	Art Elective
AP Research	3	Liberal Arts Elective
AP Seminar	3	LA 116 Looking at Art and Design
AP Art History	3	LA 120 Art History Through the 15th Century and LA 121 Art History Through the 19th Century
Biology	3	Liberal Arts Elective
Calculus AB or Calculus BC	3	LA 271 College Algebra with Geometry (LA 255 College Math waived)
Chemistry	3	Liberal Arts Elective
Chinese Language and Culture	3	Liberal Arts Elective
Comparative Government and Politics	3	LA 270 US History
Computer Science A	3	LA 206 Programming Fundamentals (LA 255 College Math waived)
Computer Science Principles	3	Liberal Arts Elective
English Language and Composition	3	LA 116 Looking at Art and Design
English Literature and Composition	3	LA 116 Looking at Art and Design Additional 3 units for LA 202 for a score of 4 or higher
Environmental Science	3	Liberal Arts Elective
European History	3	LA 171 Western Civilization
French Language and Culture	3	LA 260 French 1 Additional 3 units for LA 262 French 2 for a score of 4 or higher
German Language and Culture	3	LA 294 German 1 Additional credit for LA 295 German 2 for a score of 4 or higher
Human Geography	3	LA 368 Cultural Anthropology
Italian Language and Culture	3	LA 267 Italian 1 Additional credit for LA 269 Italian 2 for a score of 4 or higher
Japanese Language and Culture	3	Liberal Arts Elective
Latin	3	Liberal Arts Elective
Macroeconomics	3	Liberal Arts Elective
Music Theory	3	MUS 101 Music Theory and Basic Notation
Physics I	3	LA 124 Light, Sound, and Motion
Physics II	3	LA 296 Applied Physics
Physics C: Electricity and Magnetism	3	LA 296 Applied Physics
Physics C: Mechanics	3	LA 296 Applied Physics
Precalculus	3	LA 255 waived if credit applied towards LA 271
Psychology	3	Liberal Arts Elective
Spanish Language	3	LA 268 Spanish 1 Additional credit for LA 273 Spanish 2 for a score of 4 or higher
Spanish Literature	3	LA 268 Spanish 1 Additional credit for LA 273 Spanish 2 for a score of 4 or higher
Statistics	3	LA 271 College Algebra (LA 255 College Math waived)
U.S. Government and Politics	3	LA 270 U.S. History
U.S. History	3	LA 270 U.S. History
World History	3	LA 171 Western Civilization

BRITISH A-LEVEL CREDIT

A Levels, short for Advanced Level qualifications, are subject-based academic courses within the UK education system. Each A Level focuses on one subject in depth, allowing students to specialize early, build strong subject knowledge, and show academic readiness for higher education.

Academy of Art University Residency Requirement

Students seeking a degree must complete a minimum of 50% of required units at Academy of Art University to satisfy the undergraduate residency requirement. The maximum allowable test credit may not exceed 50% of the degree requirements when combined with transfer units, test credit, and credit for prior learning.

A-Level Subject	Minimum Grade	6 Units Awarded
Accounting	C	Liberal Arts Elective
Art and Design (Possible concentrations: Fine Art, Graphic Communication/Graphic Design, Photography, Textile Design, Three-Dimensional Design, Critical and Contextual Studies)	C	Elective (submit a portfolio for major credit consideration)
Business Studies	C	Liberal Arts Elective
Computing	C	Liberal Arts Elective
Design & Technology (Product Design focus area)	C	Elective (submit a portfolio for major credit consideration)
Design & Technology (Practical Technology focus area)	C	Elective (submit a portfolio for major credit consideration)
Design & Technology (Graphic Products focus area)	C	Elective (submit a portfolio for major credit consideration)
Design and Textiles	C	Elective (submit a portfolio for major credit consideration)
English		
English Language	C	LA 116 Looking at Art and Design and LA 202 English Composition: Creative Persuasion and Argument
Literature in English	C	LA 116 Looking at Art and Design and LA 202 English Composition: Creative Persuasion and Argument
Humanities and Social Sciences		
Divinity	C	Liberal Arts Elective
Economics	C	Liberal Arts Elective
Geography	C	Liberal Arts Elective
History	C	Liberal Arts Elective
Islamic Studies	C	Liberal Arts Elective
Law	C	Liberal Arts Elective
Psychology	C	LA 365 General Psychology, Liberal Arts Elective
Sociology	C	Liberal Arts Elective
Languages		
Arabic	C	Liberal Arts Elective
Chinese	C	Liberal Arts Elective
French	C	LA 260 French 1, LA 262 French 2
German	C	LA 294 German 1, LA 295 German 2
Hindi	C	Liberal Arts Elective
Marathi	C	Liberal Arts Elective
Portuguese	C	Liberal Arts Elective
Spanish	C	LA 268 Spanish 1, LA 273 Spanish 2
Tamil	C	Liberal Arts Elective
Telugu	C	Liberal Arts Elective
Urdu	C	Liberal Arts Elective
Mathematics		
Mathematics	C	LA 255 College Math, LA 271 College Algebra with Geometry
Mathematics (Further)	C	LA 255 College Math, LA 271 College Algebra with Geometry
Media Studies		
Media Studies	C	Elective (submit a portfolio for major credit consideration)
Music		
Music	C	Elective (submit a portfolio for major credit consideration)
Sciences		
Biology	C	Liberal Arts Elective
Chemistry	C	Liberal Arts Elective
Physics	C	LA 124 Light, Sound, and Motion, LA 296 Applied Physics

BRITISH AS-LEVEL CREDIT

The British AS-level (Advanced Subsidiary level) is a subject-based academic qualification and typically represents the first half of a full A-level course, allowing students to explore a subject in depth without committing to the full two-year program.

Academy of Art University Residency Requirement

Students seeking a degree must complete a minimum of 50% of required units at Academy of Art University to satisfy the undergraduate residency requirement. The maximum allowable test credit may not exceed 50% of the degree requirements when combined with transfer units, test credit, and credit for prior learning.

AS-Level Subject	Minimum Grade	3 Units Awarded
Accounting	C	Liberal Arts Elective
Art and Design Possible concentrations: Fine Art, Graphic Communication/Graphic Design, Photography, Textile Design, Three-Dimensional Design, Critical and Contextual Studies	C	Art Elective (submit a portfolio for major credit consideration)
Business Studies	C	LA 291 Designing Careers: Employment Communications & Planning
Computing	C	LA 206 Programming Fundamentals
Design and Technology (Product Design)	C	Elective (submit a portfolio for major credit consideration)
Design and Technology (Practical Technology)	C	Elective (submit a portfolio for major credit consideration)
Design and Technology (Graphic Products)	C	Elective (submit a portfolio for major credit consideration)
Design and Textiles	C	Elective (submit a portfolio for major credit consideration)
English		
English Language	C	LA 116 Looking at Art and Design
Literature in English	C	LA 116 Looking at Art and Design
Humanities and Social Sciences		
Divinity	C	Liberal Arts Elective
Economics	C	Liberal Arts Elective
Geography	C	Liberal Arts Elective
History	C	Liberal Arts Elective
Islamic Studies	C	Liberal Arts Elective
Law	C	Liberal Arts Elective
Psychology	C	LA 365 Introduction to Psychology
Sociology	C	Liberal Arts Elective
Languages		
Arabic	C	Liberal Arts Elective
Chinese	C	Liberal Arts Elective
French	C	LA 260 French 1
German	C	LA 294 German 1
Hindi	C	Liberal Arts Elective
Marathi	C	Liberal Arts Elective
Portuguese	C	Liberal Arts Elective
Spanish	C	LA 268 Spanish 1
Tamil	C	Liberal Arts Elective
Telugu	C	Liberal Arts Elective
Urdu	C	Liberal Arts Elective
Mathematics		
Mathematics	C	LA 255 College Math
Mathematics (Further)	C	LA 255 College Math or LA Elective
Media Studies		
Media Studies	C	Liberal Arts Elective
Music		
Music	C	Elective (submit a portfolio for major credit consideration)
Science		
Biology	C	Liberal Arts Elective
Chemistry	C	Liberal Arts Elective
Physics	C	LA 124 Light, Sound, and Motion

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP) CREDIT

The College-Level Examination Program is administered through the College Board to provide documentation of college-level achievement.

Academy of Art University Residency Requirement

Students seeking a degree must complete a minimum of 50% of required units at Academy of Art University to satisfy the undergraduate residency requirement. The maximum allowable test credit may not exceed 50% of the degree requirements when combined with transfer units, test credit, and credit for prior learning.

Course Subject	Minimum Grade	3 Units Awarded
Composition and Literature		
American Literature	50	Liberal Arts Elective
Analyzing and Interpreting Literature	50	Liberal Arts Elective
College Composition Modular	50	LA 116 Looking at Art and Design
College Composition	50	LA 116 Looking at Art and Design
English Literature	50	Liberal Arts Elective
Humanities	50	Liberal Arts Elective
Foreign Languages		
French Language I	50	LA 260 French I
French Language II	59	LA 262 French 2 (LA 260 French 1 waived)
German Language Level I	50	LA 294 German 1
German Language Level II	60	LA 295 German 2
Spanish Language Level I	50	LA 268 Spanish I
Spanish Language Level II	63	LA 273 Spanish 2 (LA 268 Spanish I waived)
Social Sciences and History		
American Government	50	Liberal Arts Elective
Human Growth and Development	50	Liberal Arts Elective
Introduction to Educational Psychology	50	LA 305 Educational Psychology
Principles of Macroeconomics	50	Liberal Arts Elective
Principles of Microeconomics	50	Liberal Arts Elective
Introductory Psychology	50	LA 365 General Psychology
Introductory Sociology	50	Liberal Arts Elective
Social Sciences and History	50	Liberal Arts Elective
U.S. History I	50	LA 270 U.S. History
U.S. History II	50	LA 270 U.S. History
Western Civilization I: Ancient Near East to 1648	50	LA 171 Western Civilization
Western Civilization II: 1648 to the Present	50	LA 171 Western Civilization
Science and Mathematics		
Biology	50	Liberal Arts Elective
Calculus	50	LA 271 College Algebra with Geometry
Chemistry	50	Liberal Arts Elective
College Algebra	50	LA 271 College Algebra with Geometry
College Mathematics	50	LA 255 College Math
Natural Sciences	50	Liberal Arts Elective
Precalculus	50	LA 271 College Algebra with Geometry
Business		
Information Systems and Computer Applications	50	Liberal Arts Elective
Principles of Management	50	LA 291 Designing Careers: Employment Communication & Planning
Principles of Accounting	50	Liberal Arts Elective
Introductory Business Law	50	LA 347 Business Law
Principles of Marketing	50	LA381 Marketing Essentials

INTERNATIONAL BACCALAUREATES (IB) CREDIT

International Baccalaureate (IB) Higher Level (HL) exams are standardized, rigorous assessments administered by the International Baccalaureate Organization to evaluate a student's mastery of advanced coursework.

Academy of Art University Residency Requirement

Students seeking a degree must complete a minimum of 50% of required units at Academy of Art University to satisfy the undergraduate residency requirement. The maximum allowable test credit may not exceed 50% of the degree requirements when combined with transfer units, test credit, and credit for prior learning.

Course Subject	Minimum Grade	3 Units Awarded
Biology - Standard level	4	Liberal Arts Elective
Biology - Higher level	4	Liberal Arts Elective
Business Management - Standard level	4	LA 291 Designing Careers: Employment Communication & Planning
Business Management - Higher level	4	LA 291 Designing Careers: Employment Communication & Planning
Chemistry - Standard level	4	Liberal Arts Elective
Chemistry - Higher level	4	Liberal Arts Elective
Classical Languages - Standard level	4	Liberal Arts Elective
Classical Languages - Higher level	4	Liberal Arts Elective
Computer Science - Standard level	4	LA 206 Programming Fundamentals
Computer Science - Higher level	4	LA 206 Programming Fundamentals
Dance - Standard level	4	Elective
Dance - Higher level	4	Elective
Design Technology - Standard level	4	Elective
Design Technology - Higher level	4	Elective
Digital Society - Standard level	4	Liberal Arts Elective
Digital Society - Higher level	4	Liberal Arts Elective
Economics - Standard level	4	Liberal Arts Elective
Economics - Higher level	4	Liberal Arts Elective
Environmental Systems and Societies - Standard level	4	Liberal Arts Elective
Film - Standard level	4	Elective
Film - Higher level	4	Elective
Geography - Standard level	4	Liberal Arts Elective
Geography - Higher level	4	Liberal Arts Elective
Global Politics - Standard level	4	LA 171 Western Civilization
Global Politics - Higher level	4	LA 171 Western Civilization
History - Standard level	4	LA 171 Western Civilization
History - Higher level	4	LA 171 Western Civilization
Information Technology in a Global Society - Standard level	4	Liberal Arts Elective
Information Technology in a Global Society - Higher level	4	Liberal Arts Elective
Language A: Language and Literature - Standard level	4	LA 260 French 1 or LA 267 Italian 1 or LA 268 Spanish 1
Language A: Language and Literature - Higher level	4	Liberal Arts Elective
Language A: Language and Literature (English) - Standard level	4	LA 116 Looking at Art and Design
Language A: Language and Literature (English) - Higher level	4	LA 116 Looking at Art and Design
Language A: Literature - Standard level	4	LA 260 French 1 or LA 267 Italian 1 or LA 268 Spanish 1
Language A: Literature - Higher level	4	LA 260 French 1 or LA 267 Italian 1 or LA 268 Spanish 1
Language A: Literature (English) - Standard level	4	LA 116 Looking at Art and Design
Language A: Literature (English) - Higher level	4	LA 116 Looking at Art and Design
Language ab initio - Standard level	4	LA 260 French 1 or LA 267 Italian 1 or LA 268 Spanish 1
Language B - Standard level	4	LA 260 French 1 or LA 267 Italian 1 or LA 268 Spanish 1
Language B - Higher level	4	LA 260 French 1 or LA 267 Italian 1 or LA 268 Spanish 1
Language B (English) - Standard level	4	LA 116 Looking at Art and Design
Language B (English) - Higher level	4	LA 116 Looking at Art and Design
Literature and Performance - Standard level	4	Liberal Arts Elective
Mathematics: Analysis and Approaches - Standard level	4	LA 255 College Math
Mathematics: Analysis and Approaches - Higher level	4	LA 271 College Algebra with Geometry (LA 255 College Math waived)

Mathematics: Applications and Interpretation - Standard level	4	LA 255 College Math
Mathematics: Applications and Interpretation - Higher level	4	LA 271 College Algebra with Geometry (LA 255 College Math waived)
Music - Standard level	4	Elective
Music - Higher level	4	Elective
Philosophy - Standard level	4	LA 303 Introduction to Philosophy
Philosophy - Higher level	4	LA 303 Introduction to Philosophy
Physics - Standard level	4	LA 124 Light, Sound, and Motion
Physics - Higher level	4	LA 296 Applied Physics
Psychology - Standard level	4	LA 365 General Psychology
Psychology - Higher level	4	LA 365 General Psychology, or Liberal Arts Elective
Social and Cultural Anthropology - Standard level	4	LA 368 Cultural Anthropology
Social and Cultural Anthropology - Higher level	4	LA 368 Cultural Anthropology, or Liberal Arts Elective
Theatre - Standard level	4	Elective
Theatre - Higher level	4	Elective
Visual Arts - Standard level	4	Elective
Visual Arts - Higher level	4	Elective
World Religions - Standard level	4	LA 343 Comparative Religion

MEETING UNDERGRADUATE LIBERAL ARTS REQUIREMENTS

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

- Take the Academy of Art University course and earn a passing grade
- Transfer in a comparable course from a previous post-secondary institution (grade of C or higher)
- Credit for a test with an applicable score for the respective subject:
  - Advanced Placement (AP) exams with a score of 3 or higher
  - British A-level with a grade of C or Higher
  - British AS-level with a grade of C or Higher
  - Business and Technology Education Council (BTEC) with Course-by-Course Evaluation
  - College-Level Examination Program (CLEP)* Credit score of 50 or higher
  - International Baccalaureate (IB) HL exams with a score of 4 or higher

  View specific tests for respective course credit on pages 17-22 or on the web.

- Credit for Prior Learning
  - For specific course information, visit https://www.academyart.edu/admissions/credit-for-prior-learning
- Waiver through passing score on ACT or SAT exam
  - Waiver through passing score on Academy of Art University Quantitative Literacy (Math) Placement Exam

NOTE: The Academy of Art University Quantitative Literacy (Math) Placement Exam is available for the Practical Mathematics Requirement for the following majors: Architecture, Game Programming, Landscape Architecture, Fashion Marketing, Fashion Merchandising, and Fashion Product Development.

NOTE: Students who place out of a required course via Exam will have that requirement waived but must make up the with a Liberal Arts Elective course (Consult with Academic Advisor for a replacement course).

All exam scores must be submitted to the Office of the Registrar for review.

***NOTE**: Applicable to students with a Fall 2026 start date or later.

SCHEDULING AN ACADEMY OF ART UNIVERSITY PLACEMENT EXAM

Students majoring in Architecture, game Programming, Landscape Architecture, Fashion Marketing, Fashion Merchandising, and Fashion Product Development may e-mail LiberalArts@academyart.edu for information on how to take the Quantitative Literacy Placement Exam.

ACADEMY OF ART UNIVERSITY TEST PLACEMENT: PRACTICAL MATHEMATICS

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

ArtU **Academy of Art University Placement Exam**

Practical Mathematics Placement Exam

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

AMERICAN COLLEGE TEST (ACT) PLACEMENT

The ACT is a standardized, curriculum-based exam used by U.S. colleges and universities to evaluate an applicant's academic readiness in quantitative literacy.

PLACEMENT: PRACTICAL MATHEMATICS

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

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

Completion of ACT Level I or II

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

ACT Exam

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

SCHOLASTIC APTITUDE TEST (SAT) PLACEMENT

The SAT is a standardized, curriculum-based exam used by U.S. colleges and universities to evaluate an applicant's academic readiness in written communication and quantitative literacy.

PLACEMENT: WRITTEN COMMUNICATION

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

SAT II (Writing Subject Test)

SCORE	PLACEMENT
600 or higher	Place out of LA 116 and into LA 202

SAT I (Written)

SCORE	PLACEMENT
590 or higher	Place out of LA 116 and into LA 202

SAT I (Written) exam before April 1995

SCORE	PLACEMENT
510 or higher	Place out of LA 116 and into LA 202

PLACEMENT: PRACTICAL MATHEMATICS

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

SAT I (Mathematics)

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

SAT II Mathematics Subject Examination (Mathematics Achievement Test)

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

CREDIT FOR PRIOR LEARNING/PRIOR LEARNING ASSESSMENT POLICY

Prior Learning is a term used to describe learning and experience that an individual acquires outside of a traditional academic environment. This learning is different than transferring credit from another college or university and can be acquired through non-credit bearing coursework, work experience, workshop participation, in-service training, or involvement in professional organizations. Credit may be awarded for verifiable learning gained through experience—not for the experience itself.

View Specific Course Charts at: https://www.academyart.edu/admissions/credit-for-prior-learning/

If awarded, credit for prior learning will not be calculated in the student's GPA, will not count toward minimum requirements for letter-graded work, cannot duplicate any previously awarded credit, and cannot be used to satisfy University residency requirements. Awarded credit will be noted as “credit for prior learning” on the student’s University transcript with a grade of “pass.”

Credit earned from prior learning will count against the 25% total units of coursework taken outside of the degree program allowed to apply to the degree requirements.

Undergraduate Credit

Prior Learning may be assessed using the following methods (varies by department):

- Workforce training documentation,
- Challenge exams,
- Portfolio reviews, or
- Industry certification.

Undergraduate students must meet the following standards if they are interested in receiving credit for prior learning: they must be admitted to the University, enrolled in a degree program, and need the credit to satisfy a degree requirement.

Associates degree-seeking students may receive up to 15 units maximum, as determined by the appropriate Department Director. Only six of the 15 units can be applied to courses in the first 30 units of a program. Bachelor's degree-seeking students may receive up to 30 units maximum, as determined by the appropriate Department Director. Only six of the 30 can be applied to courses in the first 30 units of a program; only 15 of the thirty can be applied to courses in the first 60 units of a program. Any remaining units can be applied in the second 60 units of a program.

In addition, the prior learning credit must be deemed college level by the faculty evaluating the assessment and must meet or exceed a passing score determined by minimum assessment scores and/or portfolio rubrics developed by the faculty.

In general, credit for prior learning completed over four (4) years ago may not apply to a student's current degree program unless otherwise approved by the major department. Some departments, such those heavily reliant on updated software or industry standards, may have a shorter timeframe.

Graduate Credit

Master's degree seeking students may receive up to 9 units maximum, as determined by the appropriate Department Director. Only six of the 9 units can be applied to courses in the first 30 units of a program. In addition, the prior learning credit must be deemed graduate level by the Department Director and must meet or exceed a passing score determined by minimum assessment scores and/or portfolio rubrics developed by the faculty.

In general, graduate credit for prior learning completed over four (4) years ago for master's degrees may not apply to a student's current degree program unless otherwise approved by the program Director. Some departments, such those heavily reliant on updated software or industry standards, may have a shorter timeframe.

Credit for Prior Learning Procedure

Students interested in receiving credit for prior learning must first consult with their Admissions Representative or Student Services Advisor for degree applicability. Prior learning materials (proof of verifiable learning) should be submitted via email to the Credit for Prior Learning department after consulting with their Admissions Representative or Student Services Advisor and assessed by faculty in an appropriate department. Prior learning materials should detail the content learned (i.e. hours, subjects, texts, relevant documents, completed work, etc.). Checklists of requirements are available on the Credit for Prior Learning page on the Academy of Art University website. The University Registrar or Director will notify the student of the outcome of the evaluation process.

Students are required to submit official and verifiable supporting documentation for all professional training or prior experience upon applying to CPL. This documentation includes, but is not limited to, proof of completion, portfolios, proof of experience including length of experience, and verification letters. Documentation of professional training submitted for evaluation must match the timeframe in which the professional license or certificate was completed.

ARTICULATION AGREEMENTS

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

ELIGIBILITY FOR LICENSURE (GRADUATE AND UNDERGRADUATE)

Architecture License Information

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

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

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

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

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

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

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

Landscape Architecture License Information

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

- Be at least 18 years of age (or have graduated from high school in order to receive training/experience credit)
- Have six years of qualifying education and training experience in actual practice of landscape architecture (an approved degree or extension certificate will allow applicants to take LARE sections 1 and 2 prior to earning training experience)
- Submit a full set of fingerprints for the purpose of conducting a federal and state criminal history record check
- Pass the Landscape Architect Registration Examination (LARE)
- Pass the California Supplemental Examination (CSE)

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

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

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

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

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

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

Interior Architecture & Design Certification Information

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

Path 1:
- Candidates can take the IDEX® California Exam but, are not yet eligible to be -Certified.
- Candidates must meet one of the following minimum qualifications to sit for the IDEX® California:
  - Minimum of 40 Semester Core Units from accredited design program (60 Quarter Units)

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

Path 2:
- Candidates Qualify to Become Certified Upon Passing the IDEX California®.
- Candidates must meet one of the following minimum qualifications:
  - 80+ Semester Core Units from accredited design program (120+ Quarter Units) plus two years of diversified design experience.
  - 60 - 79 Semester Core Units from accredited design program (90+ Quarter Units) plus three years of diversified design experience.
  - 40 - 59 Semester Core Units from accredited design program (60+ Quarter Units) plus four years of diversified design experience.
  - Minimum eight years of diversified design experience, interior design education, or combination of both that total eight years.

Path 3:
- For Candidates who have previously passed a national design exam, streamlined path to take the IDEX California and become certified upon successfully passing.
- Candidates must provide proof of passing one of the following examinations. ARE CQRID LEED-AP NCBDC NCIDQ NKBA-CKBD RIDQC*
- *Must Also Have 2 Years Diversified Work Experience.

Path 4:
- For Candidates who meet mainly practice commercial design, meet both the education and/or work experience requirements and has successfully passed one of the qualifying National Interior Design Exams, at the time of application, will be eligible to complete the certification process with a commercial designation, upon successful completion of the IDEX California Exam and passing required ICC courses.
- Candidates must provide proof of passing one of the following examinations: ARE, CQRID, NCBDC, NCIDQ, NKBA-CKBD, or RIDQC
- *Must Also Have 2 Years Diversified Work Experience.
- Path 4 candidates must also provide proof of recently passing the following California Based, International Codes Council (ICC) Courses, to qualify:
  - 2018 IBC Essentials with 2019 CA Amendments
  - 2019 CBC Title 24 Regulation (Energy)
  - 2019 CBC Chapter 11B Accessibility in Public Buildings
  - 2019 CBC Means of Egress
  - Building Codes 101 for Interior Designers

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

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

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

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

Art Education Information

Academy of Art University's Art Teaching Credential programs are accredited by the California Commission on Teacher Credentialing (CTC) and prepare students for a California Single Subject Credential in Art. Our Art Teaching Credential and Master of Arts in Teaching (master's degree with California Single Subject Credential in Art) do not meet the educational requirements for other U.S. states and jurisdictions and include observing and teaching art to pupils in person in California public schools.

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

U.S. Department of Education State Contacts
Website: https://www.ed.gov/contact-us/state-contacts.

Requirements for the Preliminary Credential
(updated July 22, 2025)
https://www.ctc.ca.gov/credentials/leaflets/Single-Multiple-Subject-Credentials-(CL-560C)

The preliminary credential is issued for a maximum of five years. If requirements for the clear credential are not completed before the expiration of the preliminary, the holder will be unable to teach in California's public schools with that credential until those requirements are met and the document renewed.

Applicants must satisfy all of the following requirements for the Five-Year Preliminary Teaching Credential:

1. Complete a baccalaureate or higher degree, except in professional education, from a regionally accredited college or university.
2. Verify subject matter competence by one of the following methods:
    1. Achieve a passing score on the appropriate subject-matter examination(s).Information, including passing scores and registration, can be found in Commission leaflet CL-674S entitled Verifying Subject-Matter Competence by Examination for Single Subject Teaching Credentials.
    2. Complete a Commission-approved subject-matter program or its equivalent and obtain verification of completion from the authorized person in the education department of a California college or university with an approved program.
    3. For Specialized Science subjects only, individuals may take and pass the appropriate subject matter examinations or obtain verification of completion of subject-matter course work from the Commission on Teacher Credentialing Requirements and procedures may be found in Coded Correspondence 03-0010.[2]
    4. Successful completion of applicable coursework verified by a Commission-approved program of professional preparation. Coursework must be completed at a regionally-accredited institution and addresses each of the domains of the subject matter requirements adopted by the Commission in the content area of the Single Subject Credential.
    5. Complete a degree major from a regionally-accredited college or university in one of the statutory subjects available for a Single Subject Teaching Credential as listed above. Degree major must be in the subject area being sought.
    6. Successful completion through a combination of coursework and examination options that meet or exceed the domains of the subject matter requirements adopted by the Commission in the content area of the Single Subject Credential. Such mixing of options may only be done by candidates enrolled in a Commission-approved preparation program.
3. Complete a course (two semester units or three quarter units) in the provisions and principles of the U.S. Constitution or pass an examination given by a regionally-accredited college or university.
4. Complete a Commission-approved teacher preparation program, that includes satisfying the following requirements (content listed below must be addressed in the program but does not require specific standalone courses):
    1. Developing English Language Skills, including Reading, by completing comprehensive reading instruction that includes the following: the systematic study of phonemic awareness, phonics, and decoding; literature, language and comprehension; and diagnostic and early intervention techniques.
    2. Instruction in foundational and advanced computer technology that includes general and specialized skills in the use of computers and technology in educational settings.
    3. Instruction in Health Education, including, but not limited to, nutrition; the physiological and sociological effects of alcohol, narcotics, and drug abuse; the use of tobacco; and provide verification of training in cardio pulmonary resuscitation (CPR) that covers infant, child, and adult CPR skills that meets the standards established by the American Heart Association or Red Cross.
    4. Teaching Performance Assessment (TPA)
5. Obtain a formal recommendation for the credential by the program sponsor.

Please contact the California Commission on Teacher Credentialing (CTC) if you have any questions about these requirements:
Email: credentials@ctc.ca.gov
Website: https://www.ctc.ca.gov/

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Academy of Art University is at the complete discretion of the institution to which you may seek transfer. Acceptance of the certificate or degree you earn in the educational program is also at the complete discretion of the institution to which you may seek transfer. If the credits or certificate or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Academy of Art University to determine if your credits or certificate or degree will transfer.

INTERNATIONAL STUDENT ENGLISH PLACEMENT TESTING

Academy of Art University does offer visa and English language services to prospective students from other countries, in the form of English as a Second Language instruction. All instruction occurs in English.

English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation as stated in the admission policy; and
3. An English language placement test.

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

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

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

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

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

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

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

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ACADEMIC CALENDAR

ACADEMIC YEAR

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

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

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

ACADEMIC & EVENTS CALENDAR

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

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

OBSERVED HOLIDAYS

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

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

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

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

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FINANCIAL AID & TUITION

FINANCIAL AID

Student Financial Services is available to:

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

Financial Aid programs, procedures and eligibility requirements change frequently. Students are encouraged to contact the Student Financial Services Office for current requirements, SFS@academyart.edu.

NOTE: The Department of Education prohibits students from receiving Federal Financial Aid at different colleges for the same academic term. For example, if a student receives the full annual Stafford loan limits for the 2017-2018 academic year at another institution, the student cannot receive a Stafford loan for the same time period at Academy of Art University.

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

FINANCIAL AID AWARD LETTERS

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

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

SCHOOL ID NUMBER

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

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

UNDERGRADUATE

How do I apply for Federal financial aid?

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

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

Follow these five simple steps to get started:

STEP 1: Apply for admission to Academy of Art University

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

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

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

STEP 3: Get started on your financial aid plan

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

STEP 4: Accept or Decline Your Financial Aid Rewards

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

STEP 5: Manage Your Financial Aid Award Disbursements

What types of State and Federal Financial Aid are available?

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

- The California Student Aid Commission makes new awards to eligible undergraduate students (based on financial need and GPA) who are California residents, who are enrolled in a minimum of six units, and who meet the application-filing deadline of March 2 (California Grants A and B.) These grants are renewable.
- Please visit the Cal Grant website for more information at www.csac.ca.gov.
- If you attended an out-of-state high school and are now a resident of the state of California and wish to be considered for a Cal Grant award, please complete the Cal Grant GPA Verification Form and submit it to the Office of the Registrar (Registrar@academyart.edu) before the application-filing deadline of March 2.

Cal Grant Disbursement Policy

- The Cal Grant disbursement process begins after the Add/Drop period of the semester and awards continue to disburse as students become eligible. Cal Grants awards are disbursed once all of the following are true.

    1. The student has a valid Institutional Student Information Record (ISIR) for the applicable award year.
    2. The student meets all Cal Grant eligibility criteria, including California residency requirements.
    3. The student is registered for classes in the semester. The amount disbursed is based on the student's enrollment status at the time of disbursement.
       This amount may be recalculated and a Cal Grant refund may be required if the student's schedule changes after disbursement.

- Cal Grant awardees may elect to receive the full disbursement of their "Access" or "Book and Supplies" awards to use towards educational expenses instead of having it applied to any outstanding balances on the student's account. By choosing the first option, Cal Grant awardees are responsible to resolve any account balances with their institution. Cal Grant awardees have the ability to rescind option at any time (up to disbursement). Please contact sfs@academyart.edu for more information.

Cal Grant Residency Policy

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

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

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

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

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

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

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

NOTES:

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

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

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

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

- Awarded to eligible undergraduate students with exceptional financial need.

Federal Work Study: Financial Aid earned while working.

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

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

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

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

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

How does a parent apply for the Direct PLUS Loan?

- A parent must log on to https://studentaid.gov using their own information and FSA ID. Click Request a Direct PLUS Loan and select Parent PLUS. Complete the borrower information, student information and loan information. Lastly, review and submit for credit check.
- What is a Direct Parent PLUS Loan? The loan is money that can be used to pay a dependent student's educational costs including tuition, fees, housing, transportation, supplies, etc.
- Who can apply for the Direct Parent PLUS Loan? A parent or step-parent of a dependent student.
- Why is there a credit check? Direct Loans checks for adverse credit including bankruptcy, repossession, foreclosure, wage garnishment, defaulted loan, etc. Direct Loans is not checking income ratio, credit score, employment status or lack of credit. You will be presented with options if the credit is denied.

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

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

When should I expect an Award Letter?

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

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

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

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

How do I submit my financial aid paperwork?

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

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

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

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

(415) 618-6190
SFS@academyart.edu

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

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

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

If you have any questions regarding alternative loans, please contact the Student Financial Serves Office at sfs@academyart.edu or (415) 618-6190.

GRADUATE

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

Federal aid available to Academy of Art University graduate students:

Federal Work Study: Financial Aid earned while working.

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

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

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

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

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

TUITION RATES

Tuition rates are posted on Academy of Art University website.

Tuition Rates – Domestic Students

Undergraduate
$1,366 per unit

Graduate Tuition & Art Teaching Credential Tuition
$1,551 per unit

Sample calculations

Undergraduate 3 unit course
$1,366 X 3 units = $4,098

Graduate 3 unit course
$1,551 X 3 units = $4,653

Tuition Rates – International Students

Undergraduate
$1,682 per unit

Graduate Tuition & Art Teaching Credential Tuition
$1,857 per unit

Sample calculations

Undergraduate 3 unit course
$1,682 X 3 units = $5,046

Graduate 3 unit course
$1,857 X 3 units = $5,571

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

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

Students must have all tuition and fees resolved by term start date. Resolving tuition would include providing all documentation required for the method of payment which the student will be using.

FEES

Fee Description	Fee Amount	Fee Notes
Application Fee	$50.00	This non-refundable fee is required to process an application.
Architecture Digital Whiteboard Subscription	$10.00-$25.00	
Course Fees	varies by course	Many courses have specific course fees. Please refer to details in Course Fees & Prerequisites chapter. **NOTE:** Fees may be different for on-campus sections and online sections.
Drop Fee	$25.00	A $25.00 fee will be charged for each class dropped once the second week of each semester begins. **NOTE**: No drop fee is charged for courses dropped when there is no refundable tuition. **NOTE**: Dropping one section to add another section is considered an add/drop and the $25.00 drop fee may apply.
Enrollment Fee	Domestic Students: $95.00 International Students: $100.00	Non-refundable after the cancellation period for new students; charged in lieu of $50 registration fee for domestic students their first semester
Health Insurance	varies	Please refer to details in Additional Fees, If Applicable.
Installment Payment Plan Fee	varies by amount borrowed	The installment plan enables students to pay their tuition in four separate payments. Please note an administrative payment plan fee will be assessed based on the amount borrowed. Please work with an Accounts Receivable Coordinator to determine the fee assessment.
International Student Services Fee	$300.00	One-time fee, onsite students only, non-refundable after the cancellation period.
International Student Refundable Enrollment Deposit	$2500.00	One-time refundable enrollment deposit, onsite International students only. The deposit will be applied toward the first semester's tuition. All refunds will be returned within 45 days of our receipt of a formal notice that you will not attend Academy of Art University.
Late Registration Fee	$50.00	This fee is charged at the time of registration after the Term tuition due date.
Late Payment Fee	$50.00	This fee is charged if tuition is not paid by the due date.
Library Fee: Late Return	Minimum Late Fee: $0.25 Maximum Late Fee: $65.00	$0.25 a day per Book $0.25 a day per Picture File Envelope $3.00 a day per Video/DVD $1.00 a day per Sound Recording CD-ROM $1.00 a day per Music CD $1.00 a day per Online Course CD $1.00 a day per Flash Drive/Jump Drive
Meal Plan	varies by plan	Contact Housing for details: 1-415-618-6335 or Housing@academyart.edu Required Meal Plan options for 620 Sutter, 655 Sutter, & 860 Sutter Dorms: ArtU 19 Full - $4,955 per semester ArtU 13 Full - $4,955 per semester Meal Plan options for all other dorms & off-campus students: ArtU 170 Flex - $3,865 per semester ArtU 85 Flex - $1,695.00 per semester ArtU 50 Mini-Flex - $1,050 per semester
Official Transcript Fee	$10.00	The $10 fee covers one official transcript. Additional copies ordered at the same time cost $2.00 each. There is no fee for unofficial transcripts.
On-Campus Housing	varies	Please refer to details in Additional Fees, If Applicable.
Registration Fee	$50.00	This fee is due at the time of registration every semester and is non-refundable after the cancellation period. Once this fee is paid and registration is processed, it cannot be applied to another semester.
Replacement ID Card Fee	$30.00	ID cards are required for entry into all Academy of Art University buildings. Replacement cards may be acquired at the Security Office.
Returned Check Fee	$30.00	A $30.00 fee will be charged to the student's account if a check is returned due to Insufficient Funds.
Remote Lab Access (RLab) Fee	$395.00	Students enrolled in select animation and visual effects online, on campus and virtual class sections are charged a fee of $395 for the term to have access to our remote lab, known as RLab.
Student Tuition Recovery Fund (STRF)	$0 (zero) per $1,000.00 of institutional charges	Non-Refundable: The STRF charge is $0 (zero) per $1,000 of institutional charges, rounded to the nearest thousand dollars. Charged to California residents and students enrolled in a residency program.
Student Activity Fee	$30.00	Covers various services provided on-campus. This includes some special events and bus services. Students taking one or more courses on-campus are charged this fee whether or not they avail themselves of the services. This fee is waived for students taking all courses online.

ACADEMIC YEAR ESTIMATE

Tuition and Fees are based on full-time enrollment status of a minimum of 12 credits per semester.
NOTE: Students are expected to attend summer semesters to meet their scheduled completion date.

Undergraduate

Fee	Cost
Application Fee	$50 (non-refundable, non-deferrable and non-transferable)
Registration Fee	$50 per semester (non-refundable after the cancellation period)
Enrollment Fee	Domestic Students: $95/ International Students: $100 (non-refundable after the cancellation period)
Student Tuition Recovery Fund (STRF)	Non-Refundable: The STRF charge is $0 (zero) per $1,000 of institutional charges, rounded to the nearest thousand dollars.
Student Activity Fee	$30/semester, onsite only
Undergraduate Tuition	($1,366/unit – Domestic, $1,682 /unit - International)
Course Fees (onsite students)	$1,500/average per semester, varies by program (see catalog addendum 1)
Materials/Supplies	$545/average per semester
Estimated undergraduate expenses for a full-time domestic student are $37,129	

Graduate

Fee	Cost
Application Fee	$50 (non-refundable, non-deferrable and non-transferable)
Registration Fee	$50 per semester (non-refundable after the cancellation period)
Enrollment Fee	Domestic Students: $95/ International Students: $100 (non-refundable after the cancellation period)
Student Tuition Recovery Fund (STRF)	Non-Refundable: The STRF charge is $0 (zero) per $1,000 of institutional charges, rounded to the nearest thousand dollars.
Student Activity Fee	$30/semester, onsite only
Graduate Tuition	($1,551/unit - Domestic, $1,857/unit - International)
Course Fees (onsite students)	$900/average per semester, varies by program (see catalog addendum 1)
Materials/Supplies	$545/average per semester
Estimated graduate expenses for a full-time domestic student are $31,063	

TOTAL PROGRAM COST*

Program Name	Application Fee (non-refundable)	Enrollment Fee (non-refundable after the cancellation period)	Registration Fee (non-refundable after the cancellation period)	Student Tuition Recovery Fund (maximum, non-refundable after the cancellation period)**	Student Activity Fee ($30 per semester, onsite only, non-refundable after the cancellation period)	Semester Tuition	Estimated Course Fees (minimum)	Estimated Course Fees (maximum)	Estimated Due for Entire Program (minimum)	Estimated Due for Entire Program (maximum)
AA Acting	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Advertising	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Animation & Visual Effects	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Automotive Restoration	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Fashion Communication	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Fashion Marketing	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Fashion Merchandising	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Fashion Product Development	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Fashion Styling	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Fine Art	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Game Design	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Graphic Design	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Illustration	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Industrial Design	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Interaction & UI/UX Design	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Interior Architecture & Design	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Jewelry & Metal Arts	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Landscape Architecture	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Motion Pictures & Television	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Music Production	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Photography	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Sound Design	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AA Visual Development	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS 3-Dimensional Studio Arts	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Animation & Visual Effects	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Automotive Restoration	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Brand Communication	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Design of Built Environments	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Fashion	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Game Development	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Industrial Design	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Interior Architecture & Design	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Music Technology	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Photography	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Studio Arts	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
AAS Technical Filmmaking	$50	$95	$250	$0	$180	$16,392	$1,845	$4,733	$84,380	$87,268
BA Architectural Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441

BA Art History	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BA Artificial Intelligence Marketing & Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BA Communications & Media Technologies	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BA Fashion Journalism	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Bachelor of Architecture	$50	$95	$700	$0	$450	$16,392	$4,612	$11,832	$210,807	$218,027
BFA Acting	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Advertising	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Animation & Visual Effects	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Art Education	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Art Education & Art History	$50	$95	$550	$0	$360	$16,392	$4,243	$10,885	$193,806	$200,448
BFA Art Education & Fine Art	$50	$95	$550	$0	$360	$16,392	$4,243	$10,885	$193,806	$200,448
BFA Art History	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Costume Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Fashion Communication & Styling	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Fashion Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Fashion Marketing	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Fashion Merchandising	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Fashion Product Development	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Fashion Textile Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Fine Art	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Game Art	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Game Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Graphic Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Illustration	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Industrial Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Interaction & UI/UX Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Interior Architecture & Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Jewelry & Metal Arts	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Knitwear Design	$50	$95	$550	$0	$360	$16,392	$4,058	$10,412	$185,425	$191,779
BFA Landscape Architecture	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Motion Pictures & Television	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Music Production	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Music Scoring & Composition	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Photography	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Sound Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Visual Development	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BFA Writing for Film, Television & Digital Media	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
BS Game Programming	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Advertising	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Animation &Visual Effects	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Architecture & Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Fashion Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Fine Art	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441

Certificate Graphic Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Illustration	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Industrial Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Interaction &UI/UX Design	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Motion Pictures & Television	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Photography	$50	$95	$550	$0	$360	$16,392	$3,689	$9,466	$168,664	$174,441
Certificate Social Media Management	$50	$95	$100	$0	$90	$16,392	$553	$1,420	$25,476	$26,343
Credential Art Teaching 1	$50	$95	$100	$0	$90	$13,959	$642	$1,546	$28,895	$29,799
Credential Art Teaching 2	$50	$95	$150	$0	$120	$13,959	$1,071	$2,577	$48,016	$49,522
MA Acting	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Advanced Architectural Design 1	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Advanced Architectural Design 2	$50	$95	$250	$0	$180	$13,959	$2,141	$5,154	$95,776	$98,789
MA Advertising & Branded Media	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Animation & Visual Effects	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Art Education 1	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Art Education 2	$50	$95	$300	$0	$210	$13,959	$2,141	$5,154	$95,856	$98,869
MA Art History	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Artificial Intelligence Marketing & Design	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Communications & Media Technologies	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Costume Design	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Fashion	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Fashion Art Direction	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Fashion Journalism	$50	$95	$200	$0	$150	$13,959	$1,499	$3,608	$67,136	$69,245
MA Fashion Marketing	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Fashion Merchandising	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Fine Art	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Game Development	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Graphic Design & Digital Media	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Illustration	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Interaction & UI/UX Design	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Interior Architecture & Design	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Jewelry & Metal Arts	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Landscape Architecture	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Music Scoring & Composition	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Photography	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Product Design	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Sound Design	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Teaching Art Education 1	$50	$95	$150	$0	$120	$13,959	$856	$2,062	$38,495	$39,701
MA Teaching Art Education 2	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Visual Development	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
MA Writing & Directing Film	$50	$95	$200	$0	$150	$13,959	$1,285	$3,093	$57,616	$59,424
Master of Architecture 1	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780

Master of Architecture 2	$50	$95	$400	$0	$270	$13,959	$3,104	$7,474	$138,856	$143,226
MFA Acting	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Advertising	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Animation & Visual Effects	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Art Education	$50	$95	$300	$0	$210	$13,959	$2,141	$5,154	$95,856	$98,869
MFA AI-Driven Creative Practice	$50	$95	$300	$0	$210	$13,959	$2,141	$5,154	$95,856	$98,869
MFA Costume Design	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Fashion Brand Management	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Fashion Design	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Fashion Merchandising & Business Management	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Fashion Product Development	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Fine Art	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Game Development	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Graphic Design	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Illustration	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Industrial Design	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Interaction & UI/UX Design	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Interior Architecture & Design	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Jewelry & Metal Arts	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Landscape Architecture	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Motion Pictures & Television	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Music Scoring & Composition	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Photography	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Sound Design	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Textile Design	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Visual Development	$50	$95	$300	$0	$210	$13,959	$2,248	$5,412	$100,616	$103,780
MFA Writing for Film, Television & Digital Media	$50	$95	$300	$0	$210	$13,959	$2,141	$5,154	$95,856	$98,869

* The estimated total program costs listed above reflect fees and tuition for full time, onsite, domestic students, effective fall semester 2026. Onsite international students are charged a one-time international student services fee of $300 that is non-refundable after the cancellation period.
** Non-Refundable: The STRF charge is $0.00 (zero) per $1,000 of institutional charges effective April 1, 2024.

BILLING INFORMATION

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

PAYMENT INFORMATION

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

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

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

VA PENDING PAYMENT POLICY

In accordance with Public Law 115-407, Sec. 103, a student using Veteran Affairs Veteran Readiness and Employment benefits (Chapter 31), Post-9/11 G.I. Bill® (Chapter 33), or Survivors' and Dependents' Educational Assistance Program (Chapter 35) will be allowed to enroll in and attend courses and access campus facilities (including the library or other institutional facilities) while the institution awaits payment for tuition and fees from the VA. While awaiting the receipt of funds from the VA, the Academy of Art University will not impose any penalty, charge late fees, or require an eligible student to borrow additional funds to cover tuition or fees because of the student's inability to meet his or her financial obligations due to the delayed disbursement of a payment provided by the Secretary under Chapter 31, 33, or 35. This waiting period begins on the date when the student provides appropriate documentation to the university and continues either until the funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 31, 33, or 35 benefits, a student must provide the following documents no later than the first day of the first semester the benefits will be used:
• Chapter 31- Electronic Purchase Order authorization, or
• Chapter 33- Certificate of Eligibility or Statement of Benefits (printed from the VA website), or
• Chapter 35- Certificate of Eligibility, and
• Signed copy of Academy of Art University's VA Student Bill of Rights

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

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

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

INTERNATIONAL STUDENTS PAYMENT POLICY

All International students must have tuition paid on or before the Tuition Deadline. Indifferent to modality of receiving education. Failure to pay tuition may result in being withdrawn from the University due to non-payment. If you are withdrawn your I-20 will be terminated and you will no longer have legal status to remain in the U.S. You will be required to leave the U.S. within 15 days of the I-20 termination date.

METHODS OF PAYMENT

Academy of Art University accepts the following methods of payment:

Credit Card
If you are paying by Visa, MasterCard, American Express, Discover or JCB, you can pay online by logging into Student Self Service at https://sss.academyart.edu/. Payments can be made 24 hours a day.
Follow this path once you are logged into Self Service: My Educational Profile > Finances > Make a Payment.

Checks
To pay by check, please:
1. Make check payable to: Academy of Art University
2. Write the student ID# on the check's "Memo" field for identification
3. Mail the check to: P.O. Box 742864, Los Angeles, CA 90074-2864

Installment Plan
Academy of Art University interest free installment plans enable students to pay their tuition in five or four separate payments during the Fall and Spring semesters and two separate payments during the Summer semesters. Students may also use the installment plan to pay for any portion of tuition not covered by their awarded financial aid.

To enroll in an installment plan, go to Student Self Service https://sss.academyart.edu/ and navigate to “My Educational Profile”, click on “Finances” link to apply for the installment plan. A non-refundable administrative fee of 6% of the amount borrowed will be added to your monthly payments.

International Payments
Academy of Art University accepts all international payments via Flywire. It's a secure and streamlined payment process that makes it easy to pay from accounts in your home country. With Flywire, you can pay online from countries around the world, typically in your home currency.

1. Go directly to https://academyart.flywire.com/
2. Enter the full amount to pay and select your home country.
3. Select a payment option. Options can include bank transfer, credit cards, or other local payment options depending on the country selected.
4. Enter the required information for Academy of Art to initiate the payment.
5. Make payment to Flywire as instructed. Flywire will process and send your payment to Academy of Art with your information.
6. Track your payment via email/text or via web. You will also be notified of when Academy of Art receives your payment.

ADDITIONAL FEES, IF APPLICABLE

Additional Costs, payable to a third party: Books & Supplies - Students should expect a minimum estimated additional cost of $545 for books and supplies each semester.

Health insurance fee (mandatory for all international students): $1,075.64 fall semester (2025), $1,869.20 spring and summer semesters (2026), $546.59 summer semester (2026).

Additional Fees, as applicable (non-refundable): Course Drop Fee Per Course $25, Returned Check Handling Fee $30, Late Registration Fee $50, Late Tuition Payment Charge $50, Payment Plan Fee (based on the amount borrowed as determined by the accounts receivable department), Photo I.D. replacement fee $30. Certificate of Completion, first five copies are free, $10.00 for the sixth copy and $2.00 for each additional copy on the same request. Transcript Fee, $10.00 for the first copy and $2.00 for each additional copy on the same request. Architecture Digital Whiteboard Subscription Per Semester $10-$25. Remote Lab Access (RLab) Fee, $395 per semester.

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

- Undergraduate (Domestic): $1,366 per unit x 6 units = $8,196.00
- Undergraduate (International): $1,091 per unit x 6 units = $6,546.00
- Graduate (Domestic): $1,551 per unit x 6 units = $9,306.00
- Graduate (International): $1,227 per unit x 6 units = $7,362.00

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

If applicable: On-Campus Housing: Room $5,380 - $13,643, Meal Plan $4,955 estimated due per semester. Housing License Agreement to be executed annually. Estimated cost based on current rates and subject to change annually.

REFUNDS

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

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

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

REFUND POLICY

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

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

PERCENTAGE OF REFUNDABLE TUITION CHARGES

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

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

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

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

REFUND POLICY FOR OREGON ONLINE STUDENTS

Academy of Art University's refund policy applies to online Oregon students with the exception of the following circumstances:

After classes begin for a term, an Oregon student located in Oregon and taking 100% online courses and who withdraws from a course is eligible for a partial refund through the middle week of the term. Refunds are based on unused instructional time and prorated on a weekly basis. Notification of the modified tuition refund policy for Oregon students is included in the Catalog Addendum 1: Student and Academic Policies and on the Enrollment Agreement.

PERCENTAGE OF REFUNDABLE TUITION CHARGES FOR OREGON STUDENTS

Withdrawal During: FALL/SPRING	
Week 1	100%
Week 2	86.6%
Week 3	80%
Week 4	73.3%
Week 5	66.6%
Week 6	60%
Week 7	53.3%
Week 8	50%
Week 9	40%
Week 10+	0%

Withdrawal During: SUMMER & 7 ½ WEEK SESSIONS	
Week 1	100%
Week 2	73.3%
Week 3	60%
Week 4	50%
Week 5+	0%

Withdrawal During: INTERSESSION	
Day 1	100%
Day 2	86.6%
Day 3	80%
Day 4	73.3%
Day 5	66.6%
Day 6	60%
Day 7	53.3%
Day 8	50%
Day 9	40%
Day 10+	0%

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

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

FINANCIAL AID: RETURN OF TITLE IV FUNDS

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

FINANCIAL AID: REFUNDS

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

Required refunds are made in the following sequence:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal Graduate Plus Loans
4. Federal Parent Plus Loans
5. Federal Pell Grants
6. Federal SEOG
7. Cal Grant/State financial assistance
8. Other Federal and Private financial assistance
9. Student
10. Student's parent, as required

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

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

IOWA STUDENTS ONLY

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

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

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

Exceptional Tuition Refund Policy: This policy applies when an Iowa student terminates a postsecondary educational program after the first 14 consecutive days of the semester due to the student's physically incapacity or, for a program that requires classroom instruction, due to the transfer of the student's spouse's employment to another city. The terminating student shall receive a refund of the tuition charges in an amount that equals the amount of tuition charged to the student multiplied by the ratio of the remaining number of calendar days in the school period to the total number of calendar days in the school period.

CAL GRANT REFUND POLICY

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

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

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

STUDENT TUITION RECOVERY FUND

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

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

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

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

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

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

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

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

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ACADEMIC POLICIES

POLICY ACKNOWLEDGEMENT

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

CURRICULUM CHANGES

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

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

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

DECLARING A MAJOR

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

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

CHANGING MAJORS

Students who wish to change their major must obtain approval from both their current department and the department they wish to enter. Before requesting a change of major, students should meet with a Student Advisor for a program evaluation to determine how previously completed coursework will apply to the proposed major. Due to the unique industry standards and program outcomes of each major courses taken under one major may not apply to the new major. After receiving approval to leave their current major, students may apply for admission to the new department. Courses may be substituted if the department determines that appropriate skills are evident in a portfolio of work.

Additional Requirements:

- Students who have completed 50% or more of the units required for their degree are not eligible to change majors.
- All approvals for a change of major must be obtained before the start of the semester in which the change will take effect.

NOTE: Admission to a new major is subject to the Department Director's approval, who may deny a request based on the student's academic record.

Exceptions and Appeals: Requests for exceptions to this policy will be reviewed by the Vice President of Student Services. If a student wishes to appeal the decision, the matter may be referred through the university's grievance process.

CHANGING DEGREE PROGRAMS

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

NOTE: Students follow the degree requirements in place at the time that the student first declares degree seeking status.
NOTE: Changing programs may result in completed courses not counting toward the new program.
NOTE: Courses may be substituted if the department determines that appropriate skills are evident in a portfolio of work.
NOTE: A change from a graduate program to an undergraduate program requires the approval of the Executive Director of Graduate Services & Administration and a completed application for the new program.

NOTE: A change from an undergraduate program to a graduate program requires the approval of the Executive Director of Graduate Services & Administration and a completed application for the new program. The student must fulfill the graduate school application requirements.
NOTE: International Students must consult with their International Student Advisor regarding possible changes to their I-20 prior to changing programs.

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

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

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

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

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

GRADUATION PLANNING

Students are encouraged to meet with their Student Advisor to map out a personalized graduation plan. In making plans, students should consider the following:

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

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

Sample Completion Plans

Associate of Arts Degree (AA)
66 Unit Program

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

60 Unit Program

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

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

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

120 Unit Program

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

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

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

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

Art Teaching Credential
33 Unit Program

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

Master of Arts Degree (MA)
42 Unit Program

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

36-39 Unit Program

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

Master of Fine Arts Degree (MFA)
78 Unit Program

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

60-63 Unit Program

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

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

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

GRADUATION

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

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

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

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

COMMENCEMENT CEREMONY

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

DIPLOMAS

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

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

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

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

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

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

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

*Conferral times may vary.

SEQUENTIAL DEGREES & SUBSEQUENT DEGREES

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

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

Sequential Degrees Policies:

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

Sequential Degree Examples:

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

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

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

Subsequent Academy of Art University Degrees
Students who are seeking an additional degree in a different major and considered to be seeking a subsequent degree. Students may not apply for a degree of lesser units within the same major of the same academic career after the higher-level degree has been achieved. Example: Undergraduate students may not apply for an AA after achieving a BFA degree in the same major. Graduate students may not apply for a MA after achieving a MFA in the same major.

Subsequent Degrees Policies:

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

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

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

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

UNDERGRADUATE GRADE LEVELS

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

COURSE NUMBERING

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

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

CREDIT HOURS

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

Methods of Learning
Example methods of learning:

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

CREDIT HOUR POLICY

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

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

or:

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

Class Mode: 4.5 Hour Studio (4.5 hour/week courses)
One credit hour is associated with a class meeting for 1.5 hours per week. Each 1.5 hours of class time requires a minimum of 2.0 hours of preparation or other out-of-class coursework. Studio class time includes demonstrations, presentations, problem solving, instructor-led skill development and critique.

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

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

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

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

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

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

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

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

NOTE: Most courses will exceed the minimum out-of-class coursework hours.
NOTE: Advanced courses may have significantly higher expectations for out-of-class coursework.

CREDIT HOUR CALCULATIONS

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

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

POLICY ON ACADEMIC FREEDOM & ACADEMIC RESPONSIBILITY

Academy of Art University values the pursuit of meaningful creative expression and truthful inquiry as essential elements of the artist and scholar's contribution to culture and society. Faculty members are expected to promote these values while maintaining a classroom environment conducive to learning and responsible academic behavior. Academy of Art University's expectations of responsible academic behavior include but are not limited to:

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

Academy of Art University encourages a thoughtful approach as students develop their creative processes and intellectual positions. Academy of Art University expects faculty and directors to identify teachable moments and to cultivate habitual opportunities for learning. Faculty and administrators thus have the following responsibilities:

- Encourage open dialogue as appropriate to the curriculum;
- Do not introduce material that has no relation to course objectives;
- Place imagery, words, and symbols in their context and ensure their appropriate presentation in open and closed forums including classrooms and exhibition spaces.

Academic freedom is both a right and a responsibility – it is not a license to violate the law or the rights of others. Academy of Art University reminds its members that they must abide by federal and state laws governing:

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

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

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

ENROLLMENT STATUS

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

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

Fall and Spring Semester Enrollment Status

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

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

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

NOTE: Enrollment in 6 units in a summer semester, will be considered full-time for undergraduate and graduate students.

GRADE POINT AVERAGE (GPA)

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

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

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

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

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

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

MINIMUM GPA REQUIREMENT

Students must meet these minimums to maintain Good Standing.

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

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

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

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

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

NOTES

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

GRADUATION HONORS

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

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

PRESIDENT'S HONOR ROLL

Undergraduate or graduate students who are registered for 12 units and maintain a 3.7 grade point average are considered for the President's Honor Roll. This distinction will be noted on official transcripts.

ACADEMIC STANDING

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

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

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

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

ACADEMIC PROBATION POLICIES

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

- The student may not use the Learning Management System (LMS) to enroll, add, or drop courses. All registration activity must be approved by Student Advisor.
- The student may not enroll for a future semester unless all mid-term grades have posted with a grade of "C" or higher for all enrolled courses.
- Once a student's academic standing is updated to Academic Probation, if enrolled for a future semester, the student's schedule is subject to administrative changes. The student may be dropped from ineligible courses due to failed prerequisites. Required courses may be added the student's schedule in place of administratively dropped courses.
- **FINANCIAL AID** students on Extended Academic Probation are not eligible for Financial Aid. See Satisfactory Academic Progress requirements.

DISMISSAL

If a student's cumulative GPA does not meet the required minimum standards after an Extended Academic Probation semester, the student will be dismissed from the University. The student's record will become inactive and a notation of "Academic Dismissal" will be noted on the transcript.

REQUEST FOR READMISSION AFTER DISMISSAL

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

Send emails to:

Director of Grievance
Grievance@academyart.edu

READMISSION AFTER DISMISSAL

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

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

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FINANCIAL AID & SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES

FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS (SAP) REQUIREMENT

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

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

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

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

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

FINANCIAL AID: SATISFACTORY ACADEMIC PROGRESS (SAP) STANDINGS

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

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

- SAP met
- Financial Aid Warning
- SAP not met

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

FINANCIAL AID: MINIMUM GPA REQUIREMENT

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

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

Minimum GPA

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

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

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

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

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

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

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

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

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

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

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

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

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

FINANCIAL AID: MINIMUM COMPLETION RATE REQUIREMENT

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

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

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

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

50% Completion Rate Until Student Has Attempted 29 Credits

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

66.6% Completion Rate After 30 Credits and Beyond

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

Attempted Units include:

- All units for courses in which a student enrolled as of the drop deadline
- All units attempted at Academy of Art University for a career, regardless of the units applicability to a degree program (unless student completes a program and starts a new one)
- All units that a student drops or adds at any point in the semester
- All units for courses in which the student enrolled, but subsequently drops, withdraws or fails
- Transfer units from another school that are accepted by Academy of Art University
- Units for repeated courses **and** the initial units for those courses are all included as attempted units

Completed Units include:

Undergraduate Completed Units include:

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

Graduate Completed Units include:

- All units completed with grades of 'C' or better
- Transfer units from another school that are accepted by Academy of Art University

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

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

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

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

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

FINANCIAL AID: MAXIMUM TIME FRAME REQUIREMENT

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

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

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

Maximum Time Frame Calculations
(program units X 1.5)

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

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

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

FINANCIAL AID: ENROLLMENT STATUS

Enrollment status is a factor of consideration for Financial Aid.

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

Fall and Spring Semester Enrollment Status

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

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

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

NOTE: Enrollment in 6 units for the summer semester will be considered half-time for Financial Aid purposes for both undergraduate and graduate students.

NOTE: The enrollment status reported to the Department of Veterans Affairs (VA) is based on the Academic Enrollment Status Policy. Review the Enrollment Status section in the Academic Policies chapter for relevant information.

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

FINANCIAL AID: SATISFACTORY PROGRESS APPEAL

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

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

A student may appeal the determination of satisfactory progress and the termination of financial aid by writing a letter and providing proper documentation (i.e. letters from a doctor- if documentation cannot be obtained student statement of attestation is required) as requested by the Financial Aid Appeals Committee.

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

All appeals will be reviewed within 45 days of submission.

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

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REGISTRATION & COURSE ENROLLMENT POLICIES

REGISTRATION

Students may register for courses in one of two ways:

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

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

Refer to the Academic Calendar for registration periods.

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

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

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

ENROLLMENT AGREEMENT

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

RE-ENTRY

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

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

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

NOTE: Student programs that are incomplete and have not had registration activity in a one year period will be considered inactive and subject to Reinstatement Policies in addition to the Re-Entry procedure.

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

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

Re-Entry Transfer Students

- Transcripts received in the student's first semester may be re-evaluated based on current graduation requirements.
- Transcripts received after a student's first semester and a re-entry period of less than 5 years will not be eligible for transfer review unless the student completed a degree program after leaving Academy of Art University. Re-entry students who completed a degree program at another institution may request a transcript review of courses taken prior to their first re-entry term by writing a letter to the **grievance department**.
- Re-entry students whose Academy of Art University records have been inactive for 5 years or more may request a transcript review of courses taken prior to their first re-entry term by writing a letter to the **grievance department**.
- Transcripts received after a student's first re-entry semester will not be eligible for transfer review. Send grievances to: Grievance@academyart.edu.

Graduate Students
Any graduate student who has withdrawn from a graduate program or who has not taken graduate classes for two years or more will be required to send a letter petitioning for reinstatement to the Director of Graduate Student Services.

Send letters to:

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

Military Students

The following policies are in accordance with Higher Education Opportunity Act

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

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

To qualify active duty military students must:

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

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

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

INACTIVATION AND REINSTATEMENT

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

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

ADD PROCEDURES

Students may add courses and make schedule adjustments using Stellic in their Academy of Art University Hub throughout the registration period until the tuition deadline. Students may also add classes with the assistance of a Student Advisor through an in-person meeting, e-mail, or a phone call.

NOTE: Enrollment in more than 12 units is subject to academic performance and Student Advisor approval.
NOTE: Enrollment in more than 6 units in a summer semester is subject to academic performance and Student Advisor approval.
NOTE: Enrollment in more than 3 units in an intersession is subject to academic performance and Student Advisor approval.

ADD PROCEDURES AFTER THE TUITION DEADLINE

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

ADMINISTRATIVE ADD/DROP POLICY

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

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

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

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

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

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

DROP PROCEDURES

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

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

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

NOTE: Students are expected to complete the courses in which they are enrolled. Academy of Art University discourages students from dropping a class simply because they do not expect a good final grade.

DROP & WITHDRAWAL POLICIES

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

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

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

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

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

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

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

"W" AND "WF" Definitions

15 Week/15 Module Semesters (Fall & Spring)

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

7.5 Week/15 Module Semesters (Summer)

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

STUDENT'S RIGHT TO CANCEL

You have the right to cancel your agreement for a program of instruction, without any penalty or obligations beyond an administrative fee (application, enrollment and registration fees) not to exceed $250.00, through the seventh calendar day based on the start date of the program. After the end of the cancellation period, you also have the right to stop attending at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled weeks in the current payment period in your program through the last day of attendance.

Cancellation may occur when the student provides a written notice of cancellation at the following address: 79 New Montgomery St, San Francisco, CA 94105. This can be done by mail or by hand delivery.

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

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

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

WITHDRAWAL

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

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

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

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- Student fails to attend four consecutive weeks.
- Student fails to reconcile accounts in a timely manner.
- Student fails to comply with the policies, rules, and standards of Academy of Art University.
- The Academy reserves the right to involuntarily withdraw any Student whose conduct reflects discredit on the professional or ethical standards of The Academy.

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

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

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

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

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

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

FINANCIAL AID NOTE: call the Student Financial Services Office at (415) 618-6190 and notify us of your withdrawal. A follow up email to SFS@academyart.edu is recommended.

ADMINISTRATIVE WITHDRAWAL

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

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

INVOLUNTARY WITHDRAWAL

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

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

Additionally, Academy of Art University reserves the right to withdraw any student whose conduct it determines reflects discredit on the professional or ethical standards of Academy of Art University. Additionally, Students who are involuntarily withdrawn may lose access to on-campus facilities and offices and will receive a pro-rata refund for the unused portion of tuition and other refundable charges paid. Refunds will be calculated on the basis of the last actual date of attendance. Refunds will be paid within 45 days of the date of involuntary withdrawal by Academy of Art University. Students should refer to Academy of Art University's policies regarding dropping or withdrawing from courses as listed in this Schedule under "Add/Drop Procedure."

REINSTATEMENTS AFTER ADMINISTRATIVE WITHDRAWALS

Administrative withdrawals are considered final and do not allow for reinstatement within the same semester. Any exception to this policy is subject to approval by the appropriate Academic Department.

INTERNSHIPS FOR ACADEMIC CREDIT

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

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

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

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

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

ONLINE STUDENT IDENTITY VERIFICATION

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

- All online students are issued a student ID number upon enrollment. Once enrolled, students are given a secure login and password with multi-factor authentication. With single sign on (SSO), faculty, staff, and students gain access to Brightspace, where they have access to their classes and support resources.

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

Academy of Art University uses industry standard, Microsoft Azure AD, to securely handle single sign-on to all University systems. The Academy's IT Department manages the Azure integration. Each student is issued a unique username and password to access their online classes. Password strength and expiry standards from IT secure a student's account and help prevent intrusion or hacking. In addition to username and password, Azure AD requires at least one additional authentication measure, which may include a phone call, text message or the Microsoft Authenticator app. The student must authenticate using one of these additional factors each time they log in to university systems. Microsoft validates the general region from which a student is logging in and flags an account if it appears another user has logged in from a geographically disparate location which would be indicative of account credentials having been shared or compromised.

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STUDENT SUPPORT

ACCESS FOR STUDENTS WITH DISABILITIES

Academy of Art University is committed to providing an inclusive environment for students with disabilities, in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable California laws. The Department of Accessibility Resources ensures equal opportunity to the University's curriculum, programs, and facilities for students with disabilities or health conditions who otherwise are unable to fully participate in classes or other University activities.

Academy of Art University has designated Accessibility Resources as the primary provider of academic adjustments, auxiliary aids and services, instructional support, and related assistance that facilitate equal educational opportunities for qualified students with disabilities, as required by federal and state law.

Accommodations or reasonable adjustments may be assigned to provide students with equal access to the university and to help protect individuals with disabilities from discrimination. Requests for accommodations are considered individually. Students are responsible for communicating their accommodation requests and submitting documentation that meets Accessibility Resources' eligibility criteria. To ask about eligibility criteria and request accommodations, students may contact:

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

The designated Coordinator for the purposes of the University's compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act is Heather King, Hking@academyart.edu.

MENTAL HEALTH AND LIFESTYLE SUPPORT

Academy of Art University is committed to the holistic success of our students, recognizing that mental health and personal well-being are foundational to academic achievement. To support this, all students and their household family members have access to comprehensive mental health and other support services through the ComPsych GuidanceResources® platform. These services are provided at no additional cost and are designed to offer support for a wide range of personal and academic challenges:

- Confidential Counseling: Students can access up to three sessions per person, per issue, per year.
- Legal and Financial Consultations: Students are eligible for 30-minute consultations with legal and financial experts to discuss topics such as budgeting, debt, or legal documentation.
- Work-Life Referrals: To help students balance the demands of school and home, specialists provide qualified referrals for various needs, including childcare, elder care, and community resources.

Support is available 24/7 and includes multilingual access. All services provided through ComPsych GuidanceResources® are fully confidential.

Students can connect with a counselor or specialist by calling the toll-free number or logging into the GuidanceResources® portal using the University's unique Web ID.

Phone: 877-424-1450
Telecommunications Relay Service: Dial 711
Website: www.guidanceresources.com
App: GuidanceNow
University Web ID: ArtU

ENGLISH FOR ART PURPOSES AND ONLINE LANGUAGE SUPPORT

In-class language support is provided for international students in designated sections of on-campus and online classes.

WRITING AND SPEAKING LABS

Help with writing, pronunciation, and giving oral presentations and critiques is available to students on-campus and online. The Speaking Lab also arranges conversation groups for international students. Students can connect with writing and speaking lab tutors by clicking on the Get Help button at the top of class pages in Brightspace and then choosing Academic Support.

LIBRARY

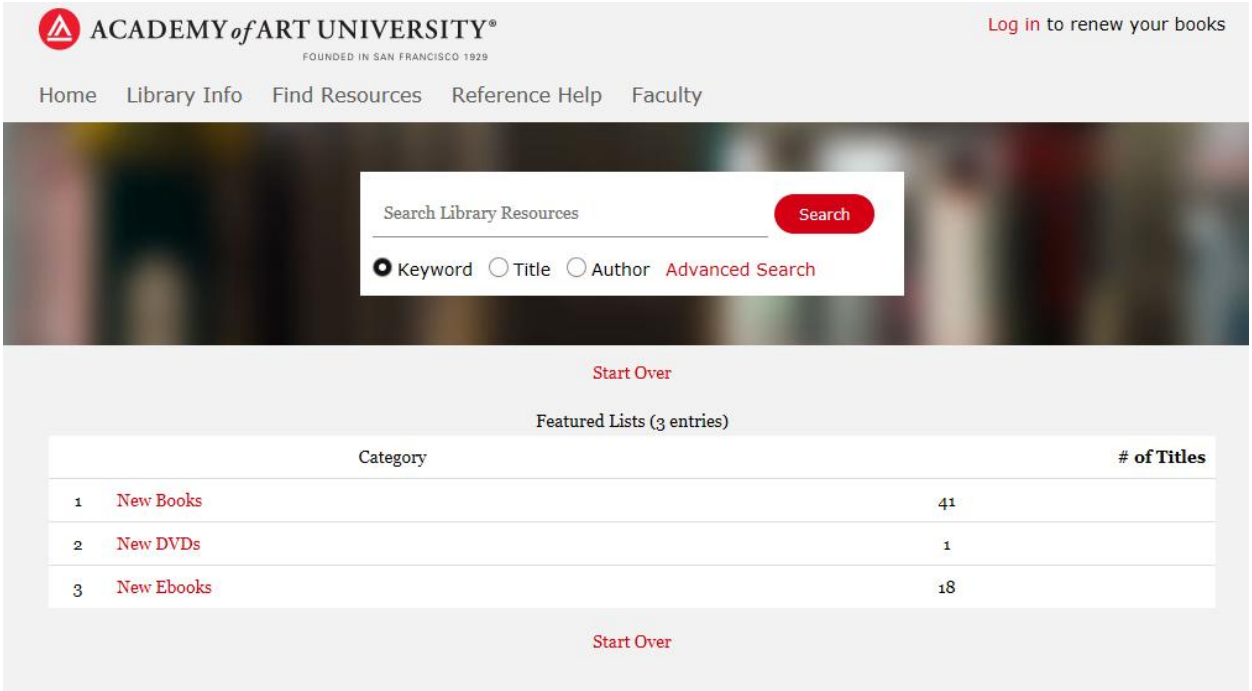
Academy of Art University Library is located on the 6th floor of the 180 New Montgomery building. To meet the diverse needs of our undergraduate and graduate programs the library has a well curated and diverse collection that supports the university's art and design curriculum.

The library's collection is focused on the visual and technical arts and houses over 50,000 volumes. The resources in the library include print and electronic materials. The library's periodical collection includes 15 current subscriptions as well as an extensive collection of bound back issues that are of significant research value in the field of art and design. Our online resources include 18 databases that offer access to hundreds of thousands of full text articles, eBooks, and digital images. We have a digital image library (LUNA) that houses over 275,000 digital images. The online resources are delivered though our dynamic website that provides access to the online catalog, subject guides created by Academy of Art librarians, as well as other instructional guides and tutorials. Please see our "Collections" page for a detailed description of the library's special collections and holdings.

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

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

New Materials



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

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

Theater & Group Study Room

Group Study Room Use

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

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

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

Theater Room Use

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

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

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

Library Classroom Use

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

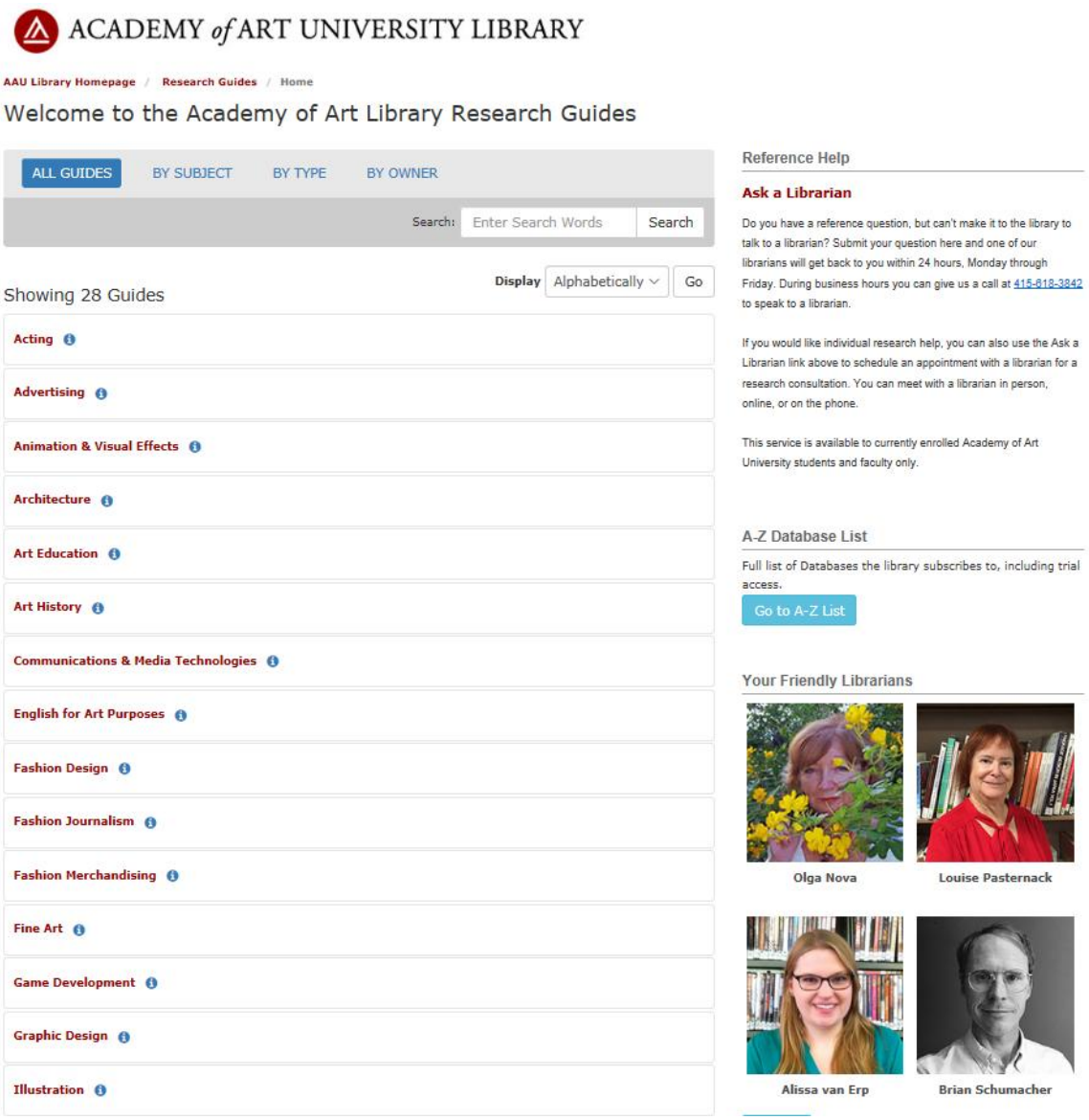
If you do not arrive or contact us by 15 minutes after the start of your reservation, we will cancel your reservation and make the room available for other patrons.

Filming in the Library

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

Department Research Guides

http://libguides.academyart.edu/



Online Articles & Databases

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

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

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

Full Text Magazine and Journal Databases

EBSCO - Search Academic Search Premier, Art Source, & OmniFile

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

EBSCO Academic Search Premier

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

EBSCO Art & Architecture Source

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

EBSCO OmniFile Full Text Select

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

Flipster Magazines

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

Exact Editions Magazines

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

JSTOR

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

Full Text Electronic Books

Ebook Central

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

EBSCO Ebook Collection

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

Berg Fashion Library

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

Oxford Art

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

Materials Resources

Material ConneXion Database and Stacks

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

Business & Company Information

Business Market Research Collection

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

Mintel

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

WARC

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

Architecture & Interior Architecture Resources

Avery Index to Architectural Periodicals

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

Avery Index to Architecture + EBSCO Database Search

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

Fashion Resources

Berg Fashion Library

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

Sourcing Journal Online

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

Vogue Archive

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

WGSN

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

WWD

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

Music Database

Music Library

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

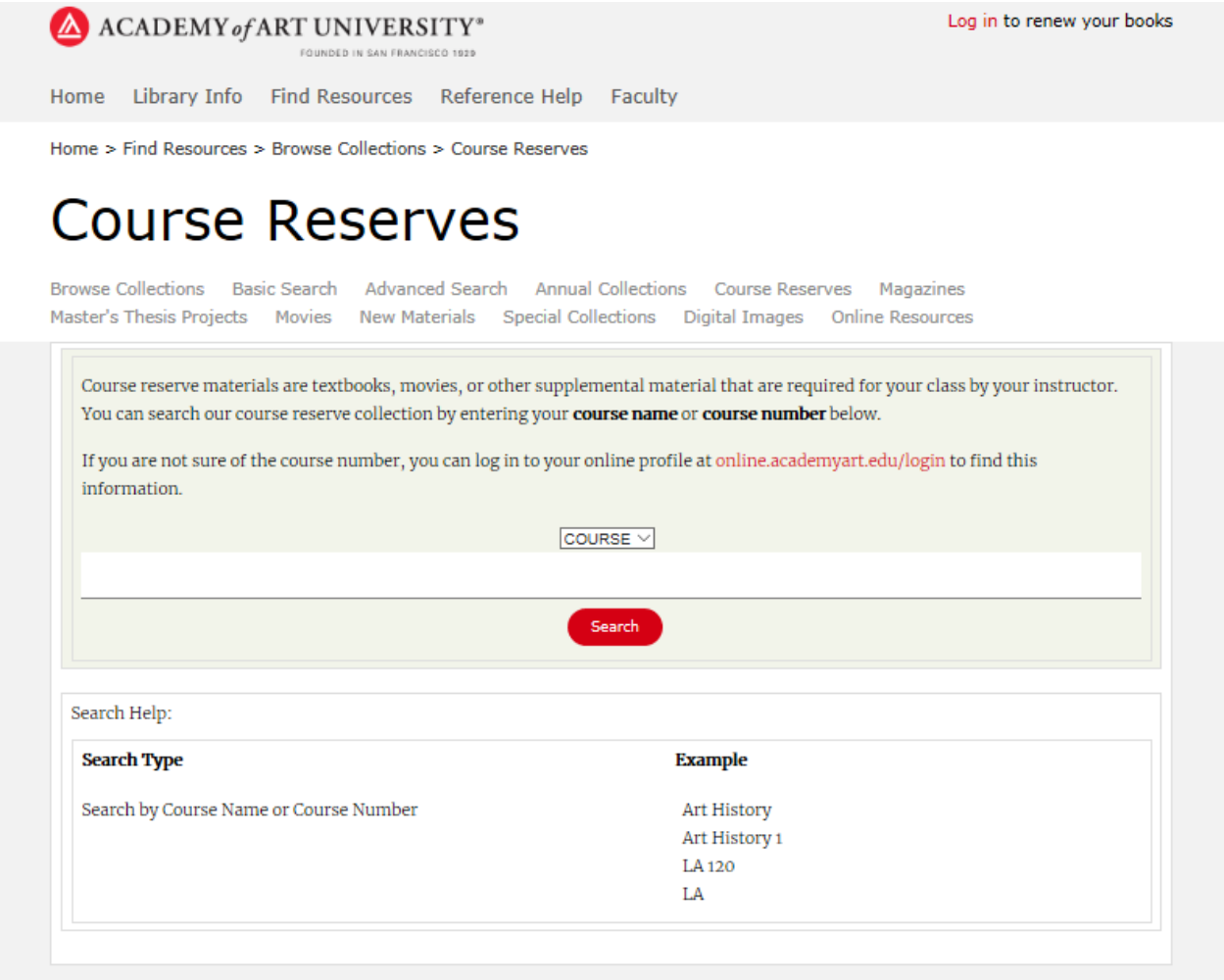
Guest Speaker Video Database

Academy of Art University Guest Speaker Videos

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

Course Reserves

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



Search Link+

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

Browse Collections

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

Browse Collections

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

Basic Search

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

Advanced Search

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

Movies

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

Magazines

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

MFA Projects

Browse MFA projects by department.

Special Collections

Find out more information about our Special Collections.

Annual Collections

Browse our Annuals Collection by university department.

New Materials

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

Renew Books

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

Course Reserves

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

Library Staff Directory

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

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

Library Policies

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

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

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

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

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

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

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

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

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

Book Drop Locations
180 New Montgomery Street, 1st floor

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

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

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

Borrowing Privileges

Undergraduate Students

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

Graduate Students

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

Faculty

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

Department Directors

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

Limitations on Library Privileges

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

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

Suggest New Materials

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

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

Printing, Copying, & Scanning

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

Print products & printer locations

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

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

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

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

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

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

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

Scanning
The library has seven scanners which can scan documents up to a maximum size of (8.5" x 11.7") and two large format scanners which can scan documents up to a maximum size of (12.2" x 17.2"). All of our scanning stations are connected to Mac computers which use the Image Capture software to scan documents. Students and faculty are allowed to use these scanners at no additional cost. Printing is not available at the scanning stations.

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

CAREER & ENTREPRENEURIAL SERVICES

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

Career & Entrepreneurial Development offers more information on the Career & Entrepreneurial Services web page.

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

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

STUDENT EMAIL ACCOUNT ACCESS

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

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

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

Alumni will have access for one year after graduation.

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ATTENDANCE POLICIES

ATTENDANCE

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

In-class participation is important not only to the individual student, but also to the class as a whole. Because class participation may be a factor in grading, instructors may use absence, tardiness, or early departure as de facto evidence of nonparticipation. See Late Work Policy for assignments missed due to excused absences.

Attendance: On-Campus /Synchronous Courses

Attendance requires arriving on time and staying for the entire class session.

Attendance: Online Courses

During the official time period indicated for each module, students must log in to each course in which they are enrolled and engage in one of the following academic activities:

- Posting to a discussion topic
- Submitting an assignment
- Taking a quiz or exam

An online module calendar for each semester can be downloaded at https://my.academyart.edu/calendar. Modules end at 11:59 PM (Pacific). Attendance-triggering activity must be complete by the time the module closes.

Throughout the semester, students also have access to past modules and one future module. It is possible to trigger attendance only for the current module, as indicated on the module calendar. Submitting late work will not trigger attendance for a past module. Working ahead will not trigger attendance for a future module.

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

NOTE: Students are expected to read all module pages, complete all quizzes, and participate in the course discussion during the period indicated for each module.

Activity in systems other than Brightspace – such as Outlook, Zoom, Figma, and Conceptboard – does not trigger attendance.

Attendance: Synchronous (Onsite+/Virtual) Courses

- Students enrolled in the Onsite section of Onsite+ must attend all class sessions on campus.
- Students enrolled in the Onsite section of Onsite+ must fill out an add/drop form if they wish to officially transfer to the virtual section of the class.
- Students enrolled in any virtual section must have their camera on and engage for the duration of the class to be marked present.
- Watching the Zoom recording of a virtual or Onsite+ course does not constitute attendance. Students who do this will NOT be marked present.

EXCUSED ABSENCES

Excused absences are granted at the instructor's discretion and are limited to cases of illness, injury, emergency, military service, or other extenuating circumstances. Students must submit appropriate documentation to their instructor or Student Services Advisor.

NOTE: Excused absences are not recorded on the attendance roster. Student attendance is only marked as either present or absent.

NOTE: Personal computer or Internet connection related problems do not qualify as an excused absence. Regardless of technical difficulties, it is the student's responsibility to find alternate computer access to participate in the discussions and complete quizzes and assignments on time.

MILITARY EXCUSED ABSENCES

Enrolled students in good academic standing who are members of the United States Armed Forces including the National Guard, Reserves or Active Duty who are unable to attend class within the term due to a military obligation will be afforded the opportunity to complete class requirements.

- The student must have a passing grade in the course(s) at the time the Military Excused Absence would begin.
- The student is responsible for providing their applicable military orders to their Student Services Advisor within 10 days of receipt of orders and prior to missing classes, exams or assignments.
- Student Services will confirm the student's eligibility for the requested absences in accordance with this policy.
- The instructor will provide the qualifying student with opportunities to complete class requirements with reasonable due dates accounting for the excused absence.
- Coursework that was to be completed during the absence will not incur a reduced grade penalty when submitted by the agreed upon deadline.
- The instructor may award an Incomplete (I) Grade if the excused absence is near the end of the semester and the student is in good academic standing and demonstrates that all other work is up to date with only the final project to be completed in accordance with the University's Incomplete Grade policy.
- If the total amount of Military Excused Absences being requested per course is in excess of the amount of absences allowed by the University's Attendance policy, the request will be reviewed by the Chief Academic Officer.

LATE SUBMISSION OF PROJECTS/ASSIGNMENTS

Students are expected to complete and submit all assigned work on time. Unexcused late work will not be accepted and will receive a grade of 0. Late work may be accepted in cases of illness, injury, emergency, military service, or other extenuating circumstances. Instructors will consider requests for deadline extensions on a case by-case basis.

ATTENDANCE CORRECTIONS

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

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

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

ONSITE+/ VIRTUAL CLASSROOM ATTENDANCE POLICY

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

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

- Students registered for the Onsite section of Onsite+ must fill out an add/drop form if they wish to officially transfer to the virtual section of the class.
- Students enrolled in any virtual section must have their camera on and engage for the duration of the class to be marked present.
- Watching the Zoom recording of a virtual or Onsite+ course does not constitute attendance. Students who do this will NOT be marked present.

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GRADING POLICIES

GRADING CRITERIA

Students are evaluated in terms of the Course Learning Outcomes which are published on the syllabus for each course. Students may access syllabi for in-progress courses electronically when they log into their accounts at www.academyart.edu/login. This resource is available for both on campus and online courses.

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

GRADING STANDARDS

Course Grades
Coursework is evaluated according to the following grading scale:

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

Non-Credit Grade Indications

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

Administrative Grades

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

MINIMUM GRADE REQUIREMENTS

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

- Graduate students must achieve a "C" or better in all Graduate level coursework.
- Undergraduate students must achieve a "C-" or better in all Undergraduate major coursework.
- Undergraduate Art History students must achieve a "C-" or better in LA 202 English Composition: Creative Persuasion and Argument. This applies to Undergraduate Art Education students who are pursuing the double major in Art History.
- Undergraduate Architecture students must achieve a "C-" or better in the following Liberal Art courses: LA 115 Natural Systems in the Landscape, LA 117 Survey of Landscape Architecture, LA 219 History of the Built Environment 1, LA 249 History of the Built Environment 2, LA 255 College Math*, LA 271 College Algebra with Geometry*, LA 292 Programming and Culture, LA 296 Applied Physics, LA 319 History of the Built Environment 3, LA 359 Urban Sociology, LA 429 Architecture Theory, LA 485 Tell Your Story: Personal Statement, Portfolio, Resume.
- Undergraduate Landscape Architecture students must achieve a "C-" or better in the following Liberal Art courses: LA 115 Natural Systems in the Landscape, LA 117 Survey of Landscape Architecture, LA 255 College Math*, LA 271 College Algebra with Geometry*
- Undergraduate Bachelor of Fine Arts Interior Architecture students must achieve a "C-" or better in the following Liberal Art courses: LA 226 Survey of Traditional Interior Architecture, LA 229 Survey of Contemporary Interior Architecture.
- Undergraduate Bachelor of Science Game Programming students must achieve a "C-" or better in the following Liberal Art courses: LA 255 College Math*, LA 271 College Algebra with Geometry*, LA 286 Discrete Mathematics, and LA 288 Vector, Matrices, & Transformations.

* Students must achieve a C- or higher in LA 255 College Math & LA 271 College Algebra with Geometry or have an appropriate placement score to enroll in advanced Mathematics courses.

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

SEMESTER GRADING PERIODS

All courses report midterm and final grades. Courses offered in Fall, Spring, and Summer semesters also report two progress grades.

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

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

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

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

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

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

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

DISTANCE EDUCATION GRADING TIMEFRAME

Work submitted for grading will be provided back to the student within 5 business days during the Fall and Spring semesters, and 3 business days during the Summer semester.

COURSE REPETITIONS

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

FINANCIAL AID NOTES:

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

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

GRADE EXCLUSION

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

Grade Exclusion Policies

- Grade Exclusion is only applied to a course for which the first attempt final grade was a C-, D+, D, D-, F, or WF.
- Term GPA of the term of the 1st attempt and also cumulative GPA will be recalculated after the final grade of the second attempt is posted by the Registrar.
- Academic standing is calculated based on the initially posted GPA for a semester and will not be recalculated after a grade exclusion is applied.
- Additional repeats of a course after Grade Exclusion has been applied will be averaged with other course grades for the purposes of calculating the GPA.
- All earned grades, including the excluded C-, D+, D, D-, F, or WF grade(s), remain on the student's academic record and will be listed on the student transcript.
- Units for both the first and subsequent attempts will be factored in for the purpose of calculating the student's completion rate.
- Repeating a course for the purpose of Grade Exclusion is subject to course availability.
- Courses for which Grade Exclusion has been applied cannot be used to satisfy degree requirements.
- Grade Exclusion does not apply to variable content courses:

  - 490 Portfolio Enhancement
  - 493 Study Abroad
  - 494 Corporate Sponsored Project
  - 498 Collaborative Project
  - 499 Special Topics
  - 500 Internship
  - 590 Enhanced Studies
  - And the following Production Studio courses: GAM 471, GAM 472, GAM 473, GAM 474, GAM 475, GAM 476, GAP 477, GAP478
  - 695 Collaborative Project
  - 698 Collaborative Project
  - 699 Special Topics
  - 800 Directed Study
  - 801-899 Group Directed Study
  - 900 Internship
  - 903 Study Abroad
  - 990 Portfolio Enhancement

- **Opt In & Opt Out of Grade Exclusion**
  Students wishing to opt in or opt out of Grade Exclusion may file a petition form with the Office of the Registrar.

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

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

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

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

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

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

GRADES OF INCOMPLETE

The purpose of an incomplete is to allow students with extenuating circumstances additional time to complete their final exam/project only. If a student is missing multiple weeks or modules of work, they do not qualify for an incomplete. For students with special cases, they should follow the Grievance Procedure.

Requirements:
In order for a student to petition for an incomplete, the student must have performed at a passing level all semester and an unusual or immediate circumstance prevents them from completing their final exam/project. There must be supporting documentation - a doctor's note that indicates they will be unable to complete the final, a death certificate, police report, et cetera. Incompletes will not be approved without proper documentation.

Process:
Instructors, students, directors, or student services can initiate a Petition for Incomplete by assessing the student's grades and situation to determine if an incomplete is the right option for a student. If this is the case, the student should contact their Academic advisor. See process listed above.

Incompletes should be initiated around Week/Module 13-15 when the student is aware they won't be able to complete their final exam. The deadline to submit an incomplete is the last day of the semester and the missing materials are due the Friday before the start of the following semester.

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

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

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

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

Instructions:

Grade of Incomplete Procedure for Onsite Classes:

1. **Request**
   The student must work with their student services advisor to petition for a final grade of incomplete.

2. **Documentation**
   Student submits documentation that demonstrates that he/she is unable to complete the final class assignment due to circumstances beyond the student's control.

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

4. **Instructor Approval**
   Instructor approves the Petition for Grade of Incomplete.

5. **Final Work Review Arrangements**
   Student makes arrangements directly with the instructor for submission of final work.
   NOTE: Work must be reviewed and the Request for Final Grade Change form must be received by the Office of the Registrar prior to the Friday before the start of the next semester.

6. **Department Approval**
   NOTE: Failure to obtain department approval prior to the end of the semester will void the petition.
   NOTE: The approved petition must be received by the Office of the Registrar prior to the end of the semester.

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

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

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

10. **Submission to the Office of the Registrar**
    Request for Final Grade Change form is processed by the Office of the Registrar.

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

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

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

Grade of Incomplete Procedure for Online Classes:

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

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

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

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

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

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

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

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

Failure to Meet Deadline: Failure to make up and submit the incomplete work within the time frame will result in a “0” on any incomplete work. A final grade that does not satisfy the prerequisites for a subsequent course may result in an administrative drop from enrolled course and administrative enrollment into the failed course.

STUDENT APPEAL FOR GRADE CHANGE

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

NOTE: A student will only be permitted to petition for a change of final grade during the semester immediately following the completion of course work for the questioned grade.
NOTE: Academic standing and both cumulative and term GPA will be recalculated after the grade change is processed.

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

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

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

Change of Final Grade Procedure:

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

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

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

Director of Grievance
Grievance@academyart.edu

STUDENT APPEAL OF "WF" GRADE

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

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

Supporting documentation and a written request should be addressed to:

Director of Grievance
Grievance@academyart.edu

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

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STUDENT RECORD POLICIES

UNIVERSITY RECORDS

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

Students are notified in writing of any discrepancies.

All student transcripts are maintained permanently by the Office of the Registrar.

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

TRANSCRIPT REQUEST

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

Please allow at least two weeks for a request to be processed. Academic information is protected by the Family Educational Rights and Privacy Act of 1974 and is released strictly by the student's request and authorization. Transcripts will not be released without written authorization from the student.

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

NOTICE OF RIGHTS UNDER FERPA

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

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

Students should submit to the Office of the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Office of the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

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

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

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

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

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

- To other school officials, including teachers, within Academy of Art University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To disclose information the school has designated as "Directory Information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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

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

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

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

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

GRAMM-LEACH-BLILEY ACT (GLBA)

The Gramm Leach Bliley Act (GLBA) is a law that applies to financial institutions and includes privacy and information security provisions that are designed to protect consumer financial data. This law applies to how higher education institutions collect, store, and use student financial records that contain personally identifiable information.

GLBA regulations include both a Privacy Rule (16 CFR 313) and a Safeguards Rule (16 CFR 314), both of which are enforced by the Federal Trade Commission (FTC) for higher education institutions. Universities in compliance with the Family Educational Rights and Privacy Act (FERPA) are also considered to be in compliance with the GLBA Privacy Rule. Academy of Art University complies with FERPA and the GLBA Privacy Rule and Safeguards Rule.

As part of our Program Participation Agreement with the U.S. Department of Education, Academy of Art University meets the Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the FTC, pursuant to the GLBA Safeguards Rule, updated May 24, 2024. The University has adopted the following measures relative to the Safeguards Rule requirements:

(A) Designating a Qualified Individual to coordinate the University's information security program.
(B) Basing our information security program on a risk assessment that identifies reasonably foreseeable internal and external risks.
(C) Designing and implementing safeguards to control the risks identified through risk assessment.
(D) Testing and monitoring the effectiveness of key controls, systems, and procedures, including continuous monitoring or periodic penetration testing and vulnerability assessments of information systems.
(E) Implementing policies and procedures to ensure that employees can enact our information security program.
(F) Vetting Service Providers prior to on boarding and contractually requiring them to implement and maintain safeguards.
(G) Evaluating and adjusting the safeguards program based on circumstances, changes in operations, or the results of security testing and monitoring.
(H) Establishing a written incident response plan designed to promptly respond to and recover from any security event.
(I) Requiring our Qualified Individual to report in writing annually to the board of directors.
(J) Notifying the FTC of notification events involving the information of at least 500 consumers no later than 30 days after discovery of the event.

DATA PRIVACY POLICIES

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

Please review our policies at the links provided below:
Privacy Notice
CCPA Notice at Collection
Terms of Use (website)
Cookie Policy

DECEASED STUDENT RECORD HANDLING & AWARDING OF POSTHUMOUS DEGREES

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

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

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

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STUDENT POLICIES

STUDENT RIGHTS, RESPONSIBILITIES & EXPECTATIONS

It is the student's right:

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

It is the student's responsibility:

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

Within the classroom, students are expected to:

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

Within the student community, students are expected to:

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

USE OF STUDENT LIKENESSES AND/OR IMAGES

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

COLLECTION OF STUDENT ARTWORK

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

STUDENT IDENTIFICATION BADGE

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

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

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

CAMPUS BUILDING ACCESS POLICY

Students and Employees
Students and employees must present a valid, current University identification badge when entering University buildings. University identification badges may not be shared or loaned to another individual. Students and employees who have lost, forgotten, expired, or damaged identification should follow the University's established process for obtaining or verifying temporary access.

Visitors and Guests
Visitors conducting official University business should have a scheduled appointment or other legitimate University related purpose for their visit. Guests of students or employees must have prior approval from the appropriate Department Director or designee.

Students and employees are responsible for ensuring that their guests comply with applicable University access and conduct requirements while on campus. Recurring, extended, or frequent guest access will not be permitted.

Access to University buildings may be denied when the visitor cannot establish a legitimate University-related purpose or obtain the required authorization.

After-Hours Access and Overnight Occupancy
Students, employees, visitors, and guests are required to obtain advance approval for after-hours access.

University buildings outside of designated Campus Housing facilities may not be used for overnight accommodation or sleeping. No student, employee, visitor, guest, contractor, or other individual is authorized to remain overnight in a University building outside of designated Campus Housing without authorization.

Compliance
Individuals who do not comply with this policy may be denied access to University buildings and may be referred to the appropriate University office for further action, consistent with applicable University policies and procedures.

Visitors and Guests in Residential Halls
Visitors are welcome after consideration is given to the needs and rights of roommate(s). All visitors regardless of whether or not they are University students must be 18 years of age or older, unless they are 16 years of age or older and the sibling of the resident, are required to provide photo identification and sign-in at the residence building front desk. The Student must accompany all visitors at all times while in the residence building. The Student is responsible for their visitors' compliance with all University policies. Visitation hours are daily as follows: 9:00 A.M. - 12:00 A.M./midnight. Requests for overnight guests must be submitted via an Overnight Guest Form one week in advance to the University's Residential Community Coordinator and are contingent upon roommate and staff approval. Before having any guest sleep in a common area within a unit (apartments only), Student must obtain express and unanimous consent from all other students who use that common area in the unit. Sleeping in public areas (e.g., TV/study lounges/common rooms) is not permitted by students and/or guests. Approved non-resident guests may visit no more than three (3) consecutive nights and/or five (5) nights total during an academic semester. No overnight guests are permitted before classes begin, during finals week, or during intersession periods. The University's Department of Housing reserves the right to restrict any guest from the residence halls at any time as determined by Housing, Campus Safety & Security, or the University's staff.

DRESS CODE

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

General Expectations

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

Shop Area Expectations

- Keep long hair tied back and away from moving machinery.
- No open toe shoes or high heel shoes are permitted.
- Clothing should cover arms and legs.
- Wear appropriate eye protection (safety glasses, goggles or safety shields), respiratory protection (dust mask, respirator, etc.) and skin protection (latex gloves, leather gloves, etc.) designed for the type of work being done.
- Remove ties, rings, watches, bracelets or other jewelry and loosely hanging objects that could get caught in moving machinery.

- When working with open flame, wear clothing that is not highly flammable.
- Additional policies may apply. Please check with shop managers and refer to shop rules.

CAMPUS SECURITY SAFETY REPORT

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

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

HEALTH INSURANCE

Domestic Housing Students

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

International Onsite F-1 Students

- All F-1 students enrolled in 6 or more credits at Academy of Art University will be automatically enrolled in the Anthem Student Advantage Health Insurance Plan.
- All F-1 students enrolled below 6 units at Academy of Art University will be responsible for signing themselves up by submitting Student Health Insurance Plan Enrollment Request Form within 30 days of the semester starting.
- F-1 students who are on OPT may qualify for the Anthem Student Advantage Health Insurance Plan through JCB: https://student.jcbins.com/726.

Additional Information

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

Making doctor's appointments at One Medical Website

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

STUDENT APPEALS AND GRIEVANCES

Academy of Art University is committed to the ideal that, in the pursuit of development, a student should be free of unfair and improper actions on the part of any member of the academic community. If a student feels that she or he has been subject to unjust actions or denied her or his rights, redress may be sought by filing an appeal or grievance within the framework of Academy of Art University's policies and procedures, outlined below. Students are encouraged to use this process without fear of any adverse action being taken against them for doing so.

STEP 1

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

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

STEP 2

If a satisfactory solution cannot be arranged through Step 1:

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

STEP 3
If a satisfactory solution cannot be arranged through Step 2:

a. Student should submit a letter of grievance to:

Director of Grievance
Grievance@academyart.edu

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

NOTE: Grievances that affect a student's academic or financial status must be received by the Director of Grievance at least one month prior to the start of the next semester in order to be considered.

NOTE: When a student's grievance challenges a code of conduct finding that was made by the Director of Grievance/Student Code of Conduct, the student may request that the Director of Grievance/Student Code of Conduct refrain from making the final decision on the grievance. The Director of Grievance/Student Code of Conduct may request the Chief Educational Services Officer to review the recommendation of the Director of Grievance/Student Code of Conduct before a decision on the grievance is finalized.

For further information concerning the grievance procedure, call the Office of Grievance, at 800.544.2787 or 415.274.2222.

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

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Telephone: (888) 370-7589
FAX: (916) 263-1897

Alaska Complaint Procedure
Students who are Alaska residents and not satisfied with the outcome of a grievance review by Academy of Art University may appeal to the Alaska Commission on Postsecondary Education, PO Box 110505, Juneau, AK 99811-0505; 1-800-441-2962; ACPE@alasaka.gov.

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

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

Maryland Residents' Complaint Procedure
Academy of Art University is subject to investigation of complaints by the Office of the Attorney General or the Maryland Higher Education Commission. Complaints should be directed to the Maryland Attorney General Consumer Protection Division, 200 St. Paul St., Baltimore, MD 21202, 410-528-8662/888/743/0823 (toll free) or to the Maryland Higher Education Commission, 217 East Redwood Street, Suite 2100, Baltimore, MD 21202, 410-767-3300, collegiatecomplaint.mhec@maryland.gov, https://onestop.md.gov/forms/student-complaints-mhec-5f74bfc0ab0f9d00fc796766.

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

North Carolina Residents' Complaint Procedure
Academy of Art university is currently seeking licensure by the Board of Governors of the University of North Carolina. This process is currently underway to ensure compliance with North Carolina state standards for degree-granting institutions.

If a complaint cannot be resolved through the institution's internal grievance procedures, North Carolina students may file a formal complaint with the North Carolina Post-Secondary Education Complaints unit of the University of North Carolina System Office:

North Carolina Post-Secondary Education Complaints
c/o Student Complaints
223 S. West Street, Suite 1800
Raleigh, NC 27603
Phone: (919) 962-4550
Website: https://studentcomplaints.northcarolina.edu

Additionally, students may file a complaint with the Consumer Protection Division of the North Carolina Department of Justice:

North Carolina Department of Justice
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001
Phone: (877) 566-7226
Website: https://ncdoj.gov/complaint

Oklahoma Residents' Complaint Appeal
For information about filing an appeal of the institution's resolution of a complaint with the Oklahoma State Regents for Higher Education, please visit https://okhighered.org/current-college-students/complaints/.

Oregon Complaint Procedure
Students should attempt to resolve any grievances they may have with their school first. Should attempts to resolve these problems with appropriate school officials fail, or should the student be dissatisfied with the final outcome of the college complaint process, then the Higher Education Coordinating Commission (HECC) can respond to a formal complaint. Students may contact the Higher Education Coordinating Commission, 3225 25th St. SE, Salem, OR 97302 or by sending an email to complaints@hecc.oregon.gov. Students may also access our complaints web page:
https://www.oregon.gov/highered/access/pages/student-complaints.aspx

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INTERNATIONAL STUDENT POLICIES

INTERNATIONAL NONIMMIGRANT STUDENTS

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

IMMIGRATION STATUS

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

Students with any questions about the rules and regulations should contact the International Student Services Office. Please be advised that any information on F-1 status and visa regulations and benefits is subject to change by the Department of Homeland Security.

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

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

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

ON-CAMPUS PRESENCE

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

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

F-1 IMMIGRATION REGULATIONS AND RESOURCES

A list of websites for resources and detailed information about F-1 status requirements is available on the Academy of Art University website. Visit: Academy of Art University Home > Students > My Academy > Student Resources > International Student Resources > Immigration Info & Updates

MAINTAINTING F-1 STATUS

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

To Maintain F-1 Status:

- Students must be enrolled to study full-time. **Undergraduate students must be registered for a minimum of 12 units, while graduate students must be registered for at least 9 units for the fall and spring semesters.** Students who fail to follow these rules will lose their F-1 status. The summer semester is optional and can be taken as a vacation period, except for new students or students who are returning after a break in their studies.

- Students who **begin their program of study in the summer semester or are resuming their on campus studies after taking a leave of absence are required to register full-time**. The full-time requirement in the summer semester is 6 units for graduate and undergraduate students.

- **Only one online class (3 units)** will be counted towards the student's full time enrollment requirement per semester. The summer semester is considered optional and continuing international students may take more than one online class during the summer. This does not apply to new students and continuing international students, who are returning after a leave of absence or continuing students who are going to complete their degree requirements in the summer semester. Students may take online classes during Intersession unless student is completing all course requirements.

- Students may be authorized to enroll in less than a full course of study if they have academic difficulties, a medical condition, pre-requisite issues or are in their last semester. **Students must receive permission from the International Student Services Office prior to enrolling in a reduced course load or dropping below a full course of study.** Failure to receive prior permission could jeopardize the student's F-1 status.

- Students must attend every class session. **If a student misses three (3) or more classes, s/he may be removed from the course** and will be considered to be "Out of Status". An "Out of Status" situation will result in the termination of the student's SEVIS record.

- Students must maintain a minimum GPA of 2.0 (average). Students who fall below this GPA will be placed on probation and may face academic dismissal in the following semester. International students who have been academically dismissed for the first time will not be able to register for classes for at least one semester. International students who have been permanently dismissed will not be able to continue their studies at Academy of Art University. A dismissal from school will have a negative impact on the student's F-1 status and options should be discussed with the International Student Services Office.

- Please be advised that a heavy workload or major change is not grounds for dropping to part-time status or stopping to attend classes.

- Any change or problem with the F-1 visa or status, change of address, change of major or academic program must be reported to the International Services Department **within 10 days** of their occurrence. International students are required to update their local US address with Academy of Art University. To update the local US address, students should log into the online Learning Management System (LMS) account and update the Home address or inform the International Student Services Office via email.

- International Students are required to keep a valid passport for at least 6 months into the future unless exempt from the passport requirement.

- Students should remain in the U.S. for no longer than **60 days** after completing the full course of study unless s/he has followed procedures for applying for practical training, moving educational levels, or transferring schools. Students who withdraw from school before completing their course of study (authorized early withdrawal) must leave the U.S. within ***15 days***. ***Students whose records are terminated for a status violation have no grace period and must leave the U.S. immediately.***

- **Off-campus employment is strictly forbidden** except for students with authorized work authorization. On-campus employment is allowed part-time (20 hr. /week) during the spring and fall semester and full-time (40 hr. /week) during school breaks.

TRAVELING IN-BETWEEN SEMESTERS

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

- Valid Form I-20 with a valid travel signature on the 3rd page. The travel signature should not be older than 12 months when re-entering the US.
- Valid passport. The passport must be valid for at least 6 months into the future upon re-entry to the US
- Valid F-1 visa. If the F-1 visa is expired prior to departure or going to expire prior to re-entry, international students must apply for a new F-1 visa before re-entry to the US. For more detailed information about the F-1 visa renewal, students should contact the International Student Services Office.

LEAVE OF ABSENCE

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

An F-1 visa student not enrolled and attending school during required semesters will have not legal status to remain in the country and would be considered to be out of status. International students who are not planning to enroll or attend classes during required semesters should contact the International Student Services Office to discuss their F-1 visa status and possible options.

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

Taking All Courses Online
F-1 students planning to take all courses online may do so outside the United States. Students who are planning to continue their studies online cannot remain in the US and must apply for a Leave of Absence so that the International Students Services Office can handle their SEVIS record accordingly.

PROCESS FOR AN APPROVED LEAVE OF ABSENCE

Students planning to apply for a Leave of Absence *before a new semester begins* are required to complete the Leave of Absence Request Form and upload their flight itinerary.

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

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

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

NOTE: SEVP policies require that a student's SEVIS record is terminated for "authorized early withdrawal" during the timeframe of the leave of absence.
NOTE: The current Academy of Art University I-20 and F-1 visa cannot be used for any re- entry into the country during the timeframe of the leave of absence.
NOTE: A return flight ticket should not be purchased before a new I-20 is issued or the terminated SEVIS record has been reactivated unless the departure date can be changed if necessary or the departure ticket is refundable.
NOTE: A Leave of Absence hold will be placed on the student's account and no on campus enrollment will be possible until the returning student has either a new I-20 or the previous I-20 has been reactivated.

RETURN FROM LEAVE OF ABSENCE

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

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

New SEVIS Record/ New Form I-20
International students who are resuming their on campus studies after 5 months of their last day of class attendance will not be eligible for a SEVIS reactivation and must apply for a new I-20, pay the $200 SEVIS and a new F-1 visa.

Per immigration regulations the F-1 visa becomes automatically invalid after spending 5 consecutive months outside the US. Students who are returning to the US within 5 months of their departure and whose F-1 visa is still valid on the day they plan to re-enter are not required to applying for a new F-1 visa. Students returning to the US 5 months after their departure are required to apply for a new F-1 visa. For more detailed information about this policy, please visit the US Department of State.

NOTE: Students who are planning to apply for post-completion OPT must be in valid F-1 status for one academic year. The academic year will begin with the start date on the I-20. Students returning after a Leave of Absence with a new I-20 should have enough classes left to complete one academic year in F-1 status from the program start date on their new I-20.

EMPLOYMENT

International students are eligible for on- and off-campus employment. However, like all non-immigrant categories, the F-1 category is bound by the general restriction on employment stated by the Department of Homeland Security. In order to maintain valid F-1 status, a student must not work in the US unless the employment is specifically authorized under the regulations.

Types of employment available to F-1 students are:

- On Campus Employment
- Employment authorized because of severe economic hardship
- Practical Training (curricular and optional practical training)

Each category requires the student to maintain current valid F-1 status. A student who is out of status is not eligible for F-1 benefits including employment. Each F-1 employment category has specific eligibility requirements, and most are also divided into subcategories. International students will find information sheet for each off campus work authorization online and should work directly with the International Student Services Office for questions or application processing.

On Campus Employment
F-1 students are generally permitted to work part-time on the premises of the school that issued their currently valid I-20 while they are attending that school and are maintaining their F-1 status. This type of employment does not require DHS authorization or updates to a student's SEVIS record. On campus employment is limited to 20 hours per week while school is in session and can be full-time (up to 40 hours/ week) during official school breaks.

Off Campus Employment
International students may be authorized for off campus employment under the following circumstances:

- Employment authorized because of severe economic hardship (EH)
- Practical Training
    - Curricular Practical Training (CPT)
    - Optional Practical Training (OPT)

Any type of off campus employment must be recommended in SEVIS by the International Student Services Office. F-1 students cannot begin the off campus employment until s/he received appropriate work authorization. In order to qualify for any type of off campus employment, international students must have been in valid F-1 status for at least one full-academic year.

Economic Hardship (EH)
The economic hardship employment authorization benefit is intended to address situations where a financial need beyond the student's control arises due to circumstances beyond the student control after obtaining F-1 status. This work authorization is being processed and granted by USCIS. If approved, the F-1 student will be able to work off campus for 12 months, or until program end date, whichever is earlier. This work authorization is limited to 20 hours per week while school is in session and can be full-time (40 hours/ week) during official school breaks. This particular work authorization is not employer or major specific.

The International Student Services Office will assist international students in assembling all the necessary application materials and filing the application with USCIS. For more detailed information, F-1 students may review the EH Information Sheet and/or stop by at the International Student Services Office during Drop In Hours.

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

Students are eligible for CPT under the following conditions:

1) Student is enrolled in degree seeking program
2) Student has not yet completed degree
3) Student has maintained F-1 status for at least 1 academic year
4) Student is registered for internship class
5) Student has an internship or short term employment offer that applies directly to major

CPT processing when student is registered for the internship class:

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

Exceptions when students are not eligible for internship class:

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

CPT processing when exception applies:

- Student must obtain approval for internship/short term employment from program director. Approval can be obtained by email. Student must provide copy of offer letter to program director for review.
- Student must complete CPT I-20 Request Form and upload a copy of the job offer letter and a screenshot of the approval email from program director.
- The International Student Services Office will review the CPT I-20 Request Form and uploaded documents and process the request within 2 business days.
- Student will be notified via email when the CPT I-20 is ready for pick up.

CPT Processing:

1) Academic Advisor will provide Internship Application packet to student, including Internship Application Form. The Internship Application Form should either be For Credit or Not For Credit. When using a Not For Credit Internship Application Form the academic advisor is required to indicate the appropriate reason on the form.
2) Student must submit required documents (Application Form and Offer Letter) to academic advisor for further processing. The Offer Letter must include everything that is noted on the Internship Application Form
3) The International Department will review and process CPT after documents have been scanned and noted in the Internship Database. After CPT was authorized student will receive a notification email from the International Office.

NOTE: F-1 students who engage in 12 months or more of full-time CPT become ineligible for OPT. The use of part-time CPT does not count towards the 12 months of full-time CPT, and consequently does not impact OPT eligibility. Academy of Art University students will not be eligible for 12 months of full-time CPT.

Optional Practical Training (OPT)
OPT is defined in the regulations as “temporary employment for practical training directly related to the student’s major area of study.” OPT must be recommended by the International Student Services Office in SEVIS and is granted by USCIS. F-1 students must not engage in any type of paid employment before receiving the appropriate Employment Authorization Document (EAD).

Three kinds of OPT can be identified:

- **Pre-completion OPT** (while student is still enrolled in school and has not completed all degree requirements)
- **Post-completion OPT** (student has completed degree and all course work towards program completion)
- **24-month extension of post-completion OPT for certain STEM degree holders**. Academy of Art University STEM majors are: Advanced Architectural Design, Advertising, Advertising & Branded Media Technology, Animation & Visual Effects, Architectural Design, Architecture, Art Education, Artificial Intelligence Marketing & Design, Marketing, Communication and Design, Game Design, Game Development, Game Programming, Graphic Design, Graphic Design & Digital Media, Industrial Design, Interaction & UI/UX Design, Interior Architecture & Design, Landscape Architecture, Product Design

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

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

Students who have questions or need assistance with their application, should reach out to the International Student Services Office by email or stop by during regular Drop In Hours.

Dependents of International Students
The spouse and unmarried minor children of an F-1 visa student can be admitted in F-2 status to accompany the student to the US or follow to join the student at a later date.
To qualify for F-2 status, a spouse or unmarried, minor (under age 21) child must establish to the satisfaction of the consular officer and the immigration officer at the port of entry that:

- H/she is the spouse (marriage license) or child (birth certificate) of the F-1 principal visa holder.
- H/she has sufficient funds to cover his/her expenses.
- H/she intends to leave the US upon the termination of the status of the principal F-1 visa holder.

Individuals in F-2 status may not accept employment or engage in business under any circumstances.

The F-2 study is restricted in the following ways:

- F-2 children may only engage in full-time study at the K-12 level.
- F-2 spouses may not engage in full-time study
- F-2 spouse may study part-time in a degree seeking program. They will not be eligible for any F1 benefits, such as off campus work authorizations.

Individuals in F-2 status wishing to engage in full-time study or to pursue an educational objective/degree are required to change their status to F-1. Valid F1 status can be obtain in following two ways and the International Student Services Office will be able to provide more detailed information:

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

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

- Valid Form I-20 for Dependent with a valid travel signature on the 3rd page. The travel signature should not be older than 12 months when re-entering the US.
- Valid passport. The passport must be valid for at least 6 months into the future upon re-entry to the US.
- Valid F-2 visa.

NOTE: The F-2 dependent's status is valid only if the F-1 student is in valid status.

HEALTH INSURANCE

Domestic Housing Students

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

International Onsite F-1 Students

- All F-1 students enrolled in 6 or more credits at Academy of Art University will be automatically enrolled in the Anthem Student Advantage Health Insurance Plan.
- All F-1 students enrolled below 6 units at Academy of Art University will be responsible for signing themselves up by submitting Student Health Insurance Plan Enrollment Request Form within 30 days of the semester starting.
- F-1 students who are on OPT may qualify for the Anthem Student Advantage Health Insurance Plan through JCB: https://student.jcbins.com/726.

Additional Information

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

Making doctor's appointments at One Medical Website

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

REQUESTING A LETTER OF VERIFICATION / SUPPORT

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

- Apartment Rental
- California State ID/Driver's License
- Enrollment Verification (including tuition)
- F-1 Visa Renewal
- Invitation Letter for Family/Friends
- Military Deferment
- Opening a Bank Account
- Passport Renewal
- Social Security
- Tourist Visa (to another country)

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

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GRADUATE STUDENT POLICIES

GRADUATE MIDPOINT REVIEW

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

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

Midpoint Reviews are conducted over a three-week (summer) and a four-week (spring/fall) period towards the end of each semester. Students may begin Directed Study after the Final Thesis Project is approved.

FINAL THESIS PROJECT REDIRECTION

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

DIRECTED STUDY

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

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

800-899 Directed Study
900 Internship (maximum of 6 units)

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

Directed Study Policy

- All Directed Study selections must be approved by the Academic department and confirmed by the student's Graduate Student Services Advisor prior to registration.
- The Midpoint Review must be approved before a graduate student can enroll in Directed Study.

GRADUATE FINAL REVIEW

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

Final Reviews are conducted at the end of each semester (including summer semester). The Final Review will take place at the end of the student's last semester. No Final Reviews are held during the intersession.

NOTE: if Final Thesis Project conditions have not been met within two semesters, students will need to reapply to the Graduate School and Repetition to Graduate.

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

MIDPOINT AND FINAL REVIEW OUTCOMES

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

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

STUDIO SPACES AND GALLERY EXHIBITIONS

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

Gallery Exhibitions
Master's students may apply for the opportunity to hold a public exhibit of their Final Thesis Project as part of a group show. An exhibition is a privilege and not guaranteed. Interested MFA students should submit proposals to their department directors.

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STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT RIGHTS AND RESPONSIBILITIES

It is your right:

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

It is your responsibility:

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

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

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

Appeals Process
During the appeals process Academy of Art University reserves the right to impose sanctions.

It is your right to appeal the decision:

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

CODE OF CONDUCT IN GENERAL

The Student Code of Conduct is applicable to all students of the University, undergraduate and graduate, during the time that they are affiliated with the University. The purpose of the Student Code of Conduct is to provide guidelines for appropriate student behavior essential to Academy of Art University community and its educational mission.

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

PROHIBITED CONDUCT

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

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

Unacceptable conduct includes but is not limited to the following:

1. Cheating or plagiarism in connection with an academic program at the University, see Academy Honesty Policy. (Plagiarism may be defined as "literary theft;" i.e., the presentation and passing off as one's own the ideas, words, or writings of another.)
2. Forgery, alteration, or misuse of University documents, records, or identification or knowingly furnishing false information to the University or any University employee.
3. Forgery or identity theft including but not limited to alteration or illegal usage of University documents, school records, and/or entrance applications.
4. Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
5. Posing as an agent of the University.
6. Auditing classes or attending without previously making full payment for the academic term. Failure to make payment for the term prior to the beginning of classes may results in administrative withdraw by notice of the university.
7. Conduct reflecting discredit on the professional ethical standards of the University.
8. Harassment of any kind including, but not limited to, threats and sexual harassment.
9. Statement with the intention to inflict pain, injury, damage or other hostile action on someone for something done or not done, this includes statements of intimidation (statements that create fear or are unnerving to the recipient).
10. Physical abuse on or off campus property of the person or property of any member of the campus community.
11. Possession or usage of fireworks, explosives, dangerous chemicals or deadly weapons on University property or at a University function.
12. Abusive behavior including the use of profanity or fighting words directed toward University staff, faculty, students, guests or visitors.
13. Throwing objects toward or at University employees, students or visitors.
14. Obscene, lewd, or indecent behavior on campus or at a University sponsored function.
15. Hazing or false imprisonment.
16. Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on University property or at University sponsored student events.
17. Possessing, distributing, manufacturing, or using alcohol on University property or at University sponsored student events (except as expressly permitted by law and officially approved in advance by the University Executive Office).
18. Defacement, vandalism, tagging or using graffiti on University buildings or property.
19. Engaging in arson, blocking emergency exits, or falsely activating the fire alarm system.
20. Breaking into or unauthorized use of any campus facility or building.
21. Theft of University property, or assisting in storing or knowingly using stolen University property, as well as the non-return of borrowed (checked-out) Academy of Art University equipment.
22. Misuse of the University's computer system including hacking into University computer records, or knowingly sending computer bugs or viruses electronically.
23. Falsely using parking spaces designated for persons who are disabled.
24. Destruction of University property, including library vandalism.
25. Obstruction of University buildings, building entrances, school vehicles.
26. Disruption of the campus educational process, administrative process, or other campus sponsored event.
27. Refusal to follow instructions given by University personnel that results or may result in bodily harm to oneself, other students, faculty or staff; including but not limited to emergency evacuation and requests to disassemble and vacate premises.
28. Attempting to or soliciting others to violate the Code of Conduct.
29. Violation of any other published Academy of Art University rules, policies, and regulations now or later in effect.
30. Sexual-based misconduct is described in the policies set forth in the enclosed link. All incidents must be reported to the Campus Security office at 415-618-3911 and/or to the Title IX Coordinator/office at 415-618-3020 or TitleIX@academyart.edu. A fair, confidential and prompt investigation and hearing will occur that protects victims and promotes accountability. Possible sanctions for sexual abuse or violence may include but not be limited to dismissal from the Academy of Art University. You can view the entire policy here: https://www.academyart.edu/disclosures/title-ix/.

DEFINITIONS AND DESCRIPTION OF KEY TERMS

"**University**," "**Campus**," and "**ACADEMY OF ART UNIVERSITY**" mean Academy of Art University.

"**Threat**" means intent to do harm either verbally or physically, actual or implied.

"**Defacing**," means to disfigure or mar.

"**Weapon**" means firearms, including guns of any kind, firing or non-firing; knives, including switchblades, razors and daggers; brass knuckles; metal pipes or clubs of any kind. In addition, any item used in a threatening manner.

"**Obstruction**" means to block, pile debris, close off or cause hazard.

"**School Vehicle**" means any Academy of Art University bus, van, car, or courier.

"**Dangerous Chemicals**" include acids, gasoline, and any other flammable materials not issued by or sanctioned by the University for Classroom Instruction and course assignments.

"**Drugs**" include non-prescription medication, street narcotics, marijuana and inhalants.

"**Obscene** or **lewd behavior**" includes public sex acts, prostitution or sexual solicitation, defecation, urination, personal bodily exposure, and nudity unless sanctioned by Academy of Art University in a classroom setting for model purposes.

"**University Property**" or "**Campus Facility**" means any University owned or leased vehicles, building, and building contents including plumbing, office equipment, computers, software, electronics, furniture, instructional equipment as well as artwork of current students, faculty and alumni.

"**Harassment**" includes, but is not limited to written, verbal, visual, psychological or physical abuse, sexual suggestions or acts, or false accusations, including those based upon a protected status.

"**Hazing**" is to initiate or discipline fellow students by forcing ridiculous, humiliating, or painful acts.

"**Profanity**" refers to derogatory gestures or words specifically directed towards students, staff, faculty, guests or visitors.

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

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

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

"**Reasonable person**" means a reasonable person under similar circumstances and with similar identities to the victim.

DISCIPLINARY PROCEDURE GUIDELINES

Campus Security, the Office of Grievance and Student Code of Conduct, and Department Directors, may conduct an inquiry or intervene in a disciplinary incident. These bodies may elicit the guidance and support of anyone they deem necessary to understand the scope of the alleged violation and/or to explore appropriate responses to said violation.

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

PROCESS

Concerns about possible violations of the Student Code of Conduct may be reported to any department's instructor, staff, security, and request that the incident/behavior will be officially documented or to cause an inquiry. The individual reporting the matter will be directed to communicate with the Department Director. The Department Director will conduct an initial inquiry into the matter which may include gathering relevant information and meeting with the reporting person and the student in question. Following the inquiry, the Department Director and Director of Grievance/Student Code of Conduct will jointly determine if the student shall be found not responsible or if the matter shall be escalated.

An escalation of the concern puts the matter to the Office of Grievance/Student Code of Conduct through an incident report from Campus Safety, an Academic Director or written complaint from Staff or Faculty. The Office of Grievance/Student Code of Conduct will review evidence and consult with applicable parties regarding the incident in question. In certain circumstances, the university may impose interim sanctions pending an inquiry upon a student when there is reason to believe, based upon available information that the student

- Has information about a serious violation of the Student Code of Conduct
- Has been involved in a serious violation of the Student Code of Conduct or
- Poses an immediate threat to the safety, health or welfare of persons, property, or the orderly operation of the University.

Interim sanctions include but are not limited to the following:

- Suspension (temporary suspension pending an investigation)
- Housing relocation or removal
- Do Not Contact order

Student will receive written notification of interim sanction that will indicate the Student Code of Conduct section(s) alleged to have been violated and specify the terms and conditions of the interim sanction(s).

Once an investigation has been initiated, the student will be provided notification to attend an informational meeting with the Director of Grievance/Student Code of Conduct and a third party. The notice will include:

- Date, time, and location of the meeting
- The conduct code alleged to have been violated
- A copy of the Student Conduct process

In the meeting, the Director of Grievance/Student Code of Conduct will perform the following tasks:

- Ensure the student has received and reviewed all necessary information (notification, student conduct code, student rights and responsibilities)
- Explain the conduct process
- Answer any questions the student may have
- Listen to the student's statement about the incident
- Allow the student the opportunity to respond to the allegations (i.e. "accept responsibility" or "do not accept responsibility") contained in the notification letter

The student will be notified in writing of the decision of the Director of Grievance/Student Code of Conduct as to responsibility/non responsibility/sanctions.

SANCTIONS

Student may be subject to the following sanctions and penalties as part of the University disciplinary process:

- Warning - A written reprimand for violations of specified University policies or campus regulations, including notice to the student that continued or repeated violations of specified University policies or campus regulations may be cause for further conduct action.
- Conduct Warning: Imposed for a period of time to allow students to reflect upon their choices and behavior and to demonstrate the ability to abide by community standards and expectations. It also serves as formal notification that the activity in question is unacceptable and that if continued or other inappropriate behavior follows, more severe action may be taken. Additional violations of the Student Conduct Code while on Conduct Warning will result in higher level sanctioning. Conduct Warning may impact a student's eligibility to participate in University-sponsored programs or services, or to serve in leadership positions.
- Exclusion: Exclusion of a student from specified areas of the campus or campus activities. Violation of the conditions of exclusion or of University policies or campus regulations during the period of exclusion may be cause for further conduct action, which ordinarily is in the form of University suspension.
- Suspension: Termination of student status for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions; further violations of school policies or violation of suspension may be cause for further disciplinary action, normally in the form of dismissal.
- Dismissal: Termination of student status at the University.
- No Contact Order: Directives issued to all parties involved in a situation perceived to be threatening to one or more parties.
- Restitution: Reimbursement for damage to or misappropriation of school, University, or private property; may be imposed exclusively or in combination with other disciplinary actions. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who, either alone or through group or concerted activities, participates in causing the damages or costs.
- Revocation of Admission and/or Degree: Admission to the University or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to matriculation or graduation.

APPEALS PROCESS

A student has the right to appeal the decision of a Student Code of Conduct violation by filing a grievance which will be reviewed by the Grievance Committee under the grievance policy set forth on page 109.

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

STOP CAMPUS HAZING ACT

Purpose
The purpose of this Act is to eliminate hazing in all forms, uphold student safety and dignity, and ensure institutional compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Title IX of the Education Amendments of 1972, and California Penal Code Section 245.6 (Matt's Law).

Legal Compliance
a) Academy of Art University shall comply with all reporting and response requirements under the Clery Act. Hazing incidents will be documented in the university's Annual Security Report (ASR).
b) Any hazing incident involving sexual harassment, sexual violence, or gender-based discrimination shall be investigated under Title IX procedures. These procedures guarantee a fair and impartial investigation, protection against retaliation, and access to the university's formal grievance process.
c) The university defines hazing consistent with California's Matt's Law (Penal Code Section 245.6). Hazing is also a violation of the Academy of Art University Student Code of Conduct and is subject to the full range of sanctions.

Definitions
a) "Hazing" includes any intentional, knowing, or reckless act, whether on or off campus, committed by one person alone or acting with others, that is directed against a student for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a student organization or group. Acts include but are not limited to:
   - Violating Federal or State criminal law.
   - Coercing the consumption of food, alcohol, or other substances.
   - Enduring physical brutality, mental degradation, sexual misconduct, or any activity likely to cause bodily harm.

   Consent by the student subjected to hazing is not a defense under this policy.

b) "Student Organization" refers to any group officially recognized by the university, including student clubs, fraternities, and campus-affiliated associations.
c) "Retaliation" means adverse action taken against someone for reporting or participating in a hazing investigation.

Scope of Policy
a) This policy applies to all Academy of Art University students, student groups, student organizations, employees, and volunteers acting in official advisory or coaching capacities.
b) The policy applies regardless of where the hazing occurs, including:
   - On-campus and off-campus facilities of registered organizations
   - Academy of Art University-sponsored and Non- Academy of Art University events
   - Distance education, study abroad, experiential learning, and online conduct where freedom of expression does not apply

Prohibited Conduct
a) Hazing is strictly prohibited.
b) Examples of hazing include but are not limited to:
   - Forced consumption of substances
   - Physical or psychological abuse
   - Sleep deprivation, forced isolation, and humiliation
   - Activities justified as "tradition" that involve risk, coercion, or secrecy

Prevention and Education
a) In compliance with the Stop Campus Hazing Act (2025), all **students, faculty, and staff** must complete **annual hazing prevention training**.
b) The Academy of Art University shall provide at least one annual program to all members, prospective members, and advisors of student organizations.
c) Records of training completion will be maintained.
d) The Academy of Art University will provide educational resources in person, electronically, and through online student portals.

Reporting and Investigation

a) Reports of hazing may be made anonymously or directly to Campus Safety, the Title IX Coordinator, or the Office of Student Affairs.
b) The Academy of Art University will notify appropriate law enforcement when a report is received and will document that notification.
c) The Vice President of Campus Safety or designee will initiate an investigation within 30 days, barring extenuating circumstances.
d) Investigative steps may include:
    - Contact with complainants, respondents, and witnesses
    - Collection of documentation (e.g., text messages, photos, medical reports)
    - Required meetings and possible no-contact directives
    - Voluntary medical exams by licensed professionals

e) Students must appear at conduct meetings. Non-participation will not prevent resolution, and no adverse inference will be drawn for refusal to answer questions.

Employee and Volunteer Responsibilities

a) Employees, faculty, staff, coaches, and student employees who become aware of hazing must report it to Campus Safety at (415) 618-3911.
b) In some cases, criminal conduct must also be reported to law enforcement.

Sanctions and Accountability

a) Students found responsible for hazing may face reprimand, probation, suspension, or expulsion.
b) Organizations may face suspension or revocation of recognition, access, and funding.
c) Sanctions may also include educational requirements and referrals to external governing bodies.
d) The Academy of Art University reserves the right to take internal action regardless of any external disciplinary body decision.

Victim Support

a) Victims shall have access to counseling resources, academic assistance, and medical services.
b) The Academy of Art University shall safeguard against retaliation and uphold Title IX rights.

Transparency and Reporting

a) Hazing statistics will be published bi-annually on the Academy of Art University website (January 1 and August 1).
b) Reports that result in formal charges will be documented.
c) Organization names involved in substantiated cases will be public; individual student names will remain confidential, in accordance with FERPA.

Policy Review and Amendment

This policy shall be reviewed every two years by a committee including students, faculty, Campus Safety, Student Affairs, and Title IX officials.

Hazing Warning Signs

Key indicators of hazing include:

- Degrading or dangerous activity
- Alcohol or drugs involved
- Refusal by members to discuss activities with outsiders
- Behavioral changes (e.g., fatigue, GPA drop, withdrawal)
- Activities labeled as “tradition” but clearly involve secrecy, risk, or coercion

Where to Report Hazing

- Brian Brashears | VP of Campus Safety: (415) 618-8577 bbrashears@academyart.edu
- Director of Campus Safety: (415) 618-6405
- Campus Safety Emergency: (415) 618-3911
- Shaina Dabney | Title IX Coordinator: (415) 618- 8232 – sdabney@academyart.edu
- In an emergency: Call 911 immediately

ACADEMIC HONESTY

Academy of Art University community, in order to fulfill its purposes, must maintain high standards of academic honesty and model clear standards of professional behavior for its students. All members of Academy of Art University community are expected to exhibit honesty in their academic work. The principle of academic honesty is understood to include the writing of papers, reports, quizzes, presentations, projects and examinations, as well as the creation of art, design, performance, or compositional (music and coding) work. Students are expected to participate fully in their academic studies by contributing their own ideas and understanding to each assignment. All material submitted for credit must be original work created for a specific assignment without any unauthorized assistance.

Students may not resubmit work created for previous or concurrent courses taken at Academy of Art University or any other institution unless permission is given by the instructor or department.

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

PLAGIARISM

All art, design, performance and compositional work, and all written work, must be the original work of the student and a result of their independent effort. Any work previously created by the student for another project and/or purpose may not be reused and claimed as original work unless authorized by the instructor. This includes misrepresenting work/material either created by someone else or AI-generated as one's own or buying or selling written or visual work to be turned in for a class. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material, including that generated by AI, must be properly cited according to university, departmental, and/or instructor policy. All work created in collaboration used in whole (or in part) must be acknowledged as such, and correctly attributed to all co-creators.

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

Plagiarism is a violation of Academy of Art University's Academic Honesty Policy. Multiple plagiarism violations will be grounds for suspension or permanent dismissal from Academy of Art University. This policy as written in the Student and Academic Policies constitutes an official warning to each student.

CHEATING

Cheating is defined as accepting or giving aid to another during a written exam or for a written report unless authorized by the instructor or accepting or giving aid to another for an individual studio project unless authorized by the instructor. This includes misrepresenting work/material, either created by someone else or AI-generated, as one's own, or using co-created work in whole (on in part), without the permission and/or crediting all co-creators.

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

INTERPRETATIONS OF REGULATIONS

Disciplinary regulations at Academy of Art University are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms. The Chief Educational Services Officer shall have the final authority to conclude a disputed interpretation of the regulations.

FOCUS OF THE PROCEEDINGS

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

VIOLATIONS OF LAW AND DISCIPLINARY REGULATIONS

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

Policy prohibiting sex-based misconduct: see link.
Policy prohibiting other unlawful discrimination and harassment: see policy on page 127.

POLICY PROHIBITING UNLAWFUL DISCRIMINATION AND HARASSMENT

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

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

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

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

Grievances are to be submitted by email to the Office of Grievance, attention, Director of Grievance: Grievance@academyart.edu.

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

Please note, the University has separate policies and procedures for those matters that involve conduct or behavior that is sex-based, such as reports of sex-based harassment, sexual assault, stalking, dating violence, etc. Students who seek to make such reports are to follow the University's Title IX Policy on the Prohibition of Sex-Based Misconduct which can be viewed here https://www.academyart.edu/disclosures/title-ix/. Any reports of this nature will be forwarded to the University's Title IX Office for handling in accordance with those policies.

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

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

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

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

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

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

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

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

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

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

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

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

Policy Prohibiting Retaliation

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

TITLE IX – ACADEMY OF ART UNIVERSITY'S TITLE IX AND SEX-AND-GENDER-RELATED MISCONDUCT POLICY

Sections:

I. Policy Statement
II. Policy Overview
III. Definitions
IV. Policy Administration and Title IX Office
V. Prohibited Conduct
VI. Reporting Options and Confidentiality
VII. Supportive Measures
VIII. Grievance and Resolution Processes
IX. Accommodations for Pregnant and Parenting Students and Employees
X. Relevant Government Agencies
XI. Education and Prevention Programs
XII. Tips for Bystander Intervention
XIII. Sex Offender Registration
XIV. Timely Warning Reports Policy
XV. Victim and Informational Resources
XVI. Revision of This Policy and Procedures

I. Policy Statement

Academy of Art University affirmatively promotes an educational and work environment that is free from sex- and gender-based discrimination, harassment, and misconduct. The University responds promptly and fairly to reports and complaints relating to possible misconduct based on sex or gender.

The University is committed to maintaining a campus environment that respects the dignity and worth of all members of the University community and to complying with Title IX of the Education Amendments of 1972, the Violence Against Women Act, the Campus Sexual Violence Elimination Act, and applicable California law.

II. Policy Overview

This Policy establishes mandatory procedures for reporting, investigating, and resolving sex- and gender-based harassment and misconduct. This Policy is intended to comply with all applicable federal and California law. At the time this Policy is issued, the 2020 Title IX regulations, including 34 C.F.R. § 106.45, are in effect.

This Policy applies to all Academy of Art University students, employees, volunteers, independent contractors, applicants, and other third parties participating in or attempting to participate in the University's programs and activities, including admissions and employment, both on and off campus and in online, virtual, or electronic environments. In some cases, it may apply to conduct occurring outside the University's programs or activities if the facts indicate that the conduct contributes to a hostile educational or work environment or interferes with access to University programs, activities, or employment.

Some matters based on sex or gender may come within broader nondiscrimination principles but not involve Sex- or Gender-Based Misconduct or harassment. This may include claims of disparate treatment based on sex or gender, or requests for accommodation arising from pregnancy, childbirth, or related conditions. In those circumstances, individuals and Responsible Employees should direct the matter to the Title IX Office, or to Human Resources when an employee is involved, and the University will respond under the applicable University policy and law.

Federal Title IX and California law do not have identical coverage. Some conduct may be governed by both, while other conduct may fall outside the Title IX Formal Complaint Process but remain subject to California law or University Policy. When more than one legal framework applies, the University will apply them concurrently to the extent they can be reconciled. If a specific federal Title IX requirement conflicts with a requirement of California law, the federal requirement will control to the extent of the conflict.

III. Definitions

The following definitions apply under the Policy.

A. Sex- and Gender-Based Misconduct

Sex- and Gender-Based Misconduct means all sex- or gender-based conduct prohibited by this Policy. This Policy may also refer generally to this conduct as "Sex-Based Misconduct."

B. Sex- and Gender-Based Harassment

Sex- or Gender-Based Harassment, as defined by the University, is unwelcome conduct on the basis of sex or gender that, based on the totality of the circumstances, has the purpose or effect of denying or limiting a person's ability to participate in or benefit from the University's education programs, activities, employment, or University-related living environment. The University's definition of "sex and gender" includes gender, gender identity, gender expression, sexual orientation, sex-based stereotypes, and related characteristics. Accordingly, it is the policy of the University to ensure equal rights, access, and nondiscrimination protections for members of the LGBTQ+ community. Some conduct may not meet the specific legal definition of sexual harassment or sex discrimination under laws such as Title IX but may still violate University Policy. In those situations, the University will address the conduct under the University policy and resolution process applicable to the allegations.

"Sexual harassment," as defined under California Education Code §§ 212.5 and 66262.5, includes gender-based harassment and is unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions: (a) submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress; (b) submission to, or rejection of, the

conduct by the individual is used as the basis of employment or academic decisions affecting the individual; (c) the conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment; (d) submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution. Sexual harassment includes sexual battery, sexual violence, and sexual exploitation.

California's protections apply to gender, gender identity, gender expression, and sexual orientation. Under California law, sex includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. Sex also includes, but is not limited to, a person's gender. Gender means sex, and includes a person's gender identity and gender expression. Gender expression means a person's gender-related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

Title IX Sexual Harassment. For purposes of the Title IX Formal Complaint Process, "Title IX Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: (1) an employee of the University conditions the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; (2) unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking, as defined in this Policy.

C. Sexual Assault

Sexual Assault is defined as any sexual act directed against another person without that person's consent. Sexual assault includes instances when the person is incapable of giving consent. Sexual assault includes offenses meeting criminal definitions of rape, fondling, incest, and statutory rape.

Under California law, Sexual Harassment includes Sexual Violence, Sexual Battery, and Sexual Exploitation, as defined below.

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

Fondling means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including where the victim is incapable of giving consent because of age or temporary or permanent mental incapacity.

Incest means nonforcible sexual intercourse between persons who are related to each other within the degrees for which marriage is prohibited by law.

Statutory Rape means nonforcible sexual intercourse with a person who is under the statutory age of consent.

D. Dating Violence

Dating Violence or Intimate Partner Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length and type of the relationship and the frequency of interaction between the persons involved. Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include conduct covered by the definition of Domestic Violence.

E. Domestic Violence

Domestic Violence is defined as a felony or misdemeanor crime of violence committed: (a) by a current or former spouse or intimate partner of the victim; (b) by a person with whom the victim shares a child in common; (c) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (d) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or (e) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

F. Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

G. Sexual Exploitation

Sexual Exploitation means taking sexual advantage of another person, without that person's consent, for the benefit of anyone other than that person. Examples include prostituting or trafficking another person; recording, photographing, filming, or audio-recording another person's sexual activity or intimate parts without consent; distributing such images or audio when the person distributing them knows or reasonably should know that the person depicted did not consent to disclosure; viewing another person's sexual activity or intimate parts, without consent, in a place where that person has a reasonable expectation of privacy for the purpose of sexual arousal or gratification; and inducing incapacitation for sexual purposes.

H. Sexual Battery

Sexual Battery is defined as the intentional touching of another person's intimate parts without consent, intentionally causing a person to touch the intimate parts of another without consent, or using a person's own intimate part to intentionally touch another person's body without consent.

I. Sex-Based Violence / Sexual Violence

"**Sex-Based Violence**," referred to as "sexual violence" under California law, means physical sexual acts committed against a person without that person's Affirmative Consent, including rape and Sexual Battery.

J. Affirmative Consent

Affirmative Consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the Affirmative Consent of the other person or persons. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative Consent must be ongoing throughout sexual activity and may be withdrawn at any time, including after penetration. Consent to one form of sexual activity does not constitute consent to another form of sexual activity, and consent given on one occasion does not constitute consent on another occasion. A current or previous dating or sexual relationship does not, by itself, constitute consent. A request that a condom, birth control, or another precaution be used does not, by itself, constitute consent to sexual activity. Once consent is withdrawn, the sexual activity must stop immediately.

K. Incapacitation

Incapacitation means a state in which a person is unable to understand the fact, nature, or extent of sexual activity or is unable to communicate consent due to alcohol, drugs, medication, sleep, unconsciousness, blackout, or a temporary or permanent physical or mental condition.

A Respondent's belief in Affirmative Consent is not valid if the Respondent knew or reasonably should have known that the Complainant was unable to consent because the Complainant was asleep or unconscious; was incapacitated by drugs, alcohol, or medication so that the Complainant could not understand the fact, nature, or extent of the sexual activity; or was unable to communicate due to a mental or physical condition.

Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain Affirmative Consent before engaging in sexual activity. It is not a valid excuse that the Respondent's belief in Affirmative Consent arose from the Respondent's intoxication or recklessness, or that the Respondent failed to take reasonable steps, in the circumstances known to the Respondent at the time, to determine whether the Complainant affirmatively consented.

L. Retaliation

Retaliation means intimidation, threats, coercion, discrimination, or other materially adverse action taken because an individual reported conduct prohibited by this Policy, participated or refused to participate in a resolution process, or exercised rights protected under this Policy. Retaliation is prohibited regardless of whether the underlying report results in a determination of responsibility. The University will not discipline any person for making a good-faith report or participating in a resolution process. Charging or disciplining an individual for knowingly making a materially false statement in bad faith does not constitute retaliation. A determination regarding responsibility, standing alone, is not sufficient to establish that a person knowingly made a materially false statement in bad faith.

M. Complainant

Complainant means an individual who is alleged to be the victim of conduct that could constitute a violation of this Policy.

N. Respondent

Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute a violation of this Policy.

O. Supportive Measures

Supportive Measures are nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent, regardless of whether a Complaint or Title IX Formal Complaint has been filed. Supportive Measures are designed to restore or preserve equal access to the University's education programs, activities, or employment without unreasonably burdening the other party, and may include measures designed to protect safety or deter conduct prohibited by this Policy.

P. Education Program or Activity

For purposes of the Title IX Formal Complaint Process, Education Program or Activity includes locations, events, or circumstances over which the University exercised substantial control over both the Respondent and the context in which the alleged Title IX Sexual Harassment occurred, and any building owned or controlled by a student organization that is officially recognized by the University.

Q. Remedies

Remedies are measures designed to restore or preserve a Complainant's equal access to the University's education programs, activities, or employment following a determination of responsibility. Remedies may include the same individualized services available as Supportive Measures, but may also be disciplinary in nature. Remedies may include making Supportive Measures more permanent, maintaining no-contact directives, imposing restrictions requiring a Respondent to avoid particular locations or activities, and other measures appropriate to restore or preserve equal access.

R. Days

Unless otherwise stated, references to "calendar days" include weekends and holidays. If a deadline falls on a day when the University is closed, the deadline extends to the next Business Day. "Business Day" means Monday through Friday, excluding University holidays and other days when the University is closed.

IV. Policy Administration and Title IX Office

The Title IX Coordinator oversees implementation of this Policy and coordinates the University's efforts to comply with Title IX and other applicable federal and California law.

Title IX Office Contacts

- **Shaina Dabney, Title IX Coordinator**
  Telephone: (415) 618-8232
  Email: SDabney@academyart.edu
- **Brian Brashears, Vice President, Campus Safety and Lab Resources / Deputy Title IX Coordinator**
  180 New Montgomery Street, Room B-83
  San Francisco, CA 94105
  Telephone: (415) 618-8577
  Email: Bbrashears@academyart.edu
- **Hope Tompkins, Vice President, Human Resources** (Employee Contact)
  Telephone: (415) 618-8017
  Email: HTompkins@academyart.edu

Title IX Office
General Email: TitleIX@academyart.edu
Mail: Title IX Coordinator, Academy of Art University, 79 New Montgomery Street, San Francisco, CA 94105

The Title IX Coordinator, investigators, decision-makers, appeal officers, and informal-resolution facilitators receive role-specific training on the applicable definitions, scope of the University's programs and activities, investigation and grievance procedures, hearings, appeals, informal resolution, relevance, impartiality, and conflicts of interest. Personnel handling matters governed by California law also receive applicable training on trauma-informed practices, complaint assessment, questioning parties and witnesses, implicit bias, and racial inequities. Publicly available Title IX personnel training materials are posted on the University's Title IX webpage.

Role of the Title IX Coordinator
Pursuant to Title IX and its implementing regulations, the Title IX Coordinator has primary responsibility for coordinating the University's efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator oversees the University's response to reports and complaints involving possible sex discrimination, monitors outcomes, identifies and addresses patterns, assesses effects on campus climate, and assists the University in addressing issues affecting the wider campus community.

A student or employee may contact the Title IX Coordinator or Deputy Title IX Coordinator to:

- Make a report regarding sex discrimination or Sex- or Gender-Based Misconduct.
- Obtain Supportive Measures.
- File a Complaint or Title IX Formal Complaint.
- Seek information about rights and available resolution options.
- Report retaliation.
- Notify the University of a policy, procedure, or incident that may raise concerns under this Policy.
- Obtain information about confidential and nonconfidential resources and support services.
- Ask questions about the University's policies and procedures.
  The Title IX Coordinator is also responsible for facilitating ongoing training and consultation; overseeing adequate, reliable, and impartial investigations; coordinating and implementing Supportive Measures; monitoring compliance; assessing campus climate; and advising the University regarding effective policies and practices.

V. Prohibited Conduct

As set forth in this Policy, the University prohibits harassment and misconduct on the basis of sex and gender. Prohibited conduct also includes Retaliation. The applicable definitions appear in Section III.
If a report or complaint discloses a possible violation of the University's nondiscrimination policy but does not come within this Policy's definition of Sex- or Gender-Based Misconduct, the University will respond under the applicable University policies governing equal access and nondiscrimination.

VI. Reporting Options and Confidentiality

A. How to Make a Report to the Title IX Office

Any person may report a possible violation of this Policy at any time. Reports may be made by a Complainant, a third party, or anonymously. An anonymous report may limit the University's ability to investigate or provide individualized Supportive Measures.

Reports may be made by email to TitleIX@academyart.edu; by telephone or email to the Title IX Coordinator or Deputy Title IX Coordinator; through the University's Title IX webpage at https://www.academyart.edu/disclosures/title-ix/; or in person or by mail using the contact information listed in Section IV.

B. University Response and Initial Outreach

Upon receiving a report, the Title IX Office will promptly assess the allegations to determine the appropriate response, including any required outreach and available Supportive Measures.

When the Title IX Coordinator or another University official with authority to institute corrective measures has actual knowledge of alleged Title IX Sexual Harassment occurring in the University's Education Program or Activity against a person in the United States, the Title IX Coordinator will promptly contact the Complainant to discuss available Supportive Measures, consider the Complainant's wishes regarding those measures, explain that Supportive Measures are available with or without a Title IX Formal Complaint, and explain the process for filing a Title IX Formal Complaint.

California law also requires outreach when the University receives a report of sexual harassment, as defined under California law, involving an identifiable student alleged to be the victim of the reported conduct. In those circumstances, the Title IX Coordinator or designee will provide the student with information concerning:

- the University's receipt of the report and its prohibition against retaliation;
- available University and community support resources;
- the right, but not the obligation, to report conduct that may constitute a crime to law enforcement;
- the University's investigation and resolution procedures;
- available interim and Supportive Measures;
- the importance of preserving evidence;
- the opportunity to meet with the Title IX Coordinator or designee to discuss available response options; and
- potential disciplinary consequences and remedies.

Supportive Measures may be provided at any stage of the University's response and do not require the filing of a Complaint or Title IX Formal Complaint or a report to law enforcement.

When a student or employee reports Sexual Assault, Dating Violence, Domestic Violence, or Stalking, whether the reported conduct occurred on or off campus, the University will provide a written explanation of rights and options. The notice will address evidence preservation; University and law-enforcement reporting options; the right to seek University assistance in contacting law enforcement or to decline to contact law enforcement; protective orders and University no-contact directives; available counseling, health, mental-health, advocacy, legal, visa and immigration, student financial-aid, and other services; available academic, living, transportation, and working changes or protective measures and how to request them; and the applicable University disciplinary procedures.

Regardless of whether a Complaint is filed, when California law applies and the University knows or reasonably should know of possible sexual harassment involving individuals then subject to University Policy, the University will promptly investigate to determine whether the conduct more likely than not occurred or otherwise respond if it determines that an investigation is not required.

C. Complaints and Title IX Formal Complaints

For purposes of University Policy and California law, a Complaint may be a document or a clear and unequivocal oral statement made by a Complainant to the Title IX Coordinator alleging Sex- or Gender-Based Misconduct against a Respondent and requesting that the University investigate the allegations. A Complaint may be made in person, by mail, by email, or through another method designated by the University. The Title IX Coordinator will confirm an oral Complaint in writing.

To proceed under the Title IX Formal Complaint Process, a Title IX Formal Complaint must be written, signed physically or electronically by the Complainant or signed by the Title IX Coordinator, and must satisfy the Title IX participation and jurisdiction requirements. An oral statement alone does not constitute a Title IX Formal Complaint. When the Title IX Coordinator signs a Title IX Formal Complaint, the Title IX Coordinator does not become a Complainant or a party.

D. Reporting to Responsible Employees

A Responsible Employee is a nonconfidential University employee who has authority to take action to redress sexual harassment or provide Supportive Measures to students, or who has a duty to report sexual harassment or Sex- or Gender-Based Misconduct to an appropriate University official with that authority.

Responsible Employees include, but are not limited to, the Title IX Coordinator and Deputy Title IX Coordinator, if one is designated; University officers and department heads; faculty and instructors; deans; program, laboratory, and research directors; student-affairs employees; housing and residential-life employees; athletic directors and coaches; graduate student employees; internship or externship directors and coordinators; study-abroad directors and coordinators; and Human Resources personnel.

A Responsible Employee must promptly report to the Title IX Coordinator all relevant details known to the employee, including the identities of the individuals involved and witnesses, if known; the nature of the alleged conduct; and the date, time, and specific location of the alleged incident, if known. Responsible Employees should not investigate or attempt to resolve the report themselves.

California law may require the University to assess and respond to information received by a Responsible Employee even when the federal Title IX actual-knowledge standard has not been satisfied.

E. Confidential Employees and Resources

Some employees are exempt from the obligation to report Sex- or Gender-Based Misconduct to the Title IX Coordinator when acting within a professional role in which confidentiality is required by law. These Confidential Employees may include:

- Therapists, psychologists, social workers, or other professional counselors;
- Clergy or other religious advisors;
- Physicians or other medical professionals providing treatment; and
- Sexual-assault and domestic-violence counselors and advocates.

Confidential Employees must explain their confidential status and any limits on confidentiality; provide information about reporting options, the Title IX Coordinator, Supportive Measures, and resources; and assist the individual in accessing support services where appropriate.

A person is confidential only when acting within the scope of the professional role that gives rise to confidentiality. For example, a licensed counselor acting as a faculty member or administrator rather than as a counselor is a Responsible Employee when acting in that nonconfidential role.

F. Reporting to Law Enforcement

Sex- or gender-based misconduct may violate both University Policy and criminal law. The University encourages individuals to report possible crimes to law enforcement but does not require a law-enforcement report to receive Supportive Measures or pursue a University resolution process. The Title IX Coordinator or Campus Safety can assist in contacting law enforcement. Individuals may also decline to notify law enforcement.

The University's resolution process and the criminal-justice process are separate and independent. A Complainant may pursue both, either, or neither option. A law-enforcement investigation does not relieve the University of its obligation to respond under this Policy. Campus Safety may assist individuals who wish to contact law enforcement, obtain emergency assistance, or understand safety options. Campus Safety will notify the Title IX Coordinator of reports that may implicate this Policy.

Campus Safety: (415) 618-3911 or (415) 618-3896
Emergency: 911
San Francisco Police Department Nonemergency: (415) 553-0123

At an individual's request, the University may assist with obtaining or enforcing protective or restraining orders and may issue a University no-contact directive independently of any court order.

G. Requests for Confidentiality

The University will protect the privacy of the individuals involved by sharing information only with persons who have a legitimate need to know in order to assess or respond to the report, investigate or adjudicate the matter, implement Supportive Measures, or provide services. Absolute confidentiality cannot be guaranteed, but information will be maintained as private to the extent permitted by law and consistent with the University's obligations under this Policy.

If a Complainant requests that their identity not be disclosed or that no investigation or disciplinary action be pursued, the University will take the request seriously and generally seek to honor it, while also considering its responsibility to provide a safe and nondiscriminatory environment.

In determining whether to disclose a Complainant's identity or proceed with an investigation over the Complainant's objection, the Title IX Coordinator may consider the seriousness of the alleged conduct, including whether a weapon or physical restraint was used or battery occurred; prior or multiple reports involving the Respondent; whether the Respondent is an employee or otherwise exercises authority or oversight over students; any power imbalance; the Complainant's stated safety concerns; whether the University can conduct a thorough investigation without the Complainant's cooperation; and the University's ability to provide fair notice and a meaningful opportunity to respond.

If the University determines that it can honor the request, it will still take reasonable steps consistent with the request to support the Complainant, address the reported conduct and its potential effects, and prevent recurrence without initiating formal action against the Respondent or revealing the Complainant's identity. The University will explain that its ability to respond may be limited by the request.

If the University determines that it must disclose the Complainant's identity to the Respondent or proceed with an investigation, the Title IX Coordinator will notify the Complainant before making the disclosure or initiating the investigation and will take appropriate steps to support safety. If the Complainant asks the University to inform the Respondent that the Complainant requested that the University not investigate or seek discipline, the University will honor that request.

The University will not include the parties' names or other personally identifying information in its Daily Crime Log or Annual Security Report. The University may report nonidentifying statistical information as required by the Clery Act.
The University generally will not notify a student's parent or legal guardian of a report unless the student is under 18, the student provides written authorization, or notification is otherwise permitted or required by law, including in an appropriate health or safety emergency.

H. Amnesty

To encourage reporting, a student Complainant or witness who participates in an investigation of Sexual Assault, Domestic Violence, Dating Violence, or Stalking will not be subject to disciplinary sanctions for a violation of the University's student conduct policy at or near the time of the reported incident unless the University determines that the violation was egregious, including conduct that placed another person's health or safety at risk or involved plagiarism, cheating, or academic dishonesty. The University may extend similar amnesty in other matters when appropriate.

I. Timeline for Reporting

The University imposes no categorical time limit for making a report. Complainants are encouraged to report as soon as possible so that the University can respond promptly and effectively and evidence can be preserved.

If the Respondent is no longer a student or employee, the University may be limited in its ability to impose disciplinary sanctions but will continue to consider appropriate Supportive Measures and other steps to address the reported conduct and its effects.

Historical Reports and Former Students

The passage of time may affect the University's ability to investigate or otherwise respond to a report. In determining the appropriate response to a historical report, the University may consider the passage of time and its effect on the availability and reliability of evidence; the current enrollment, employment, or affiliation status of the individuals involved; whether the individuals remain subject to University policies; the University's ability to conduct a fair and effective investigation or impose meaningful remedies or disciplinary measures; any continuing effect on the University community; safety considerations; and other relevant circumstances.

A report will not be rejected solely because of the amount of time that has passed. If the University determines that a formal investigation is not appropriate or reasonably feasible, the Title IX Coordinator will document the basis for that determination and consider whether Supportive Measures or another institutional response is appropriate under the circumstances.

J. Training Materials
The University provides role-specific training for Title IX Coordinators, investigators, decision-makers, appeal officers, and individuals who facilitate informal resolution. The training addresses the subject matter and procedures applicable to each role, including impartiality, conflicts of interest, relevance, and the conduct of investigations, hearings, appeals, and informal resolution. Personnel involved in California sexual-harassment and Sexual Violence grievance procedures also receive applicable trauma-informed and bias-related training. Training materials required to be publicly available are posted on the University's Title IX webpage.

In relation to student housing, residential-life student and nonstudent staff will receive annual training on responding in a trauma-informed manner to reports of sexual harassment and Sexual Violence in student residential facilities.

K. Recordkeeping
The University will retain for at least seven years records of reports and Complaints, including Title IX Formal Complaints; investigations and investigative reports; determinations regarding responsibility; hearing recordings or transcripts; disciplinary sanctions and remedies; appeals and appeal outcomes; Resolution Agreements and informal resolutions; Supportive Measures and the basis for the University's response; and materials used to train Title IX Coordinators, investigators, decision-makers, appeal officers, and informal-resolution facilitators. The University will also comply with any longer retention period required by applicable law or University record-retention policy.

VII. Supportive Measures

The University will offer appropriate and reasonably available Supportive Measures to Complainants and Respondents as necessary to restore or preserve equal access to the University's education programs, activities, or employment and to promote safety. Supportive Measures are available without fee or charge, regardless of whether a Complaint or Title IX Formal Complaint has been filed and regardless of whether a report is made to law enforcement.

Supportive Measures are individualized, nonpunitive, nondisciplinary, and designed to restore or preserve access without unreasonably burdening the other party.

Examples of Supportive Measures may include academic or workplace adjustments; extensions of deadlines or other course-related accommodations; modifications of class, work, or housing schedules; changes in work or living locations; unilateral or mutual no-contact directives; referrals to counseling, advocacy, medical, or legal services; Campus Safety escort services; leaves of absence; increased security or monitoring; and other appropriate measures.

Supportive Measures may be modified, continued, or discontinued as appropriate. A mutual no-contact directive will not be issued automatically. When California law applies, including in matters also governed by Title IX, the University will issue an interim no-contact directive prohibiting the Respondent from contacting the Complainant during the investigation when requested by the Complainant or otherwise determined appropriate. A mutual directive will be imposed only after an individualized assessment and written justification.

The University will explain the terms of any directive and the potential consequences of violating it. Following a finding of responsibility, any continuing no-contact directive imposed as a disciplinary or remedial measure will apply to the responsible party. The University will maintain the confidentiality of Supportive Measures to the maximum extent practicable, except where limited disclosure is necessary to implement the measure or comply with law.

VIII. Grievance and Resolution Processes

The University's grievance and resolution processes treat Complainants and Respondents equitably and require an objective evaluation of relevant inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness. The University bears the burden of gathering evidence sufficient to reach a determination regarding responsibility or a policy violation.

The University's primary concern is the safety of its students and University community. In student matters governed by California law, the process is not an adversarial proceeding between the parties, except to the extent that the Title IX Formal Complaint Process requires particular hearing and questioning procedures. Neither the Complainant nor the Respondent bears the burden to prove or disprove the allegations.

A. Determination of Proper Resolution Pathway
Upon receipt of a report or Complaint, the Title IX Coordinator will conduct an initial assessment to determine which provisions of this Policy apply and the appropriate resolution pathway. Depending on the allegations and the parties involved, the matter may be subject to the Title IX Formal Complaint Process, additional or different requirements under applicable California law, or both.

When both Title IX and California law apply, the University will comply with both sets of requirements to the extent they can be reconciled. If a specific federal Title IX requirement conflicts with a requirement of California law, the federal requirement will control to the extent of the conflict.

1. **Title IX Formal Complaint Process (34 C.F.R. § 106.45)**
   A matter will proceed under the Title IX Formal Complaint Process when a written, signed Title IX Formal Complaint is filed and the allegations, if proven, would constitute Title IX Sexual Harassment, and all applicable jurisdictional requirements are satisfied. These requirements include that:
   - the alleged conduct occurred within the University's education program or activity, meaning locations, events, or circumstances over which the University exercised substantial control over both the respondent and the context in which the conduct occurred;
   - the conduct occurred against a person in the United States; and
   - at the time the Title IX Formal Complaint is filed, the complainant is participating in or attempting to participate in the University's education program or activity.

   The University will conduct a live hearing before issuing any determination regarding responsibility under Title IX, unless the matter is dismissed or resolved through informal resolution.

2. **Matters Outside the Title IX Formal Complaint Process**
   Conduct that does not fall within the Title IX Formal Complaint Process may nevertheless be subject to applicable California Education Code requirements concerning sex-based harassment or misconduct. If neither the Title IX Formal Complaint Process nor those California Education Code requirements apply, the conduct may nevertheless violate this Policy or another University policy. The University will determine the appropriate process for addressing the matter, which may include Student Conduct, Human Resources, another nondiscrimination procedure, or another applicable University process.
3. **Sex or Gender Discrimination, but Not Sex- and Gender-Based Misconduct**
   The University will respond under its policies and applicable law to complaints alleging sex or gender discrimination that do not involve Sex- or Gender-Based Misconduct. These matters may include disparate treatment based on sex or gender; pregnancy-, childbirth-, or parenting-related discrimination; denial of equal access; or other discrimination not covered by the definitions in Section III.

   Matters involving a student, or otherwise implicating the University's obligations under Title IX or applicable education-discrimination laws, generally will be coordinated by the Title IX Office.

   Complaints involving alleged discrimination or harassment by one employee against another employee generally will be handled by Human Resources under the University's applicable employment discrimination, harassment, and retaliation policies and procedures, including those implementing Title VII, the California Fair Employment and Housing Act, and other applicable employment laws. Human Resources may consult with the Title IX Coordinator where the allegations also implicate Title IX, this Policy, or the University's obligations to students.

   Where a matter involves both student and employee interests or otherwise overlaps more than one University policy or legal framework, the Title IX Coordinator and Human Resources will determine the appropriate process and coordinate the University's response.

B. Notice of Investigation and Allegations

When the University initiates a formal investigation, it will provide written notice to the parties whose identities are known.

For a matter proceeding under the Title IX Formal Complaint Process, the University will provide written notice upon receipt of a Title IX Formal Complaint. The notice will include:

- notice of the University's Title IX grievance process, including any informal resolution process;
- notice of the allegations of Title IX Sexual Harassment, with sufficient details known at the time and sufficient time to prepare a response before any initial interview. Sufficient details include, if known, the identities of the parties involved, the conduct allegedly constituting Title IX Sexual Harassment, and the date and location of the alleged incident;
- a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
- notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- notice that the parties may inspect and review evidence as provided in the Title IX grievance process; and
- notice of any provision of University policy that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

When applicable California grievance-procedure requirements also govern the matter, the University will include the following additional information in the same written notice to the student parties:

- the specific University policy provisions alleged to have been violated;
- notice of each student party's right to have a support person or advisor accompany the student during any stage of the process;
- notice of each student party's right to consult with an attorney, at the student's own expense, at any stage of the process, and that an attorney may serve as the student's support person or advisor; and
- information regarding appropriate counseling resources available to student parties.

If California grievance-procedure requirements apply to a formal investigation that is not proceeding under the Title IX Formal Complaint Process, the University will provide the student parties written notice of the allegations and the specific University policy provisions under review, together with the applicable advisor, attorney, and counseling-resource information described above.

If, during an investigation, the University decides to investigate new allegations that were not included in the initial notice and that could subject either party to new or additional sanctions, the University will provide written supplemental notice of those allegations and the additional University policy provisions under review before investigating them.

The parties will also receive timely written notice of the date, time, location, participants, and purpose of any investigative interview, hearing, or other meeting at which their participation is invited or expected, with sufficient time to prepare.

Emergency Removal and Administrative Leave. In a Title IX matter, the University may remove a Respondent from its Education Program or Activity on an emergency basis only after an individualized safety and risk analysis determines that an immediate threat to the physical health or safety of a student or other individual arising from the allegations justifies removal. The Respondent will receive notice and an opportunity to challenge the decision immediately following the removal. The challenge will be reviewed by the Chief Educational Services Officer or another qualified and impartial University administrator designated by the University. If the Chief Educational Services Officer made the initial decision, is unavailable, or has a conflict of interest, the University will designate another qualified administrator. A nonstudent employee Respondent may be placed on administrative leave during the applicable process, consistent with University Policy and applicable law.

C. Dismissal from the Title IX Formal Complaint Process

The University will assess whether a Title IX Formal Complaint, or any allegations therein, is eligible to proceed under the Title IX Formal Complaint Process.

The University must dismiss a Title IX Formal Complaint, or any allegations therein, for purposes of the Title IX Formal Complaint Process, if the conduct alleged, even if proven:

- Would not constitute Title IX Sexual Harassment as defined by federal regulation;
- Did not occur in the University's education program or activity; or
- Did not occur against a person in the United States.

A dismissal from the Title IX Formal Complaint Process does not necessarily end the University's response. The same allegations may remain subject to California law, this Policy, the Student Code of Conduct, an employee process, or another applicable University procedure.

The University may dismiss a Title IX Formal Complaint, or any allegations therein, at any time if:

- The complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw the Title IX Formal Complaint or any allegations therein;
- The respondent is no longer enrolled at or employed by the University; or
- Specific circumstances prevent the University from gathering evidence sufficient to reach a determination.

The University will promptly and simultaneously provide written notice of any dismissal and the reason(s) for the dismissal to the parties. A dismissal may be appealed under the procedure below.

D. Consolidation

The University may consolidate formal complaints of allegations against more than one respondent, by more than one complainant against one or more respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances.

E. Advisors

The complainant and respondent may be accompanied by an advisor of their choice at any meeting or proceeding related to a report or Complaint, including a Title IX Formal Complaint, interview, meeting, hearing, or appeal. Advisors may be attorneys.

The University may establish reasonable rules regarding an advisor's participation and conduct, provided the rules apply equally to both parties. During investigative meetings, the University may require advisors to act in a supportive and advisory role and may prohibit advisors from speaking on behalf of a party. Where the Title IX Formal Complaint Process requires advisor-conducted questioning at a live hearing, the University will follow Title IX's requirements.

If a party does not have an advisor present at a Title IX live hearing, the University will provide that party, without fee or charge, an advisor of the University's choice for the sole purpose of conducting cross-examination on behalf of that party.

F. Informal Resolution

The University may offer Informal Resolution as a voluntary alternative to completing the formal investigation and adjudication process when appropriate. Informal Resolution is a process through which the parties attempt to reach an agreed resolution of some or all of the allegations without a determination of responsibility. The process may include negotiation facilitated by the Title IX Coordinator or designee, mediation, restorative practices, facilitated dialogue, or another voluntary method approved by the Title IX Coordinator.

If the parties reach an agreed resolution, the terms will be set forth in a written Resolution Agreement. A Resolution Agreement may include no-contact or communication restrictions; changes to classes, housing, work assignments, or participation in University programs or activities; restrictions concerning specified locations or activities; training or educational requirements; behavioral expectations; or other terms agreed upon by the parties and approved by the University.

Participation in Informal Resolution is voluntary. The University will not require a person to participate in Informal Resolution or, as a condition of enrollment, continued enrollment, employment, continued employment, or access to another right or benefit, to waive the right to the applicable formal investigation and adjudication process.

For matters governed by the Title IX Formal Complaint Process, Informal Resolution may be offered only after a Title IX Formal Complaint has been filed and before a determination regarding responsibility has been reached. Before the process begins, the University will provide the parties with written notice of the allegations; the requirements and consequences of the proposed process; the circumstances under which an agreed resolution would preclude resumption of the Title IX Formal Complaint based on the same allegations; the right of either party to withdraw before agreeing to a resolution and resume the Title IX Formal Complaint Process; and the records that will be maintained or could be shared. The University will obtain each party's voluntary, written consent before beginning the process. Informal Resolution will not be offered to resolve Title IX allegations that an employee sexually harassed a student.

Mediation will not be used to resolve allegations of Sexual Violence. The University also will not require a Complainant to enter a voluntary Resolution Agreement or any other form of resolution as a prerequisite to receiving remedial measures necessary to safeguard access to education.

For matters that are not governed by the Title IX Formal Complaint Process or the applicable California Education Code grievance requirements, the University may use Informal Resolution with greater flexibility, provided that participation remains voluntary, the process is appropriate to the allegations and circumstances, and the parties are informed of the nature and effect of the process before agreeing to participate.

The Title IX Coordinator or designee may facilitate the Informal Resolution process and may determine that Informal Resolution is not appropriate or should be discontinued based on the nature of the allegations, safety considerations, the circumstances of the parties, or the University's responsibility to address the reported conduct.

Either party may withdraw from Informal Resolution at any time before agreeing to a final resolution. If either party withdraws, the parties do not reach agreement, or the Informal Resolution process is discontinued, the matter may resume through the applicable formal process.

If the parties reach agreement, the Resolution Agreement will identify the allegations being resolved, the agreed terms, and the effect of the agreement on any pending investigation or adjudication. The agreement will be signed by the parties and approved by the Title IX Coordinator. Once a final Resolution Agreement is executed, the allegations resolved by the agreement will not proceed to a determination of responsibility unless the agreement provides otherwise.

The University may take appropriate action to implement or enforce a Resolution Agreement or to address a failure to comply with its terms. Records of Informal Resolution and its outcome will be maintained in accordance with the University's recordkeeping requirements.

G. Investigation

When the University determines that an investigation will proceed, it will investigate the allegations in a timely, fair, and impartial manner. A Title IX investigation requires a Title IX Formal Complaint. California law may require an investigation or other response even when no Complaint has been filed. The University bears the burden of gathering evidence sufficient to reach a determination regarding responsibility or policy violation.

Once the University determines that an investigation will proceed, the Title IX Coordinator will appoint one or more trained, impartial investigators. The University may appoint an internal or external investigator.

1. Investigation Procedures Applicable to All Matters

The investigator will interview the Complainant, Respondent, and relevant witnesses; gather relevant documentary, electronic, and other evidence; and provide each party an equal opportunity to identify fact and expert witnesses and submit inculpatory and exculpatory evidence. The University will not restrict either party from discussing the allegations or gathering and presenting relevant evidence.

The University will provide the parties the same opportunity to be accompanied by an advisor of choice at meetings and proceedings. A party whose participation is invited or expected will receive written notice of the date, time, location, participants, and purpose with sufficient time to prepare.

In a student matter governed by California law, the parties will be advised that evidence available to them but not disclosed during the investigation may not be considered at a later hearing, except where the hearing officer permits new evidence for good cause.

The University will not access, consider, disclose, or otherwise use records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional in connection with treatment, unless the University obtains the party's voluntary written consent.

The University will not require or use information protected by a legally recognized privilege unless the privilege holder waives it.

2. Title IX Formal Complaint Process - Investigation

Before completing the investigative report, the University will provide each party and the party's advisor, if any, the evidence directly related to the allegations, including evidence upon which the University does not intend to rely, and at least 10 calendar days to submit a written response. The investigator will consider timely responses before finalizing the report.

For matters proceeding under the Title IX Formal Complaint Process, the investigator will prepare an investigative report that fairly summarizes relevant evidence. The University will provide the report to each party and the party's advisor at least 10 calendar days before the live hearing for review and written response.

3. Non-Title IX University Process - Investigation

For matters not proceeding under the Title IX Formal Complaint Process, the University will provide the parties with fair and equitable notice of the allegations and a meaningful opportunity to be heard before a determination is made. The manner in which that opportunity is provided may vary depending on the nature of the allegations, the status of the parties, and the process being used.

The University may, as appropriate, provide the parties with an investigative report or other written summary of the evidence and an opportunity to respond. In other matters, the University may use another fair and equitable procedure that gives the parties sufficient notice of the information being considered and a reasonable opportunity to present relevant information and respond before a determination is issued.

4. Decision-Maker(s)

The University will appoint one or more trained, impartial decision-makers and may appoint an internal or external professional. For a Title IX responsibility determination, the Title IX Coordinator and investigator may not serve as the decision-maker. For a Non-Title IX matter, the University may designate the investigator or another qualified person to make factual findings or a responsibility determination. Any person serving in that role must act impartially, without a conflict of interest, bias, or prejudgment of the facts.

H. Live Hearings

1. Applicability and Format

The University will conduct a live hearing when required under the Title IX Formal Complaint Process and may conduct a hearing in other matters when it determines that a hearing is appropriate.

A Title IX Formal Complaint Process requires a live hearing before a determination of responsibility is issued unless the matter is dismissed or resolved through an available alternative process. At the request of either party in a Title IX matter, the University will conduct the hearing with the parties in separate rooms using technology that enables the decision-maker(s) and parties to see and hear the person answering questions in real time. A hearing may be conducted in person or virtually.

For a Non-Title IX matter, a live hearing is not necessarily required. In a matter involving Sexual Violence governed by California law, the University will determine whether a hearing is necessary to decide whether the alleged Sexual Violence more likely than not occurred. In making that determination, the University may consider whether the parties participated in the investigation and whether

each had an opportunity to propose questions for the other party or witnesses. For other Non-Title IX matters, including Domestic Violence or Dating Violence that does not also constitute Sexual Violence, the University may resolve the matter through an equitable administrative process without a live hearing. If no hearing is held, the parties will receive fair notice and an opportunity to respond before a determination is made. If a hearing is held, the procedures below will apply. When both Title IX and California law apply, the Title IX hearing and advisor-questioning requirements govern to the extent they conflict with California hearing procedures.

2. Hearing Officer / Decision-Maker(s)

The University may appoint a single hearing officer or a panel of trained, impartial decision-makers. The University may appoint internal or external professionals. For a Title IX responsibility determination, the Title IX Coordinator and investigator may not serve as decision-maker.

The hearing is closed to the public. The parties may attend. Witnesses ordinarily will be present only while participating unless the decision-maker(s) permit otherwise. Formal rules of evidence do not apply. The decision-maker(s) control the hearing format, decorum, relevance determinations, and reasonable time limits.

3. Evidence, Questioning, and Relevance

Only relevant questions and evidence may be considered. The decision-maker will determine relevance before a question is answered and will explain any decision to exclude a question. Questions that are repetitive, irrelevant, or harassing may be excluded or rephrased.

In the Title IX Formal Complaint Process, cross-examination and other questioning must be conducted directly, orally, and in real time by each party's advisor, and never by a party personally. If a party does not have an advisor present, the University will provide one without fee or charge for purposes of questioning.

In a Non-Title IX Sexual Violence matter governed by California hearing procedures, questioning will be conducted by the hearing officer. Student parties may submit written proposed questions in advance, but neither a party nor an advisor may directly question another party or witness. A party or witness may request to answer questions remotely by video. The parties may make objections, which the University may require to be in writing and will preserve in the record. Evidence that was available but not identified during the investigation generally will not be introduced at the hearing, although the hearing officer may permit new evidence for good cause.

Questions or evidence concerning a Complainant's sexual predisposition are not relevant. In a Title IX matter, evidence of a Complainant's prior sexual behavior may be considered only to show that someone other than the Respondent committed the alleged conduct or, when it concerns specific prior sexual conduct between the parties, to prove consent.

Where California law applies, prior or subsequent sexual history may be considered only in the following limited circumstances. Sexual history between the Complainant and another person may be considered only if directly relevant to show that another person caused physical injuries attributed to the Respondent. A dating relationship or prior or subsequent consensual sexual relations between the parties may be considered only if relevant to how the parties communicated consent. The existence of the relationship or other consensual sexual conduct is not, by itself, sufficient to establish consent to the conduct at issue. Before considering any such evidence, the investigator or hearing officer will provide the parties with a written explanation stating why the evidence falls within one of these exceptions.

4. Participation and Use of Statements

If a party or witness does not participate in the hearing or requested questioning, the decision-maker(s) may consider that person's relevant statements and evaluate their reliability and weight in light of the totality of the evidence, including the extent to which the statements were subject to questioning or otherwise tested. The decision-maker(s) may place appropriate limits on the weight given to such statements but will not draw an inference regarding responsibility based solely on a party's or witness's absence or refusal to answer questions.

5. Record of the Hearing

The University will create an audio or audiovisual recording or transcript of any live hearing and make it available to the parties for inspection and review. The parties and advisors may not make unauthorized recordings. Deliberations will not be recorded.

6. Prior Discipline and Impact Information

A Respondent's prior disciplinary history ordinarily will not be considered in determining responsibility unless the underlying conduct is relevant to the allegations, including an alleged pattern, and the parties have notice and an opportunity to respond. Prior disciplinary findings and other relevant aggravating or mitigating information may be considered in determining sanctions after a finding of responsibility. Statements submitted solely for purposes of sanctions or remedies will not be considered in determining responsibility, but relevant evidence is not excluded merely because it also concerns impact or mitigation.

7. Outcomes Without a Determination of Responsibility

Depending on the applicable resolution pathway and circumstances, a matter may be resolved through dismissal, Supportive Measures, a Resolution Agreement, informal resolution where permitted, or other administrative action without a determination of responsibility.

I. Determination
The decision-maker(s) will issue a written determination regarding responsibility based on the preponderance of the evidence standard, meaning whether it is more likely than not that the alleged misconduct occurred.

The written determination will include:

- Identification of the allegations
- Description of procedural steps taken (notifications, interviews, site visits, methods of evidence gathering, hearings)
- Findings of fact
- Application of University policy to the facts
- A rationale for the result of each allegation and determination of responsibility
- Disciplinary sanctions imposed on respondent (if found responsible)
- Whether remedies will be provided to complainant
- Appeal procedures and bases

The determination will be provided to the parties simultaneously. The Title IX Coordinator will communicate the written determination and appeal procedures to each party. The determination becomes final on the date the parties receive the written appeal decision, if an appeal is filed, or on the date an appeal is no longer timely. The Title IX Coordinator is responsible for effective implementation of remedies.

J. Appeals Under This Process
Either party may appeal a responsibility determination or dismissal on the following grounds:

- A procedural irregularity that affected the outcome;
- New evidence that was not reasonably available when the determination or dismissal was made and that could affect the outcome;
- The Title IX Coordinator, investigator, or decision-maker(s) had a conflict of interest or bias that affected the outcome.
- Any additional ground the University elects to offer equally to both parties.

An appeal must be submitted in writing to the Title IX Coordinator within 10 calendar days after the parties receive the written determination or dismissal and must identify the ground and supporting reasons. The University will notify the other party in writing when an appeal is filed. The nonappealing party will have 10 calendar days to submit a written statement supporting or challenging the outcome.

The appeal will be decided by the Chief Educational Services Officer or another trained, impartial appeal officer designated by the University. The appeal officer may not be the Title IX Coordinator, investigator, or decision-maker(s) in the matter and may not have a conflict of interest or bias. If the Chief Educational Services Officer is unavailable, has a conflict, or previously participated in the matter, the University will designate another qualified appeal officer.
The appeal officer will issue a written decision describing the result of the appeal and the rationale for the result and will provide the decision simultaneously to both parties.

K. Timeframe
The University's goal is to complete the investigation, responsibility determination, determination of sanctions and remedies, and any appeal within 90 calendar days after the University initiates a formal investigation or receives a Title IX Formal Complaint, as applicable. The written notice initiating the investigation will identify the anticipated investigation period and the date or timeframe by which the parties ordinarily should receive the outcome. The University will provide periodic status updates during an investigation. The University may temporarily delay the process or extend a timeframe for good cause, including the absence of a party, advisor, or witness; concurrent law-enforcement activity; the need for disability accommodation or language assistance; the complexity of the allegations; academic closures; or the availability of evidence. The University will provide written notice of an extension affecting a major stage of the process, the reason, and the anticipated revised timeframe. In student matters governed by California law, the University will not unreasonably deny a student's request for an extension of a deadline during examinations or a period when the University is closed.

L. Sanctions and Remedies
Sanctions for a Respondent determined to have violated this Policy may include a no-contact directive, formal warning, conduct or employment probation, changes to housing, classes, or work assignments, restrictions on access to specified buildings, classes, programs, activities, or campus, suspension, expulsion, transcript notation where permitted, termination of employment, or other appropriate disciplinary action.

Remedies may include counseling or advocacy referrals, academic or workplace adjustments, deadline extensions, modifications to work or class schedules, Campus Safety escort services, changes in housing or work locations, leaves of absence, increased security or monitoring, permanent or extended Supportive Measures, broader education or training, and other measures designed to restore or preserve the Complainant's access to University programs, activities, or employment and prevent recurrence.

IX. Accommodations for Pregnant and Parenting Students and Employees

The University provides reasonable accommodations, Supportive Measures, and nondiscriminatory access for students and employees affected by pregnancy, childbirth, parenting responsibilities, and related medical conditions.
Students seeking pregnancy-related or disability-related accommodations, Supportive Measures, or assistance should contact the Title IX Office and Accessibility Resources. Accessibility Resources may be reached at accessibility@academyart.edu or (415) 618-3775. More information is available at https://www.academyart.edu/academy-life/current-students/accessibility-resources/.

Possible student accommodations may include excused absences and reasonable opportunities to make up missed work; academic flexibility, deadline extensions, or alternative coursework; access to lactation spaces and reasonable breaks; temporary scheduling or classroom adjustments; and other individualized measures designed to preserve equal access.

Human Resources will process employee accommodation requests. Employees may contact Hope Tompkins, Vice President, Human Resources, at HTompkins@academyart.edu or (415) 618-8017 and should consult the applicable Employee Handbook and accommodation policies.

X. Relevant Government Agencies

U.S. Department of Education - Office for Civil Rights (OCR), Region IX
OCR enforces federal civil-rights laws, including Title IX, and accepts complaints of discrimination in education.

U.S. Department of Education
Office for Civil Rights—Seattle Office
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
Telephone: (206) 607-1600
Fax: (206) 607-1601
TTY/TDD: (800) 877-8339
Email: OCR.Seattle@ed.gov
Website: https://ocrcas.ed.gov/contact-ocr

California Civil Rights Department (CRD)
CRD accepts complaints concerning employment discrimination, harassment, retaliation, and certain other California civil-rights matters.
651 Bannon Street, Suite 200
Sacramento, CA 95811
Telephone: (800) 884-1684
California Relay Service: 711
Email: contact.center@calcivilrights.ca.gov
Website: https://calcivilrights.ca.gov/complaintprocess/

Bureau for Private Postsecondary Education (BPPE)
BPPE accepts complaints concerning private postsecondary institutions and their administrative or educational operations.
P.O. Box 980818
West Sacramento, CA 95798-0818
Telephone: (888) 370-7589, option 3
Website: https://www.bppe.ca.gov/enforcement/complaint.shtml

XI. Education and Prevention Programs

The University has partnered with United Educators (UE) to provide online education and prevention training for students and employees. These interactive training modules are assigned through the University's learning management system and include completion tracking to document participation.

All new students will be assigned online Title IX prevention training through United Educators. Student training is designed to promote a culture of respect, safety, and accountability by providing information on sex-based discrimination, sex-based harassment, sexual assault, dating violence, domestic violence, stalking, consent, healthy relationships, bystander intervention, retaliation, reporting options, supportive measures, and the rights and responsibilities of students under Title IX. The training also educates students on available campus and community resources and encourages intervention strategies that help foster a safe, respectful, and inclusive learning environment.

Faculty and staff are also required to complete United Educators online training related to Title IX, sex-based discrimination and harassment prevention, and employee reporting responsibilities. Employee training provides instruction on recognizing and responding to reports of sex-based harassment and discrimination, understanding employees' reporting obligations, identifying prohibited conduct, responding appropriately to disclosures, bystander intervention strategies, retaliation prevention, trauma-informed response practices, and the University's obligations under Title IX, the Clery Act, the Violence Against Women Act (VAWA), and other applicable federal and state laws.

Supervisors receive additional training regarding their responsibilities for responding to reports of sex-based discrimination and harassment, supporting employees and students, maintaining appropriate privacy, preventing retaliation, implementing supportive measures when appropriate, and helping to ensure compliance with University policies and applicable legal requirements.

The University's education and prevention efforts include primary prevention programming, bystander intervention, risk reduction, and ongoing awareness and prevention campaigns. Primary prevention programming is directed to incoming students and new employees and is intended to prevent Sexual Assault, Domestic Violence, Dating Violence, and Stalking before they occur by promoting positive and healthy behaviors, relationships, and beliefs. Programming includes the University's prohibition of these offenses, applicable definitions, the University's Affirmative Consent standard, safe and positive bystander-intervention options, recognition of warning signs and abusive behavior, risk-reduction information, reporting options, and available resources.

Bystander-intervention training addresses safe and positive ways to prevent harm or intervene in situations of potential harm, including recognizing situations that may require intervention, overcoming barriers to intervening, identifying safe and effective options, and taking action. Risk-reduction programming is designed to decrease perpetration and bystander inaction, promote individual and community safety, and address conditions that may facilitate violence.

The University also conducts ongoing prevention and awareness campaigns throughout the academic year. These efforts may include new student and employee orientation programs, presentations for students, faculty, and staff, email communications, posters, and other initiatives addressing sex-based discrimination, sex-based harassment, Sexual Assault, Dating Violence, Domestic Violence,

Stalking, consent, healthy relationships, bystander intervention, risk reduction, reporting options, Supportive Measures, and available University and community resources. Programming may be tailored to different University communities and audiences.

XII. Tips for Bystander Intervention

Bystander intervention can help prevent misconduct or keep a situation from escalating. Individuals who observe a situation of potential harm should consider whether intervention is appropriate and safe and may use one or more of the following strategies:

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

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

XIII. Sex Offender Registration

Information concerning registered sex offenders in California is available through the California Megan's Law Registry and appropriate local law-enforcement resources: https://www.meganslaw.ca.gov/.

XIV. Timely Warning Reports Policy

The University will issue a timely warning to the campus community when a crime covered by the Clery Act is reported to a campus security authority or local law enforcement, occurred within the University's Clery geography, and is considered by the University to represent a threat to students or employees. Timely warnings will withhold the names and other identifying information of victims and will be issued in a manner intended to aid in the prevention of similar crimes. The Vice President of Campus Safety and Lab Resources coordinates timely warnings.

The University may disseminate timely warnings through text messages, email, digital displays, or other appropriate communication methods. The University may also issue safety communications concerning incidents outside Clery geography when it determines that broader notice is appropriate.

XV. Victim and Informational Resources

What should I do if I am the victim of sexual assault, domestic violence, dating violence or stalking?

Call 9-1-1 if you are in the midst of any kind of emergency, immediate harm or threat of harm.

If you have experienced sex-based violence (e.g., rape, dating violence, domestic violence, or stalking), you are encouraged to seek immediate assistance from police and healthcare providers for your physical safety, emotional support and medical care. San Francisco Police can escort you to a safe place and transport you to a hospital or a sexual assault response center for a medical examination, if needed. San Francisco Police can also provide access to a confidential sexual assault advocate.
If you would prefer not to notify the police, you are strongly encouraged to seek assistance from the campus Title IX Coordinator who can provide you with information on your options, rights and remedies, and/or a sexual assault counselor or advocate. The campus Title IX Coordinator is available to assist you in notifying the police, if you wish. The resources and advocates listed below can also assist you in notifying the police and/or the campus Title IX Coordinator.

You have the right to decide WHO and WHEN to tell about sex-based violence. However, it is very important that you get confidential medical attention after being assaulted. Following the incident, you may be physically injured, there may be a chance you contracted a sexually transmitted disease, or that you may become pregnant.

Who Should I Contact?

Complainants may contact any of the following people or the campus safety department's main line
(415) 618-3911 or (415) 618-3896.

Shaina Dabney, Title IX Coordinator
(415) 618-8232
SDabney@academyart.edu

Brian Brashears, Vice President, Campus Safety and Lab Resources
(Deputy Title IX Coordinator)
180 New Montgomery, Room B-83 San Francisco, CA 94105
(415) 618-8577
Bbrashears@academyart.edu

Employees may contact:
Hope Tompkins, Vice President, Human Resources
(415) 618-8017
HTompkins@academyart.edu

Informational Resources on Prevention and Awareness of Sex-Based Violence and Abuse
The University will provide written information to students and employees about existing counseling, health, mental health and other similar services within the community. The University does not currently offer any on-campus counseling, health or mental health services.

VALOR US – Advancing Equity. Ending Sexual Violence
https://www.valor.us/

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

Male Survivors of Abuse
https://malesurvivor.org/

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

US Department of Justice
https://www.justice.gov/ovw/sexual-assault

Department of Education, Office of Civil Rights
https://www.ed.gov/laws-and-policy/civil-rights-laws

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

San Francisco 24-hour Hotline for Mental Health Services 415-781-0500 or dial 988 nationwide https://www.sf.gov/information/crisis-counseling-hotlines

ComPsych's Guidance Resources for FREE Mental Health Services (For Students ONLY)
24/7 Live Support, Providing the tools you need to handle any of life's challenges, big or small.
Check Out: New Mental Health Resources Call: 877-424-1450. TRS: Dial 711
App: Guidance Now | Web ID: ArtU | Online: guidanceresources.com

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

Zuckerberg San Francisco General
1001 Potrero Ave, San Francisco, CA 94110

The hospital's Emergency Department offers 24/7 medical care, including medical forensic examinations, to survivors of sexual assault.

San Francisco General Hospital Trauma & Recovery Center/Rape Treatment Center
Provides medical services for sexual assaults reported through the Zuckerberg San Francisco General Hospital Emergency Department. The Center also provides counseling, optional police reporting services and evidence collection for adult survivors of trauma, violence and loss through its comprehensive care, advocacy and outreach services. Spanish and Asian languages spoken.

2727 Mariposa Street, Suite 100 (at Bryant Street), San Francisco, CA 94110
(415) 437-3000 (Crisis Line) (415) 821-3222 (Business Line)
https://divisionoftraumarecoveryservices.org/trauma-recovery-center/

Community United Against Violence (CUAV)
Support and advocacy for LGBTQ+ survivors of intimate partner violence and hate violence. Current intake information is available through CUAV.
415-333-4357 https://www.cuav.org/

Child and Adolescent Support Advocacy and Resource Center (CASARC)
Medical treatment, counseling and police report services available. Serves those 17 and under. Confidential calls accepted. Spanish and Asian languages spoken.
https://divisionoftraumarecoveryservices.org/casarc/

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

San Francisco Peer Run Warm Line
Peer counseling providing emotional support and information about mental health resources. Current hours and access options are available at https://www.mentalhealthsf.org/warm-line/.

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

La Casa De Las Madres
Domestic violence support for women and children.
1269 Howard Street, San Francisco, CA 94103
Adult Crisis Line: 1-877-503-1850 Teen Crisis Line: 1-877-923-0700
https://www.lacasa.org/

Narika
Advocacy, support, information, and referrals for survivors of domestic violence in the South Asian community- Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka and diasporic communities.
P.O. Box 1708, Fremont, CA 94538
Helpline: 1-800-215-7308
https://www.narika.org/

Equal Rights Advocates
1170 Market Street, Suite 700, San Francisco, CA 94102
(415) 621-0672
https://www.equalrights.org/

National Domestic Violence Hotline
Confidential advocates available 24/7 to speak via phone or live chat with anyone who may be experiencing domestic violence, seeking resources or information or questioning unhealthy aspects of their relationship.
1-800-799-7233
https://www.thehotline.org/get-help/

RAINN- National Sexual Assault Telephone Hotline
RAINN is a national hotline that connects you with a local sexual assault service provider. Confidential support hotline and live chat services available.
(800) 656-4673

XVI. Revision of this Policy and Procedures

This Policy is effective September 8, 2026 and supersedes prior University policies addressing sexual harassment, Sex- or Gender-Based Misconduct, discrimination based on sex or gender, and retaliation to the extent stated in the University's published effective-date notice. The Title IX Coordinator will review this Policy annually and whenever changes in law or institutional practice make review appropriate.

The University will apply the substantive definitions and prohibitions in effect at the time of the alleged conduct unless controlling law requires otherwise. The University ordinarily will use the procedures in effect when a report or Complaint is being addressed, provided that doing so does not materially impair the fairness owed to either party. The 2020 Title IX regulations are not applied retroactively to conduct that occurred before August 14, 2020.

During a resolution process, the Title IX Coordinator may make minor procedural modifications that do not materially impair the fairness owed to any party, including modifications needed to accommodate academic schedules, disability accommodations, language assistance, unexpected circumstances, or legal requirements. Material procedural changes will be communicated to the parties with an explanation and will be applied consistently and equitably.

The University may revise this Policy as required by changes in statutes, regulations, court decisions, or institutional practice. If governing law changes in a manner that affects this document, the document will be construed to comply with the controlling law. Current versions and effective dates will be published on the University's Title IX webpage at https://www.academyart.edu/disclosures/title-ix/.

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UNIVERSITY DISCIPLINARY PROCEDURE

GUIDELINES

Campus Security, the Office of Educational Services, and Department Directors, may conduct investigation or intervene in a disciplinary incident. These bodies may elicit the guidance and support of anyone they deem necessary to understand the scope of the alleged violation and/or to explore appropriate responses to said violation.

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

PROCESS

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

If referred to the Office of Educational Services, the Office of Educational Services will outreach to the Department Director or Director of Campus Security and conduct a subsequent inquiry and collect any relevant supporting evidence. After an investigation of the alleged incident/behavior, the Office of Educational Services will determine the appropriate action to be taken. The student may be found not responsible for the incident/behavior in question or formal action may be taken. Should formal action be taken, the student will be notified in writing of sanctions imposed.

SANCTIONS

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

- **Warning:** Students will be placed on behavioral probation. Violation of behavioral probation will result in immediate suspension.
- **Suspension:** Termination of student status for a specified period of time, including an academic term or terms with reinstatement subject to specified conditions; further violations of school policies of violation of suspension may be cause for further disciplinary action, normally in the form of dismissal.
- **Dismissal:** Termination of student status at the University.
- **Restitution:** Reimbursement for damage to or misappropriation of school, University, or private property; may be imposed exclusively or in combination with other disciplinary actions. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who, either alone or through group or concerted activities, participates in causing the damages or costs.

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

APPEALS PROCESS

A student has the right to appeal the decision of a Department Director to the Senior Director of Student Relations if:

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

The student will be notified in writing of the final decision.

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UNIVERSITY LEARNING OUTCOMES

ACADEMY OF ART UNIVERSITY INSTITUTIONAL LEARNING OUTCOMES

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

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

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

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PROGRAM LEARNING OUTCOMES

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

SCHOOL OF ACTING

AA Acting
Undergraduate students will meet the following student performance criteria:
Acting

- Articulate a playable objective and translate that objective into performance choices that serve the story
- Identify a character's journey and change
- Demonstrate adherence to the basic vocal and physical requirements for on-camera acting

Movement

- Identify physical habits and patterns that interfere with your ability to make transformative acting choices

Vocal and Speech

- Use language in pursuit of an objective

Professional Readiness

- Demonstrate understanding of audition requirements for seeking professional work as an actor

BFA Acting
Undergraduate students will meet the following student performance criteria:
Acting

- Behave truthfully under imagined circumstances, as defined by the script
- Listen and respond to other actors reflexively and organically in the working environment
- Play a variety of actions in pursuit of an objective

Movement

- Make effective physical choices for each role

Voice & Speech

- Use language in pursuit of an objective

Professional Readiness

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

MA Acting
Graduate students will meet the following student performance criteria:
Acting Skills

- Articulate and play a clear objective in a scene
- Communicate nuanced meaning in a scene
- Physically communicate subtext and stakes
- Demonstrate sufficient vocal flexibility and range to play a variety of characters

Artistic Collaboration

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

Professional Readiness

- Present an industry standard demo reel
- Demonstrate professionalism and preparedness (scripts analyzed and memorized, punctuality, respect for another actor’s creative process in rehearsal, a strong work ethic, attitude, full commitment)

MFA Acting

Graduate students will meet the following student performance criteria:

Acting

- Demonstrate focus in a scene
- Develop an objective that helps bring the story to life
- Physically communicate subtext and stakes
- Establish an organic and truthful emotional life, as appropriate to the script
- Deliver dynamic performances on camera

Spontaneity

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

Artistic Collaboration

- Demonstrate responsiveness and change by receiving and acting on physical and nonverbal feedback
- Use energy and acting choices to affect others
- Successfully make and maintain specific adjustments based on direction

Physical and Vocal Range

- Create specific and differentiated physicalities for a variety of characters
- Demonstrate necessary vocal range technique and flexibility in film projects

Professional Readiness

- Present one or more demo reels that showcases marketable material
- Demonstrate professionalism and preparedness (scripts analyzed and memorized, punctuality, respect for another actor's creative process in rehearsal, a strong work ethic, attitude, full commitment)

SCHOOL OF ADVERTISING

AA Advertising
Undergraduate students will meet the following student performance criteria:
Research Skills
- Gather, assess, and apply relevant information, including audience, market, or historical research as appropriate, to inform the creative or design process
- Identify and research target audiences or users, and apply findings to inform design or strategic decisions

Visual Communication
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Advertising
- Apply strategic elements focused on the target customer, the product/service, and the market
- Develop advertising concepts and execute them as ads or campaigns
- Communicate relevant objectives through the use of appropriate aesthetic choices

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

Communication Skills
- Create engaging narratives that demonstrate an understanding of the elements of storytelling
- Coherently explain complex ideas in short-form, simplified writing

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

Conceptual Thinking
- Communicate relevant objectives through the use of appropriate aesthetic choices
- Think conceptually and execute projects beyond traditional advertising media
- Develop and articulate original ideas within defined project parameters

Professional Readiness
- Present an original portfolio to acquire a job within the industry

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

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

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

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

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

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

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

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

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

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

SCHOOL OF ANIMATION & VISUAL EFFECTS

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

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

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

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

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

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

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

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

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

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

Specialty Skills: Traditional Animation and Stop Motion
- Successfully convey motion and interaction of character and/or object kinesis
- Demonstrate proficient drawing and/or modeling skills and concepts appropriate to project parameters

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

Specialty Skills: 3D Animation
- Convey motion (biped and quadruped) and interaction of moving objects
- Apply principles of animation to effectively communicate character action, emotion, and mood

Specialty Skills: Visual Effects

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

Certificate in Animation & Visual Effects

Undergraduate students will meet the following student performance criteria:

Visual Communication and Problem Solving

- Make effective design choices to support narrative, character, and/or mood
- Demonstrate the ability to research for inspiration, reference, accuracy, and incorporate findings into design solutions
- Create digital elements/effects appropriate to assignment parameters
- Demonstrate an understanding of cinematic continuity through sequential imagery
- Demonstrate proficient drawing and/or modeling skills: composition, perspective, proportion, and anatomy
- Successfully convey motion and interaction of character and/or object kinesis

Technical Skills

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

Professional Readiness

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

Specialty Skills: Storyboarding

- Create and pitch stories and concepts through the use of sequential imagery
- Demonstrate an understanding of cinematic continuity by creating sequential imagery that supports narrative, character, and/or mood
- Demonstrate proficient drawing skills: composition, perspective, proportion, and anatomy

Specialty Skills: 2D Animation

- Apply the principles of animation to effectively communicate character action, emotion, and mood
- Convey motion (biped and quadruped) and the interaction of moving objects
- Demonstrate proficient drawing skills: composition, perspective, proportion, and anatomy
- Demonstrate facility and flexibility with both relevant character and asset creation tools

Specialty Skills: Modeling

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

Specialty Skills: 3D Animation

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

Specialty Skills: Visual Effects Compositing

- Design and generate digital elements and effects that meet the needs of the imagery
- Combine digital effects and elements from diverse sources to create a fine degree of visual believability and consistency

Specialty Skills: VFX Producing

- Exhibit an understanding of how VFX pipeline skills and tools support animation by clearly and effectively presenting project management work samples

Specialty Skills: Rigging

- Create efficient and effective integration of rigs into original or collaborative projects

Specialty Skills: Stop Motion Animation & Fabrication

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

Specialty Skills: Dynamics

- Apply appropriate integration dynamics into professional-quality shots or sequences

Specialty Skills: Texture & Lighting

- Create and apply texture and lighting consistent with the overall look of the project
- Apply appropriate integration of lighting and texturing skills into professional-quality shots or sequences

MA Animation & Visual Effects

Graduate students will meet the following student performance criteria:

2D Animation & Stop Motion - Traditional Animation

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

3D Animation

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

3D Modeling – Modeling

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

Visual Effects

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

MFA Animation & Visual Effects

Graduate students will meet the following student performance criteria:

MFA Thesis Project

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

Technical Skills

- Demonstrate facility with animation / visual effects technology and software

Presentation Skills

- Clearly demonstrate project and workflow plan

Effectively pitch ideas to the review committee

- Create a compelling designed and well-composed review materials

Preproduction Skills (Project Development)

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

Professional Readiness

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

Specialty Skills: Traditional Animation

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

Specialty Skills: Storyboarding

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

Specialty Skills: 3D Animation

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

Specialty Skills: Modeling

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

Specialty Skills: Visual Effects

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

SCHOOL OF ARCHITECTURE

AAS Design of Built Environments
Undergraduate students will meet the following student performance criteria:
Design Process & Critical Thinking
- Use an iterative design process to incorporate feedback and refine proposals
- Articulate and extend conceptual thinking through diagrams
- Develop criteria to generate and evaluate organizing principles

Presentation
- Explain and defend design decisions in verbal and written presentations
- Create visual presentations with logical sequencing, layout composition, and hierarchy of information

Architectural Design
- Develop architectural proposals appropriate for site context in scale and program
- Organize efficient floor plans to meet user and program requirements
- Produce accurate orthographic, isometric, and perspective drawings to convey design intent
- Develop fluency in using digital and analog tools in combination for ideation and iteration
- Construct drawings and models with a high level of craft and attention to detail

Landscape Architecture
- Conduct and graphically communicate a site inventory and analysis, including physical, environmental, and cultural conditions, to inform design decisions
- Identify and evaluate plant material based on its form, texture, color, and environmental characteristics for use in a design
- Apply grading and drainage principles to site design problems and translate solutions into accurate construction documentation

Bachelor of Architecture
Undergraduate students will meet the following student performance criteria:
Design Process & Critical Thinking
- Use an iterative design process to incorporate feedback and refine proposals
- Articulate and extend conceptual thinking through diagrams
- Develop criteria to generate and evaluate organizing principles
- Communicate critical analyses of precedent buildings and built environments
- Determine appropriate research and documentation methods to support an architectural thesis

Architectural Design
- Develop architectural proposals appropriate for site context in scale and program
- Organize efficient floor plans to meet user and program requirements
- Produce accurate orthographic, isometric, and perspective drawings to convey design intent
- Develop fluency in using digital and analog tools in combination for ideation and iteration
- Construct drawings and models with a high level of craft and attention to detail

Presentation
- Explain and defend design decisions in verbal and written presentations
- Create visual presentations with logical sequencing, layout composition, and hierarchy of information

Leadership & Community
- Develop cultural competency by valuing different lived experiences
- Protect life safety and provide equitable access in built environments

Environmental Stewardship
- Analyze site climate data to determine passive heating and cooling strategies
- Compare environmental impacts of design options using energy analysis tools

Integrated Design
- Develop structural systems using clearly stated design and performance criteria

BA Architectural Design
Undergraduate students will meet the following student performance criteria:
Design Process & Critical Thinking
- Use an iterative design process to incorporate feedback and refine proposals
- Articulate and extend conceptual thinking through diagrams
- Develop criteria to generate and evaluate organizing principles
- Communicate critical analyses of precedent buildings and built environments

Architectural Design
- Develop architectural proposals appropriate for site context in scale and program
- Organize efficient floor plans to meet user and program requirements
- Produce accurate orthographic, isometric, and perspective drawings to convey design intent
- Develop fluency in using digital and analog tools in combination for ideation and iteration
- Construct drawings and models with a high level of craft and attention to detail

Presentation
- Explain and defend design decisions in verbal and written presentations
- Create visual presentations with logical sequencing, layout composition, and hierarchy of information

Leadership & Community
- Protect life safety and provide equitable access in built environments

Environmental Stewardship
- Analyze site climate data to determine passive heating and cooling strategies
- Compare environmental impacts of design options using energy modeling tools

MA Advanced Architectural Design 1
Graduate students will meet the following student performance criteria:
Design
- Demonstrate development of design exploration and understanding throughout the program

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

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

Presentation Skills
- Professionally present design proposal and final projects

Building Systems, Materials and Methods
- Demonstrate understanding of material systems and construction methods necessary for advanced architectural design projects
- Demonstrate understanding of the general structure of the project

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

MA Advanced Architectural Design 2
Graduate students will meet the following student performance criteria:
Design
- Demonstrate development of design exploration and understanding throughout the program

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

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

Presentation Skills
- Professionally present the thesis proposal and final project

Building Systems, Materials and Methods
- Demonstrate understanding of material systems and construction methods necessary for the thesis project
- Demonstrate understanding of the general structure of the project

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

Master of Architecture 1
Graduate students will meet the following student performance criteria:
Design:
- Demonstrate development of design exploration and understanding throughout the program

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

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

Presentation Skills:
- Professionally present the thesis proposal and final project

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

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

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

Master of Architecture 2

Graduate students will meet the following student performance criteria:

Design:

- Demonstrate development of design exploration and understanding throughout the program

Visual Communication:

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

Written Communication:

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

Presentation Skills:

- Professionally present the thesis proposal and final project

Building Systems, Materials and Methods:

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

Thesis Proposal Development:

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

Thesis Project:

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

SCHOOL OF ART EDUCATION

BFA Art Education
Undergraduate students will meet the following student performance criteria:
Art and Design Skills
- Create a portfolio of work representing a broad range of visual media as well as a specialized discipline of art / design

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

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

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

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

BFA in Art Education & Art History
Undergraduate students will meet the following student performance criteria:
Art Skills and Visual Literacy
- Create artwork that illustrates technical skill and creative expression in a breadth and depth of visual media
- Apply knowledge of the properties of art (e.g., subject matter, elements of art and principles of design, and techniques) when creating works of art to successfully interpret and convey meaning
- Apply knowledge of the properties of art (e.g., subject matter, elements of art and principles of design, and techniques) when analyzing works of art to successfully interpret and convey meaning

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

Art Historical Analysis and Research
- Apply theoretical and methodological approaches to the interpretation of Western Art and architecture
- Conduct research, write effectively and synthesize acquired knowledge in art historical as well as fine art contexts

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

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

BFA in Art Education & Fine Art
BFA Double Major Fine Art/Art Education students will meet the following student performance criteria:
Art and Design Skills
- Create a portfolio of work representing a range of visual media as well as a specialized discipline of art / design
- Demonstrate craftmanship and fine attention to detail in technical and creative aspects of work

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

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

Visual Literacy

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

Knowledge of Human Development

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

Professional Readiness

- Demonstrate breadth and depth of accomplishment as an artist and art educator through a professional portfolio
- Produce a professional- standard portfolio of well-crafted artwork demonstrating personal vision

Art Teaching Credential – Track 1

Graduate students will meet the following student performance criteria:

Teaching Skills

- Make subject matter comprehensible to students
- Gauge student learning using a variety of assessment strategies
- Engage and support all students in learning
- Plan instruction and design learning experiences for all students
- Create and maintain an effective environment for student learning
- Develop as a professional educator

Professional Readiness

- Create a professional portfolio suitable for seeking employment as a credentialed art educator in the state of California

Art Teaching Credential - Track 2

Graduate students will meet the following student performance criteria:

Teaching Skills

- Make subject matter comprehensible to students
- Gauge student learning using a variety of assessment strategies
- Engage and support all students in learning
- Plan instruction and design learning experiences for all students
- Create and maintain an effective environment for student learning
- Develop as a professional educator

Professional Readiness

- Create a professional portfolio suitable for seeking employment as a credentialed art educator in the state of California

MA Art Education
Graduate students will meet the following student performance criteria:
Art and Design Skills
- Create a portfolio of work representing a broad range of visual art/design media.

Teaching and Communication Skills
- Design effective art education curricula targeted to an intended audience with consideration for the needs of diverse learners.
- Demonstrate an advanced level of knowledge of sound instructional strategies based on content standards in the visual arts, key contemporary art theories and experiences in the field.
- Demonstrate an advanced level of knowledge for appropriate uses of technology in arts education settings.
- Articulate the importance of art in education based on advanced levels of research, observation and experience.

Visual Literacy
- Articulate the formal and expressive properties of works of art / design as well as their content, meaning and purpose at an advanced level.

Research and Conceptual Development
- Produce work that reveals advanced levels of analysis, insight, design and methods based on the distinctive needs and characteristics of art education settings and audiences.

Knowledge of Human Development
- Demonstrate an advanced level of knowledge of human developmental stages and their application to learners' cognitive, social, emotional and physical abilities in art education settings.
- Demonstrate an advanced level of knowledge of learners' diverse linguistic and cultural needs in art education settings.
- Demonstrate an advanced level of knowledge of accelerated learners and special needs learners (physical, cognitive, etc.) in art education settings.

Professional Readiness
- Demonstrate professional-level presentation skills appropriate to art education settings.
- Demonstrate breadth and depth of accomplishment as an artist and art educator through a professional portfolio at an advanced level.

Master of Arts Teaching (MAT) Degree & Credential Program - Track 1
Graduate students will meet the following student performance criteria:
Teaching Skills
- Utilize developmentally appropriate instructional strategies and scaffolding to make subject matter comprehensible to students
- Evaluate student learning using a variety of formative and summative assessment strategies
- Engage and support students in learning through rigorous projects, tasks, and student interest
- Develop various lesson and curriculum plans to meet the diverse needs of students including English Learners and students with IEPs, based on the California Visual Art Standards
- Create and maintain a classroom environment with expectations that are conducive to learning

Professional Readiness
- Create a professional portfolio of artwork and curriculum suitable for seeking employment as a credentialed art educator in the state of California
- Inform current and future educational practice by demonstrating reflective teaching and application

Art Education Advocacy
- Produce a comprehensive, evidence-supported, and compelling video presentation that advocates for an Art Education problem or topic and calls on viewers to take specific action
- Identify and research an existing problem or topic related to Art Education, describing the relevant history, any associated harms, and potential impact

Master of Arts Teaching (MAT) Degree & Credential Program - Track 2
Graduate students will meet the following student performance criteria:
Teaching Skills

- Utilize developmentally appropriate instructional strategies and scaffolding to make subject matter comprehensible to students
- Evaluate student learning using a variety of formative and summative assessment strategies
- Engage and support students in learning through rigorous projects, tasks, and student interest
- Develop various lesson and curriculum plans to meet the diverse needs of students including English Learners and students with IEPs, based on the California Visual Art Standards
- Create and maintain a classroom environment with expectations that are conducive to learning

Professional Readiness

- Create a professional portfolio of artwork and curriculum suitable for seeking employment as a credentialed art educator in the state of California
- Inform current and future educational practice by demonstrating reflective teaching and application

Art Education Advocacy

- Produce a comprehensive, evidence-supported, and compelling video presentation that advocates for an Art Education problem or topic and calls on viewers to take specific action
- Identify and research an existing problem or topic related to Art Education, describing the relevant history, any associated harms, and potential impact

Master of Fine Art in Art Education
Graduate students will meet the following student performance criteria:
Art and Design Skills

- Produce artwork representing skills in a broad range of creative media (midpoint only).
- Produce a body of professional-level artwork demonstrating personal vision, rigor, and cohesiveness (final only).

Teaching and Communication Skills

- Design effective art education curricula targeting specific audiences with consideration for the needs of diverse learners.
- Demonstrate an advanced level of knowledge of sound instructional strategies based on content standards in the visual arts, key contemporary art theories and experiences in the field.
- Demonstrate an advanced level of knowledge for appropriate uses of technology in art education settings.
- Articulate the importance of art in education based on advanced levels of research, observation, and experience.

Visual Literacy

- Articulate the formal and expressive properties of works of art and design as well as their content, meaning and purpose at an advanced level.

Knowledge of Human Development

- Demonstrate an advanced level of knowledge of human developmental stages and their application to learners' cognitive, social, emotional, and physical abilities in art education settings.
- Demonstrate an advanced level of knowledge of learners' diverse linguistic and cultural needs in art education settings.
- Demonstrate an advanced level of knowledge of learners with special needs (physical, cognitive, gifted, etc.) in art education settings.

MFA Capstone Project

- Propose an original art education capstone concept worthy of the MFA degree (midpoint only).
- Develop a capstone project based on research that demonstrates advanced levels of analysis, insight, design, and methods based on the distinctive needs and characteristics of art education settings and audiences (final only).
- Implement and document an original art education capstone project that demonstrates depth of art skill and application of educational theory and best practices (final only).

Professional Readiness

- Demonstrate professional-level presentation skills appropriate to art education settings.
- Demonstrate an advanced level of breadth and depth of accomplishment as an artist and art educator through a professional portfolio.

SCHOOL OF ART HISTORY

BA Art History
Undergraduate students will meet the following student performance criteria:
Knowledge
- Demonstrate proficient knowledge of art historical issues through a final written thesis
- Intelligently discuss art and architecture from the major Western traditions and the artists that produced them
- Analyze the stylistic characteristics of Western art and architecture using appropriate terminology
- Analyze the social, political, historical and religious contexts of Western art and architecture

Art and Design Skills
- Develop an understanding of the materials and methods of fine art production in relation to the art historical narrative

Research and Analysis
- Research and persuasively analyze an art historical issue and/or theoretical position
- Apply theoretical and methodological approaches to the interpretation of Western art and architecture

Communication Skills
- Clearly express their ideas though reflective writing and researched presentations
- Speak, read and write on a basic level in a foreign (European) language

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

BFA Art History
Undergraduate students will meet the following student performance criteria:
Art Historical Knowledge
- Demonstrate proficient knowledge of art historical issues through a final written thesis.
- Intelligently discuss art and architecture from the major Western traditions and the artists that produced them
- Analyze the stylistic characteristics of Western art and architecture using appropriate terminology
- Analyze the social, political, historical and religious contexts of Western art and architecture

Art and Design Skills
- Create a portfolio of work within a specialized discipline of fine art (Painting and Printmaking or Sculpture)
- Demonstrate basic command of color, drawing and compositional choices within their specialty area

Research and Analysis
- Research and persuasively analyze an art historical issue and/or theoretical position
- Apply theoretical and methodological approaches to the interpretation of Western art and architecture

Communication Skills
- Clearly express their ideas though reflective writing and researched presentations
- Speak, read and write on a basic level in a foreign (European) language

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

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MA Art History
Graduate students will meet the following student performance criteria:
Art Historical Knowledge
- Demonstrate advanced specialized knowledge of a specific period or field of art history, including the creative process and related intellectual issues, through a final written thesis.

Research and Analysis
- Research and persuasively analyze/argue an art historical issue and/or theoretical position
- Apply theoretical and methodological approaches to the interpretation of Western art and architecture.
- Conduct independent scholarly research, highlighting a joint understanding of art historical issues and the creative process through a written thesis in the student's chosen area of specialization.

Communication Skills
- Clearly express their ideas through scholarly writing and researched presentations.

Professional Readiness
- Apply acquired specialized as well as broader art historical knowledge and research skills in a variety of contexts (scholarly, educational, curatorial, connoisseurial).

SCHOOL OF MARKETING, COMMUNICATION & DESIGN

AAS Brand Communication
Undergraduate students will meet the following student performance criteria:
Research Skills
- Gather, assess, and apply relevant information, including audience, market, or historical research as appropriate, to inform the creative or design process
- Identify and research target audiences or users, and apply findings to inform design or strategic decisions

Visual Communication
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Advertising
- Apply strategic elements focused on the target customer, the product/service, and the market
- Develop advertising concepts and execute them as ads or campaigns
- Communicate relevant objectives through the use of appropriate aesthetic choices

Graphic Design
- Create visual communications that are audience appropriate
- Create visual communications demonstrating foundational formal design skills including composition, hierarchy, typography, and construction of meaningful imagery
- Develop and prototype potential design solutions for specific problems
- Effectively present and communicate ideas
- Develop design solutions that function within a defined context recognizing physical, cognitive, cultural and social human factors

Interaction & UI/UX Design
- Apply foundational visual design principles, composition, grid systems, typography, color, and imagery, to produce effective layouts
- Produce a consistent interactive experience appropriate to the user's needs through functional prototypes and coded web pages

Marketing Communication & AI
- Develop and produce short-form video, social media, and digital content that demonstrates command of platform-appropriate formats and storytelling conventions

BA Artificial Intelligence Marketing & Design
Undergraduate students will meet the following student performance criteria:
Research & Strategy
- Conduct audience and market research and synthesize findings to develop and justify creative strategy

AI & Design Practice
- Evaluate and critically apply AI tools, including prompt engineering, generative media, and AI-assisted design, to develop creative work that meets defined brand objectives
- Apply design principles to AI-generated and human-authored visual content

Media Production & Communication
- Develop and produce short-form video, social media, and digital content that demonstrates command of platform-appropriate formats and storytelling conventions
- Communicate creative concepts and strategic rationale effectively in professional presentations, written briefs, and critiques

Professional Readiness
- Demonstrate ethical use of AI in brand communications
- Develop a portfolio and professional identity that reflects a coherent creative point of view and readiness for entry-level professional practice

BA Communications & Media Technologies
Undergraduate students will meet the following student performance criteria:
Research & Strategy
- Conduct audience and market research and synthesize findings to develop and justify creative strategy

Design & Visual Communication
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Media Production & Communication
- Develop and produce original video content across the full production pipeline, from concept and scripting through field/studio production and editing
- Perform and/or direct live, studio, on-camera, and audio productions, executing the range of professional production roles
- Communicate creative concepts and strategic rationale effectively in professional presentations, written briefs, and critiques

Professional Readiness
- Develop a portfolio, demo reel, and professional identity that reflect a coherent creative point of view and readiness for entry-level professional practice

MA Artificial Intelligence Marketing & Design
Graduate students will meet the following student performance criteria:
Critical and Creative Thinking
- Conduct appropriate research to identify problems and opportunities and potential solutions.
- Develop strategic plans focused on the target customer, the product/service, and the market.
- Address problems and opportunities through a design process.
- Integrate AI technologies into the creative design process.

Written and Oral Communication
- Develop content and concepts for brand, marketing and product development.
- Professionally pitch ideas.

Professional Readiness
- Create a professional portfolio showcasing real-world AI-driven projects.
- Accurately cite or credit sources used to develop portfolio work.

MA Communications & Media Technologies
Graduate students will meet the following student performance criteria:
Production Skills
- Produce broadcast-ready video content that adheres to professional standards
- Use and create interactive content and web designs to promote and enhance media projects
- Depending on the student's specialization: ability to present oneself on camera professionally in various kinds of scripted, live, and impromptu settings in the studio and on location; or, the ability to direct on camera talent in the studio and on location.

Conceptual Thinking
- Identify, research, and evaluate relevant information as appropriate to chosen media specialty.
- Apply creative business and technological solutions for formatting, distributing, and marketing content across all major media platforms
- Apply creative business strategies in the presentation and promotion of projects.

Written and Oral Communication
- Develop scripts, features, articles and other written content for in-depth and continuous coverage of a media specialty.
- Demonstrate mastery of various types of interview techniques appropriate to a target audience or media genre.
- Develop sophisticated concepts for a media project and to professionally pitch these ideas.

Visual Communication
- Rapidly visualize story ideas in the pre-production stage, for individual projects and larger-scale projects or series.
- Apply advanced design principles to various types of video, print, and interactive media.

Professional Readiness
- Produce a professional reel to acquire a job within the media industry or corporate environment
- Meet deadlines and submit work according to professional presentation standards.

MFA AI-Driven Creative Practice

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present a clearly defined design project worthy of the MFA degree (midpoint)
- Produce a final thesis project demonstrating design thinking, visual communication and technical skills (final review)

Critical and Creative Thinking

- Apply entrepreneurial methods to develop and advance a creative venture
- Demonstrate ethical literacy and leadership in responsible AI use.
- Communicate research-through-practice findings effectively to diverse audiences.

Design Process

- Integrate appropriate AI tools or models into the creative workflow to generate or refine visual concepts.
- Develop conceptual or experience prototypes that effectively communicate the intended functionality and user experience of an AI-driven design solution.
- Generate novel AI-driven artifacts.

Visual Communication

- Apply design principles—grid, hierarchy, typography, color, and composition—to AI-generated and human-designed elements.
- Communicate relevant objectives through aesthetic choices that effectively convey the project's intended message or purpose.

Professional Readiness

- Demonstrate sound organization and design project management skills
- Effectively present and communicate ideas
- Demonstrate the skills necessary for chosen career path through the presentation of a competent body of work

SCHOOL OF FASHION

AA Fashion Communication
Undergraduate students will meet the following student performance criteria:
Foundational Skills
- Create professional and organized presentations
- Work effectively with industry-standard software
- Clearly express ideas utilizing fashion industry vocabulary

Communication
- Develop mood boards to visually communicate creative concepts and define creative direction
- Research and produce content for digital and print platforms
- Demonstrate foundational styling techniques, including pinning, steaming, folding, and propping fashion products for photo shoots
- Create concept-driven outfits through the selection and combination of garments and accessories
- Analyze fashion references to develop concepts that are trend-aware and appropriate for the market

AA Fashion Marketing
Undergraduate students will meet the following student performance criteria:
Foundational Skills
- Work effectively with industry-standard software
- Clearly express ideas utilizing fashion industry vocabulary
- Create professional visual and written presentations

Marketing
- Conduct basic market and consumer research using industry-standard research tools and methods
- Produce creative and original concepts for marketing and merchandising
- Source, edit and select the appropriate product for a target customer
- Apply merchandising skills and develop product assortments for the selected channels
- Identify changes, trends, emerging technologies and opportunities in global fashion business, consumer behavior and products to inform business decision-making

AA Fashion Merchandising
Undergraduate students will meet the following student performance criteria:
Foundational Skills
- Work effectively with industry-standard software
- Clearly express ideas utilizing fashion industry vocabulary
- Create professional visual and written presentations

Merchandising
- Conduct basic market and consumer research using industry-standard research tools and methods
- Produce creative and original concepts for marketing and merchandising
- Source, edit and select the appropriate product for a target customer
- Apply merchandising skills and develop product assortments for the selected channels
- Identify changes, trends, emerging technologies and opportunities in global fashion business, consumer behavior and products to inform business decision-making

AA Fashion Product Development
Undergraduate students will meet the following student performance criteria:
Foundational Skills
- Create professional and organized presentations
- Work effectively with industry standard software
- Clearly express ideas utilizing fashion industry vocabulary

Product Development
- Analyze trends and market research to develop products appropriate for target markets and consumers
- Identify changes, trends and opportunities in global fashion business, consumer and products
- Identify materials, sourcing, and manufacturing processes appropriate for product market (brand, consumer, and price point)
- Produce accurate and detailed technical drawings and flat patterns using both traditional medium and computer software
- Communicate trends and research analysis, product concepts and details clearly and effectively

AA Fashion Styling
Undergraduate students will meet the following student performance criteria:
Foundational Skills
- Create professional and organized presentations
- Work effectively with industry-standard software
- Clearly express ideas utilizing fashion industry vocabulary

Styling
- Develop mood boards to visually communicate creative concepts and define creative direction
- Research and produce content for digital and print platforms
- Demonstrate foundational styling techniques, including pinning, steaming, folding, and propping fashion products for photo shoots
- Create concept-driven outfits through the selection and combination of garments and accessories
- Analyze fashion references to develop concepts that are trend-aware and appropriate for the market

AAS Fashion
Undergraduate students will meet the following student performance criteria:
Foundational Skills
- Create professional and organized presentations
- Work effectively with industry standard software
- Clearly express ideas utilizing fashion industry vocabulary

Design
- Produce creative and original designs
- Select design concepts appropriate for the customer
- Generate ideas that are coherently related to the chosen concept
- Conduct thorough design research
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D
- Effectively communicate design concepts and philosophy two-dimensionally

Marketing & Merchandising
- Conduct basic market and consumer research using industry-standard research tools and methods
- Produce creative and original concepts for marketing and merchandising
- Source, edit and select the appropriate product for a target customer
- Apply merchandising skills and develop product assortments for the selected channels
- Identify changes, trends, emerging technologies and opportunities in global fashion business, consumer behavior and products to inform business decision-making

Communication & Styling
- Develop mood boards to visually communicate creative concepts and define creative direction
- Research and produce content for digital and print platforms
- Demonstrate foundational styling techniques, including pinning, steaming, folding, and propping fashion products for photo shoots
- Create concept-driven outfits through the selection and combination of garments and accessories
- Analyze fashion references to develop concepts that are trend-aware and appropriate for the market

Product Development
- Analyze trends and market research to develop products appropriate for target markets and consumers
- Identify changes, trends and opportunities in global fashion business, consumer and products
- Identify materials, sourcing, and manufacturing processes appropriate for product market (brand, consumer, and price point)
- Produce accurate and detailed technical drawings and flat patterns using both traditional medium and computer software
- Communicate trends and research analysis, product concepts and details clearly and effectively

BFA Costume Design
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Produce creative and original designs
- Select design concepts appropriate for the customer or audience
- Generate ideas that are coherently related to the chosen concept
- Conduct thorough design research
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D

Visual Presentation Skills
- Create professional and organized presentations that reflect an individual/personal style
- Effectively communicate design concepts and philosophy two-dimensionally

Technical Skills
- Work effectively with industry standard software
- Demonstrate technical proficiency in design communication

Verbal and Written Presentation Skills
- Clearly express ideas utilizing industry vocabulary

Professional Readiness
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Design
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Produce creative and original designs
- Select design concepts appropriate for the customer or audience
- Generate ideas that are coherently related to the chosen concept
- Conduct thorough design research
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D

Visual Presentation Skills
- Create professional and organized presentations that reflect an individual/personal style
- Effectively communicate design concepts and philosophy two-dimensionally

Technical Skills
- Work effectively with industry standard software
- Demonstrate technical proficiency in design communication

Verbal and Written Presentation Skills
- Clearly express ideas utilizing industry vocabulary

Professional Readiness
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Marketing
Undergraduate students will meet the following student performance criteria:
Research and Concept Development

- Conduct thorough market and consumer research using industry-standard research tools and methods
- Analyze research to develop concepts and applications in contemporary fashion marketing and business marketplace
- Identify changes, trends and opportunities in global fashion business, consumer and products

Fashion Marketing

- Apply market research to develop a competitive business and marketing plans appropriate for various fashion businesses and target consumers
- Analyze fashion marketing and business trends, consumer, technology, and innovation in a global marketplace
- Identify and evaluate traditional, digital and social media marketing tools and trends to develop effective branding and marketing strategies
- Develop and manage budgets for marketing and promotion strategies and executions

Technical Skills

- Work effectively with industry standard software to demonstrate and communicate concepts and plans professionally

Presentation Skills

- Create visual and written presentations professionally that reflect a point of view consistent with product, target consumer, and brand
- Communicate research and concepts professionally and effectively through audience-appropriate visual aids
- Effectively pitch concepts and ideas
- Apply the conventions of standard written English to write professionally

Collaboration Skills

- Work effectively in a team

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Merchandising
Undergraduate students will meet the following student performance criteria:
Research and Concept Development

- Conduct thorough market and consumer research using industry-standard research tools and methods
- Identify trends, consumer changes, and market opportunities in the global fashion marketplace
- Analyze research to develop merchandising concepts and applications in contemporary fashion marketing and business marketplace
- Produce creative and original merchandising concepts
- Apply merchandising concepts to advance point of view or concept appropriate for the market changes, target customer, and business types

Fashion Merchandising

- Source, edit and select the appropriate product for a target customer
- Apply merchandising skills and develop product assortments for the selected channels
- Conduct a fashion business analysis and create an effective business plan (sales assortment plan, finances plan and marketing plan)

Technical Skills

- Work effectively with industry standard software to demonstrate and communicate concepts and plans professionally

Presentation Skills

- Create professional visual and written presentations that reflect a point of view consistent with product, target consumer, and brand
- Communicate ideas and merchandising concepts professionally and effectively using fashion industry vocabulary
- Communicate ideas and merchandising concepts professionally and effectively using audience-appropriate visual aids
- Effectively pitch concepts and ideas
- Apply the conventions of standard written English to all professional written communication

Collaboration Skills

- Work effectively in a team

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Product Development
Undergraduate students will meet the following student performance criteria:
Research and Concept Development

- Conduct research to advance point of view or concept
- Analyze trends and market research to develop products appropriate for target markets and consumers
- Identify changes, trends and opportunities in global fashion business, consumer and products

Product Development

- Identify materials, sourcing, and manufacturing processes appropriate for product market (brand, consumer, and price point)
- Produce accurate and detailed technical drawings and flat patterns using both traditional medium and computer software
- Demonstrate proficiency in creating complete production documents utilizing design skills, technical skills and production specifications
- Develop products appropriate for a variety of fashion businesses and their target consumers

Visual Presentation Skills

- Create professional and organized presentations that reflect a point of view consistent with product and brand
- Create industry-standard production materials

Technical Skills

- Demonstrate proficiency in industry-standard product development related tools and software

Presentation Skills

- Present and communicate trends, product concepts and details clearly and effectively in a professional format

Collaboration Skills

- Work effectively in a team

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Communication and Styling
Undergraduate students will meet the following student performance criteria:
Research and Concept Development

- Analyze historical and contemporary fashion references to identify trends and inform original creative concepts
- Synthesize market research and artistic references into original concepts appropriate to a defined market
- Construct a cohesive visual narrative that communicates a distinct creative point of view
- Adapt visual narratives into platform-appropriate content for print, digital, and social channels

Technical Skills

- Work effectively with industry standard software

Presentation Skills

- Clearly express ideas utilizing fashion industry vocabulary
- Competently pitch ideas
- Create professional and organized presentations

Styling & Art Direction

- Apply advanced styling techniques to construct intentional, concept-driven looks through the informed selection and combination of garments and accessories
- Lead the creative direction of fashion imagery and video projects from concept development through final execution
- Manage all production elements of fashion photo shoots and video projects, including crew coordination, contracts, permits, and industry-standard documentation

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

BFA Fashion Textile Design
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Produce creative and original designs
- Select design concepts appropriate for the customer
- Generate ideas that are coherently related to the chosen concept
- Conduct thorough design research
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D

Visual Presentation Skills
- Create professional and organized presentations that reflect an individual/personal style
- Effectively communicate design concepts and philosophy two-dimensionally

Technical Skills
- Work effectively with industry standard software
- Demonstrate technical proficiency in design communication

Verbal and Written Presentation Skills
- Clearly express ideas utilizing industry vocabulary

Professional Readiness
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

Certificate Fashion Design
Undergraduate students will meet the following student performance criteria:
Research and Concept Development
- Produce creative and original designs
- Select concepts appropriate for the market and customer, building on analysis of design and market research
- Generate ideas that are coherently related to the chosen concept as well as to one another
- Conduct thorough design research, as evidenced in the sketchbook
- Demonstrate evidence of trialing and self-editing designs
- Propose designs that are possible to translate from 2D to 3D
- Relate silhouettes, color and fabric, details and styling to the design concept
- Produce croquis that use color to indicate color and fabric

Visual Presentation Skills
- Create professional and organized presentations that reflect an individual/personal style
- Effectively communicate their design concepts and philosophy two-dimensionally
- Produce accurate and detailed technical drawings that include supportive information, where appropriate

Technical Skills
- Work effectively with industry standard software
- (3D Design) Draft flat patterns and drape 3D designs

Verbal and Written Presentation Skills
- Clearly express their ideas utilizing fashion industry vocabulary

Professional Readiness
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MA Costume Design
Graduate students will meet the following student performance criteria:
Costume Design Skills
- Conduct research to develop creative concepts and build a visual story
- Demonstrate a consistent level of design quality from pre-production through the shooting of the film or rehearsal process in live performance art
- Conduct specific research based on a given script that shows a clear understanding of the costume needs for the story
- Design costumes that support the needs of the story and characters
- Communicate design ideas 2-dimensionally using traditional and digital media
- Develop a 2D design concept into fully realized 3D costumes for a production
- Apply advanced 3D design techniques to create clothing to a professional standard

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals

MA Fashion Art Direction
Graduate students will meet the following student performance criteria:
Art Direction
- Demonstrate the application of project-related research to creative vision in sketchbooks and mood boards
- Style models in outfits appropriate for the given concept or market
- Style off-figure outfits appropriate for the given concept or market
- Create 3D installations for visual merchandising and set design
- Effectively produce fashion photo shoots
- Effectively produce fashion videos
- Art direct 2D and 3D cohesive visual communication strategies

Technical Skills
- Work effectively with styling kit and set design tools

Visual Communication & Digital Tools
- Apply graphic and web design principles to creative work
- Create custom branding, typography and layouts for case study brands
- Work effectively with industry-standard software

Verbal & Written Communication
- Effectively pitch ideas
- Clearly convey ideas and concepts using specific fashion industry language

Collaborative Skills
- Collaborate creatively to produce creative projects

Professional Practices
- Create a relevant and original portfolio and collateral materials, which can be used to market themselves to the industry

MA Fashion Journalism
Graduate students will meet the following student performance criteria:
Visual Communication & Digital Tools
- Apply basic design principles to creative work
- Work effectively with industry-standard software

Verbal and Written Communication
- Write compelling material for print, online, or broadcast media
- Clearly convey ideas and concepts using specific fashion industry language
- Effectively pitch ideas
- Conduct effective interviews
- Develop both a personal voice and the ability to adapt voice to fit a variety of print/online publications

Research & Concept Development
- Conduct in-depth research to develop material for print, online, or broadcast media.
- Demonstrate ability to undertake editorial “packages,’’ combining various journalistic features

Social Media & Blogging
- Publish, share, and promote stories to target audiences on social media
- Conceptualize, produce, and package content across social-media channels

Collaborative Skills
- Collaborate effectively to produce creative projects

Professional Practices
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MA Fashion Marketing
Graduate students will meet the following student performance criteria:
Specialty Skills

- Gather, analyze and apply quantifiable macro and micro market research to identify marketing opportunities and provide marketing solutions
- Develop feasible marketing plans by applying strategic consumer insights, emerging fashion market trends, and digital innovations, as appropriate to the project
- Demonstrate an understanding of the financial implications of marking campaigns and general fashion businesses by establishing realistic budgets, financial goals and creating appropriate financial management plans and control matrices
- Develop creative and innovative marketing solutions that are applicable to a specific fashion business

Technical Skills

- Create engaging presentation materials to communicate research and marketing solutions using basic design principles and industry standard software

Verbal & Written Communication

- Clearly pitch ideas and concepts using specific fashion industry and marketing language

Collaborative Skills

- Collaborate effectively to produce creative projects

Professional Readiness

- Produce a cohesive portfolio tailored to reflect career goals

MA Fashion Merchandising
Graduate students will meet the following student performance criteria:
Fashion Merchandising

- Gather, analyze and organize relevant data to support their projects
- Analyze case studies/and or project work, demonstrating critical thinking skills
- Make assumptions based on quantifiable research and statistics
- Correctly identify key points in the supply chain and demonstrate that they understand the relationships between its members
- Demonstrate command of visual merchandising presentation for fashion product and services
- Identify trends and determine what merchandise can be developed, marketed and sold

Communication Skills

- Express concepts and strategies clearly using professional terminology
- Clearly convey ideas and concepts using specific fashion industry language

Professional Practices

- Produce a cohesive portfolio tailored to reflect career goals

MFA Costume Design
Graduate students will meet the following student performance criteria:
Costume Design Thesis

- Create a body of work that will be built into a portfolio, representing an advanced level of achievement, targeted towards the film industry or other performance arts productions
- Conduct research to develop creative concepts and build a visual story
- Demonstrate a consistent level of design quality from pre-production through the shooting of the film or rehearsal process of a live production
- Conduct specific research based on a given script that shows a clear understanding of the costume needs for the story
- Design costumes that support the needs of the story and characters
- Communicate design ideas 2-dimensionally using traditional and digital media
- Develop a 2D design concept into fully realized 3D costumes for a production
- Apply advanced 3D design techniques to create clothing to a professional standard

Collaboration

- Collaborate effectively to produce creative projects

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Fashion Design
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Specialty Skills: Design
- Design Thesis: Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segment
- Conduct research to develop their creative concept and build a visual story
- Demonstrate good understanding of their market
- Communicate their design ideas 2-dimensionally using traditional and/or digital media
- Create advanced flat technical specification drawings by hand and by computer
- Design collections demonstrating a sophisticated understanding of fashion design and advanced technical skills

Specialty Skills: 3-Dimensional Design/Technical Design/CDFP
- Thesis: Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segment
- Apply advanced 3D design techniques to create clothing to a professional standard

Collaborative Skills
- Collaborate effectively to produce creative projects

Professional Practices
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Fashion Marketing & Brand Management
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Specialty Skills: Fashion Marketing and Brand Management
- Thesis: Complete an advanced-level project consisting of a competitive brand business plan and marketing strategy for different types of fashion businesses including marketing communication collateral, and prototypes
- Gather, analyze, and apply macro and micro market research to marketing and brand solutions
- Develop integrated marketing plan for fashion products or services demonstrating effective verbal, written and visual communication skills and techniques utilizing industry standard software
- Identify opportunities in global fashion marketplace reflecting understanding of consumer and market needs and trends
- Demonstrate creative problem solving skills by developing feasible marketing solutions based on analysis and synthesis of quantifiable research, data and case studies
- Establish realistic marketing budgets and financial goals for a fashion business
- Verbal Communication: Clearly pitch ideas and concepts using specific fashion and marketing language
- Professionalism: Communicate professionally and effectively through written, visual and oral presentations using industry standard software

Collaborative Skills
- Collaborate effectively to produce creative projects

Professional Practices
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Fashion Merchandising & Management
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Specialty Skills: Fashion Merchandising and Management: Merchandising Thesis
- Research, plan, and write advanced-level project inclusive of a 3-year business plan based on selling product or services

Specialty Skills: Fashion Merchandising and Management
- Projects must include a visual component and/or a prototype
- Gather, analyze and organize relevant data to support their projects
- Analyze case studies/and or project work, demonstrating critical thinking skills
- Make assumptions based on quantifiable research and statistics
- Establish realistic financial goals for a fashion business, retail or wholesale
- Correctly identify key points in the supply chain and demonstrate an understanding of the relationships between its members
- Demonstrate command of visual merchandising presentation for fashion product and services
- Identify trends and determine what merchandise can be developed, marketed and sold
- Communicate professionally and effectively through written, visual and oral presentations using industry standard software

Collaborative Skills
- Collaborate effectively to produce creative projects

Professional Practices
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Fashion Product Development
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project

Product Development
- Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segment
- Analyze fashion and market trends to apply to specific target consumer and brands
- Design and develop complete lines of fashion products demonstrating high level aesthetics and design skills using both traditional medium and computer software
- Correctly identify key points in the supply chain and demonstrate an understanding of the relationships between its members
- Develop comprehensive sourcing, costing and pricing strategies for targeted markets
- Visual Communication: Produce accurate and detailed technical drawings and flat patterns using both traditional medium and computer software
- Professionalism: Communicate professionally and effectively through written, visual and oral presentations using industry standard software

Collaborative Skills
- Collaborate effectively to produce creative projects

Professional Practices
- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry

MFA Textile Design

Graduate students will meet the following student performance criteria:

MFA Thesis

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project
- Create a body of work that will be built into a portfolio, representing an advanced level of achievement and targeted to a specific market segments

Textile Design

- Conduct research to develop their creative concept and build a visual story
- Demonstrate good understanding of their markets
- Demonstrate thorough knowledge of repeats and engineered prints both on paper and fabric
- Design surface patterns for a wide variety of end products at an advanced level
- Demonstrate advanced knowledge of computer software used in the industry
- Communicate their design ideas 2-dimensionally using traditional and/or digital media

Professional Readiness

- Create a relevant and original portfolio and collateral materials which can be used to market themselves to the industry.

SCHOOL OF FINE ART

AA Fine Art
Undergraduate students will meet the following student performance criteria:
Fine Art

- Demonstrate basic skills in composition
- Demonstrate effective use of color theory
- Demonstrate effective use of proportion, gesture, and perspective
- Use value effectively when creating form
- Apply anatomical knowledge to accurately draw the human form
- Demonstrate craftsmanship and fine attention to detail

AAS 3-Dimensional Studio Arts
Undergraduate students will meet the following student performance criteria:
Visual Communication

- Effectively execute design concepts
- Demonstrate evidence of trialing and self-editing designs, as evidenced in sketchbook/journal
- Demonstrate facility in fine art foundations and media-specific skills

Conceptual Development and Critical Analysis

- Explore and articulate concepts and creative possibilities within a given topic or subject
- Analyze the strengths and weaknesses of a given project

Presentation Skills

- Clearly express ideas verbally, visually, and in writing
- Display work to professional presentation standards
- Demonstrate craftsmanship and attention to detail

Professional Readiness

- Manage workload to meet deadlines
- Produce basic materials suitable for an entry-level job search

AAS Studio Arts
Undergraduate students will meet the following student performance criteria:
Fine Art

- Demonstrate basic skills in composition
- Demonstrate effective use of color theory
- Use value effectively when creating form
- Demonstrate effective use of proportion, gesture, and perspective
- Apply anatomical knowledge to accurately draw the human form
- Demonstrate craftsmanship and fine attention to detail

Illustration

- Effectively use line, edge, and or value
- Depict gesture in proper proportion
- Apply value pattern and establish focal point
- Harmonize color
- Apply perspective when appropriate
- Conduct research for quality and usable reference
- Create thumbnails, comps, and layouts as part of design process
- Execute illustrations using appropriate tools and media

Visual Development

- Generate functional designs for entertainment media (2D or 3D), following an industry-standard process from thumbnails through final render
- Communicate narrative, theme and character through design choices
- Demonstrate the ability to research for inspiration, reference, and accuracy
- Draw and paint convincing poses, expressions, character designs, thumbnails, storyboards and production paintings
- Demonstrate facility creating perspective and conveying anatomy and proportion in human and animal figures
- Demonstrate the use of a focal point, with value, color, detail and composition
- Demonstrate facility with relevant animation technology and software

BFA Fine Art
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Demonstrate craftsmanship and fine attention to detail
- (Painting & Printmaking) Produce a consistent body of work demonstrating proficiency in a breadth of fine art disciplines
- (Painting & Printmaking) Demonstrate basic skills in composition
- (Painting & Printmaking) Demonstrate effective use of color theory
- (Painting & Printmaking) Use value effectively when creating form
- (Painting & Printmaking) Use appropriate style and techniques to effectively execute ideas
- (Painting) Demonstrate effective use of proportion and gesture
- (Painting) Demonstrate effective use of perspective
- (Painting) Apply anatomical knowledge to accurately draw the human form
- (Sculpture) Demonstrate understanding of three-dimensional composition, crafting (technical skill) and applying underlying concept to the overall sculpted solution
- (Sculpture) Demonstrate basic skills in 3D composition
- (Sculpture) Develop ideas (concept) that supports the overall composition (or construction) of a sculptural form
- (Sculpture) Present and light work in gallery-ready form, including designing effective mounting systems

Technical Execution
- (Printmaking) Demonstrate technical proficiency in a variety of printmaking processes
- (Sculpture) Execute sculptural solutions with media-specific technical proficiency

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

Professional Communication
- Describe and discuss artwork in a professional manner

Professional Readiness
- Produce a professional-standard portfolio of well-crafted artwork demonstrating personal vision
- Create professional self-promotional materials
- Demonstrate an understanding of pricing and the various possibilities to display and sell artwork

Certificate – Fine Art
Undergraduate students will meet the following student performance criteria:
Visual Communication
- (Painting & Printmaking) Produce a consistent body of work demonstrating proficiency in a breadth of fine art disciplines
- (Sculpture) Demonstrate understanding of three-dimensional composition, crafting (technical skill) and applying underlying concept to the overall sculpted solution.
- (Painting & Printmaking) Demonstrate basic skills in composition
- (Sculpture) Demonstrate basic skills in 3D composition
- (Painting & Printmaking) Demonstrate effective use of color theory
- (Painting) Demonstrate effective use of proportion and gesture
- (Painting) Demonstrate effective use of perspective
- (Painting & Printmaking) Use value effectively when creating form
- (Painting & Printmaking) Use appropriate style and techniques to effectively execute ideas
- (Painting) Apply anatomical knowledge to accurately draw the human form
- Demonstrate craftsmanship and fine attention to detail
- (Sculpture) Develop ideas (concept) that supports the overall composition (or construction) of a sculptural form.
- (Sculpture) Devote attention to transitions and effectively solve transition problems
- (Sculpture) Present and light work in gallery-ready form, including designing effective mounting systems

Technical Execution
- (Printmaking) Demonstrate technical proficiency in the six major components of printmaking (etching, lithography, silkscreen, monotype, relief and book arts)
- (Printmaking) Demonstrate technical proficiency in editioning
- (Sculpture) Execute sculptural solutions with media-specific technical proficiency

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

Professional Communication
- Describe work effectively

Professional Readiness
- Produce a professional-standard portfolio of well-crafted artwork demonstrating personal vision

MA Fine Art
Graduate students will meet the following student performance criteria:
Visual Communication
- Work with advanced level skill in a chosen medium or mediums.

Planning and Conceptual Development
- Conduct project-related research
- Choose appropriate materials and techniques to support concepts

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals

Specialty Skills: Printmaking
- Demonstrate proficiency in relevant printmaking techniques
- Demonstrate editioning skills

MFA Fine Art
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of the thesis project
- Produce a body of professional-level artwork warranting a professional gallery exhibit, demonstrating personal vision, rigor and cohesiveness in style, group and concept

Visual Communication
- Work with appropriate skill in a chosen medium or mediums.

Planning and Conceptual Development
- Conduct project-related research
- Explore ideas and articulate concepts.
- Choose appropriate materials and techniques to support concepts.

Critical Analysis
- Critically evaluate personal work using objective criteria: describing facts, analyzing composition, interpreting content, and judging results.

Communication Skills
- Give clear and concise professional presentations (verbal and visual).
- Professionally present ideas in writing.

Professional Readiness
- Produce a gallery-ready professional portfolio.
- Produce professional promotional materials.

Specialty Skills: Printmaking
- Demonstrate proficiency in relevant printmaking techniques
- Demonstrate editioning skills

SCHOOL OF GAME DEVELOPMENT

AA Game Design
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Visually demonstrate skills that meet project parameters

Technology
- Demonstrate familiarity with technology related to contemporary game production

Presentation Skills
- Clearly present ideas using industry standard terminology

Critical Thinking and Problem Solving
- Visually communicate research and ideas throughout the design process
- Research and generate workable solutions under a deadline

AAS Game Development
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Visually demonstrate skills that meet project parameters

Technology
- Demonstrate familiarity with technology related to contemporary game production

Presentation Skills
- Clearly present ideas using industry-standard terminology

Critical Thinking and Problem Solving
- Visually communicate research and ideas throughout the development process
- Research and generate workable solutions under a deadline

BFA Game Design
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Visually demonstrate skills that meet game industry standards
- Use graphic design principles to visually communicate gameplay intent

Technology
- Demonstrate proficiency with technology related to contemporary game production

Presentation Skills
- Clearly and professionally present concepts and work using professional standards

Critical Thinking and Problem Solving
- Demonstrate the design process through creative and practical application

Professional Readiness
- Produce a professional portfolio which meets industry standards
- Work cooperatively and effectively in a professional production environment
- Apply appropriate production methodologies and scope in relation to time and task management

Specialty Skills:
- Produce narrative elements to convey story and accentuate gameplay
- Effectively use visual and code-based scripting to implement game and level mechanics
- Tune systems for balance and playability while taking into consideration dependencies on related systems

BFA in Game Art
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Integrate environments, characters, or props for a cohesive game experience
- Visually demonstrate skills that meet game industry standards

Technology
- Demonstrate proficiency with technology related to contemporary game production

Presentation Skills
- Clearly and professionally present work and ideas

Critical Thinking and Problem Solving
- Visually communicate research and ideas throughout the design process
- Research and generate workable solutions under a deadline

Professional Readiness
- Produce a professional portfolio which meets industry standards
- Work cooperatively and effectively in a professional production environment
- Identify strengths and develop a portfolio tailored to showcase them

Specialty Skills: 3D Art
- Model with appropriate use of form, proportion, & function
- Create and apply textures consistent with the overall look of the project

Specialty Skills: Concept Art
- Effectively utilize line, edge, value and design in all concept work
- Effectively apply the rules of perspective
- Demonstrate flexibility in illustrative style and the ability to accommodate style to project needs

BS Game Programming
Undergraduate students will meet the following student performance criteria:
Architecture
- Use architectural design patterns as appropriate to improve program cohesion and limit coupling between systems
- Write professional-quality technical documentation
- Create data-driven code

Implementation
- Implement appropriate data structures to manage program data
- Write efficient algorithms to solve programming problems
- Write defensive, error-free code

Professionalism
- Conform to industry standard software engineering practices, such as commenting, following a coding standard, following naming conventions, etc.
- Demonstrate mastery of industry standard tools
- Produce a professional portfolio which meets industry standards
- Work cooperatively and effectively in a professional production environment

MA Game Development
Graduate students will meet the following student performance criteria:
Visual Communication
- Critically evaluate the aesthetics, meaning and effect of imagery
- Use appropriate media to communicate ideas throughout the design process

Technology
- Demonstrate mastery of the tools and technology related to area of specialty

Critical Thinking and Problem Solving
- Research and generate workable solutions under a deadline

Professional Readiness
- Produce a cohesive portfolio or demo reel tailored to reflect career goals

Specialty Skills: Game & Level Design
- Communicate abstract game theory ideas using game design documents and 2D maps
- Create playable games with 3D technology

Specialty Skills: Character Modeling
- Translate visual research and reference to create, sculpt, model and texture in three dimensions that demonstrate a thorough understanding of human, zoological anatomy, and appropriate for the artistic style of the project

Specialty Skills: Environment Modeling
- Translate visual research and reference to create 3D environments in which models, texture and light demonstrate a thorough understanding of organic, architectural, and industrial form

Specialty Skills: Concept

- Follow an industry-standard process, from thumbnails through final render to generate concept designs
- Apply visual research to concept art
- Demonstrate an understanding of movement, proportion, and functionality of designs through effective orthographic or perspective drawings

MFA Game Development

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of the thesis project
- Create a thesis project that demonstrates a professional-level achievement in specialty

Visual Communication

- Critically evaluate the aesthetics, meaning and effect of imagery

Technology

- Demonstrate mastery of the tools and technology related to area of specialty

Presentation Skills

- Present their ideas and solutions in a visually compelling cogent manner using industry standard vocabulary and professional quality presentation materials

Critical Thinking & Problem Solving

- Create project schedules and milestones and manage resources to meet project goals
- Research and generate workable solutions under a deadline

Professional Readiness

- Produce a professional demo reel or portfolio which meets industry standards
- Work cooperatively and effectively in a production environment

Specialty Skills: Game & Level Design

- Communicate abstract ideas using game design documents and 2D maps
- Create playable games with 3D technology

Specialty Skills: Environment Modeling

- Translate visual research and reference to create 3D environments in which models, texture and light demonstrate a thorough understanding of organic, architectural, and industrial form

Specialty Skills: Character Modeling

- Translate visual research and reference to create, sculpt, model and texture in three dimensions that demonstrate a thorough understanding of human, zoological anatomy, and appropriate for the artistic style of the project

Specialty Skills: Concept

- Follow an industry-standard process, from thumbnails through final render to generate concept designs
- Apply visual research to Concept art
- Demonstrate an understanding of movement, proportion, and functionality of designs through effective orthographic or perspective drawings

SCHOOL OF GRAPHIC DESIGN

AA Graphic Design
Undergraduate students will meet the following student performance criteria:
Research Skills
- Gather, assess, and apply relevant information, including audience, market, or historical research as appropriate, to inform the creative or design process
- Identify and research target audiences or users, and apply findings to inform design or strategic decisions

Design/Visual Communication
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Graphic Design
- Develop and prototype potential design solutions for specific problems
- Create visual communications that are audience appropriate
- Create visual communications demonstrating foundational formal design skills including composition, hierarchy, typography, and construction of meaningful imagery
- Effectively present and communicate ideas
- Develop design solutions that function within a defined context recognizing physical, cognitive, cultural and social human factors

BFA Graphic Design
Undergraduate students will meet the following student performance criteria:
Critical & Creative Thinking
- Identify appropriate audiences for defined problems
- Demonstrate the resourcefulness and flexibility necessary to conceive appropriate design solutions

Conceptual Skills
- Develop and prototype potential design solutions for specific problems
- Create visual communications that are audience appropriate
- Develop design solutions that function within a defined context recognizing physical, cognitive, cultural and social human factors

Formal Skills
- Create visual communications demonstrating competent formal design skills based in design principles: composition, balance, hierarchy, harmony, and contrast
- Create visual communications demonstrating competent formal design skills based in aesthetics: appropriate typography, composition and construction of meaningful imagery
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Professional Readiness
- Effectively present and communicate ideas
- Demonstrate the skills necessary for chosen career path through the presentation of a satisfactory body of work

Certificate – Graphic Design
Undergraduate students will meet the following student performance criteria:
Critical & Creative Thinking
- Identify appropriate audiences for defined problems
- Demonstrate the resourcefulness and flexibility necessary to conceive appropriate design solutions

Conceptual Skills
- Develop and prototype potential design solutions for specific problems
- Create visual communications that are audience appropriate
- Develop design solutions that function within a defined context recognizing physical, cognitive, cultural and social human factors

Formal Skills
- Create visual communications demonstrating competent formal design skills based in design principles: composition, balance, hierarchy, harmony, and contrast
- Create visual communications demonstrating competent formal design skills based in aesthetics: appropriate typography, composition and construction of meaningful imagery
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Professional Readiness
- Effectively present and communicate ideas
- Demonstrate the skills necessary for chosen career path through the presentation of a satisfactory body of work

MA Graphic Design & Digital Media
Graduate students will meet the following student performance criteria:
Critical & Creative Thinking
- Conduct appropriate research to identify problems and potential solutions
- Demonstrate the resourcefulness and flexibility necessary to conceive and execute design solutions

Conceptual Skills
- Create compelling and engaging visual communications that convey appropriate messages and ideas
- Address problems through a design process
- Create visual communications demonstrating competent formal design skills which include: hierarchy, typography, aesthetics, composition and construction of meaningful images
- Demonstrate competence in media, materials, tools, technology, and techniques

Professional Readiness
- Effectively present and communicate ideas
- Demonstrate the skills necessary for chosen career path through the presentation of a cohesive body of work

MFA Graphic Design
Graduate students will meet the following student performance criteria:
Critical & Creative Thinking
- Conduct appropriate research to identify problems and potential solutions
- Initiate appropriate level of audience involvement and participation
- Demonstrate the resourcefulness and flexibility necessary to conceive and execute design solutions

Conceptual Skills
- Create compelling and engaging visual communications that convey appropriate messages and ideas
- Address problems through a design process
- Develop design solutions that function effectively within a defined context (social, cultural, technological, economic, etc.)

Formal Skills
- Create visual communications demonstrating competent formal design skills which include: hierarchy, typography, aesthetics, composition and construction of meaningful images
- Demonstrate competence in media, materials, tools, technology, and techniques

Professional Readiness
- Demonstrate sound organization and design project management skills
- Effectively present and communicate ideas
- Demonstrate the skills necessary for chosen career path through the presentation of a competent body of work

MFA Thesis Project
- Produce a comprehensive graduate thesis project that successfully utilizes design to solve for an identified problem
- Propose a graduate thesis project that identifies a problem, and has the potential for successful development using design

SCHOOL OF ILLUSTRATION

AA Illustration
Undergraduate students will meet the following student performance criteria:
Illustration
- Effectively use line, edge, and or value
- Depict gesture in proper proportion
- Apply value pattern and establish focal point
- Harmonize color
- Apply perspective when appropriate
- Conduct research for quality and usable reference
- Create thumbnails, comps, and layouts as part of design process
- Execute illustrations using appropriate tools and media

BFA Illustration
Undergraduate students will meet the following student performance criteria:
Research Skills
- Conduct research for quality and usable reference
- Create coherent thumbnails, comps, and layouts

Drawing
- Effectively use line, edge, and or value
- Accurately depict gesture in proper proportion

Composition and Color
- Effectively apply value pattern and establish focal point
- Communicate underlying concept and mood
- Effectively harmonize color
- Apply perspective when appropriate

Tools and Technique
- Execute illustration work using appropriate tools and media

Personal Style
- Demonstrate evidence of individual style – personal voice

Presentation Skills
- Professionally present work, orally and digitally

Professional Development
- Demonstrate the ability to tell a story visually and meet client-based solutions
- Create a consistent, marketable, quality portfolio

Certificate Illustration
Undergraduate students will meet the following student performance criteria:
Drawing
- Effectively utilize line, edge, value and design in their work
- Draw with opinion and evidence of individual style
- Accurately and appropriately interpret the figure, landscape, and or architecture

Composition and Color
- Effectively use focal point, eye path and value
- Create coherent thumbnails, comps, and layouts
- Use color and value effectively to enhance story and ideas

Tools and Technique
- Execute illustration work using appropriate tools and media

Visual Problem Solving
- Demonstrate in their portfolio the ability to meet client needs and solve client problems
- Tell a story visually and/or create visually engaging and conceptually meaningful imagery

Personal Style
- Illustrate in a consistent and uniquely identifiable style

Critical Thinking and Development
- Demonstrate the ability to research for inspiration, reference, accuracy, and incorporate findings into client-based solutions
- Articulate intentions and analyze whether or not work meets objectives

Presentation Skills
- Professionally articulate ideas and proposals

Professional Development
- Create cohesive digital and printed portfolios that incorporate current industry practices and presentation standards
- Generate and maintain a business/career plan
- Understand and practice professional pricing, contract, and bookkeeping skills
- Clearly articulate career goals

MA Illustration
Graduate students will meet the following student performance criteria:
Artistic Ability
- Work with appropriate skill in a chosen medium or mediums
- Create compelling images

Research and Conceptualization Skills
- Clearly identify their audience
- Conduct research for reference

Presentation Skills
- Professionally present their work

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals

MFA Illustration
Graduate students will meet the following student performance criteria:
MFA Program Learning Outcomes
The MFA Illustration Graduate School curriculum emphasizes visual communication and a mastery of technical and conceptual abilities and involves intensive education in the formulation of ideas, problem solving and artistic skill. Students are asked to stretch their talents and refine the skills that will enhance their art, broadening the opportunities for their work. Development of the individual style and viewpoint is a focus of graduate studies in Illustration.

The graduate student will develop a portfolio that demonstrates a personal style and a high level of professional skills. A refined illustrative style and voice will culminate in the graduate student individual focus for their Final Project in areas such as editorial, advertising, graphic novel and children's books. The Final Project is exhibited to the public upon approval of the Final Review committee.

MFA graduates of the School of Illustration will meet the following student performance criteria:
MFA Thesis Project
- Plan a portfolio of works directed towards legitimate markets
- Produce a professional-level portfolio consisting of 15 works directed towards legitimate markets

Artistic Ability
- Demonstrate the skills necessary in the chosen medium or mediums to successfully complete their thesis project
- Create compelling images
- Maintain a consistent “language” or “signature style”

Research and Conceptualization Skills
- Clearly identify their audience
- Conduct research for reference

Presentation Skills
- Professionally present and discuss their work with a review committee.

Professional Readiness
- Develop both digital and print materials to market themselves and their work
- Demonstrate an understanding of current trends and visual industry standards by describing how their work will address a specific market

SCHOOL OF INTERACTION & UI/UX DESIGN

AA Interaction & UI/UX Design
Undergraduate students will meet the following student performance criteria:
Research Skills
- Gather, assess, and apply relevant information, including audience, market, or historical research as appropriate, to inform the creative or design process
- Identify and research target audiences or users, and apply findings to inform design or strategic decisions

Visual Communication
- Utilize the appropriate media, materials, tools, technology, platforms, and techniques to create visual communications

Interaction & UI/UX Design
- Apply foundational visual design principles, composition, grid systems, typography, color, and imagery, to produce effective layouts
- Produce a consistent interactive experience appropriate to the user's needs through functional prototypes and coded web pages

BFA Interaction & UI/UX Design
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Create grid-based visual compositions that demonstrate essential principles of design
- Make typographic choices that effectively communicate information hierarchy and mood
- Demonstrate effective use of color and imagery

Critical Thinking
- Collect data appropriate for the given project
- Use research findings to develop design ideas centered on real target users
- Identify user demographics and diagram the user experience
- Produce a consistent interactive experience in a medium appropriate to the user’s needs

Technical Skills
- Evaluate and deploy industry-relevant interactive technologies, tools, and applications to solve complex design challenges
- Demonstrate coding skills by building functional products and prototypes

Professional Readiness
- Produce a cohesive portfolio tailored to reflect stated career goals

Certificate Interaction & UI/UX Design
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Create grid-based visual compositions that demonstrate essential principles of design
- Make typographic choices that effectively communicate information hierarchy and mood
- Demonstrate effective use of color and imagery

Critical Thinking
- Collect data appropriate for the given project
- Use research findings to develop design ideas centered on real target users
- Identify user demographics and diagram the user experience
- Produce a consistent interactive experience in a medium appropriate to the user’s needs

Technical Skills
- Demonstrate an understanding of the current interactive technologies, tools, and apps by effectively using them to execute substantive projects
- Demonstrate coding skills by building fully functional products and prototypes that simulate the intended interactive experience

Professional Readiness
- Produce a cohesive portfolio tailored to reflect stated career goals

MA Interaction & UI/UX Design
Graduate students will meet the following student performance criteria:
Design Thinking
- Gather, analyze and apply the information necessary to develop design solutions centered on real target users
- Create interactive architecture to support the needs of the projects' functionality

Visual Communication
- Effectively utilize grid, hierarchy, typography, color, and composition
- Apply the above design principles to effectively implement and show interactivity appropriate to the project

Technical Abilities
- Demonstrate an understanding of the current interactive technologies by selecting the appropriate technical tools to complete substantive projects and a professional portfolio site

User Experience
- Demonstrate a realistic consideration of potential users
- Apply testing results to refine projects throughout the design process, documenting key iterations along the way

Professional Readiness
- Present a clearly defined portfolio that comprehensively integrates all the skills learned in the MA program
- Accurately cite or credit sources used to develop portfolio work

MFA Interaction & UI/UX Design
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present a clearly defined design project worthy of the MFA degree
- Provide proof of concept demonstrating the feasibility of the project
- Produce a final thesis project demonstrating design thinking, visual communication and technical skills

Design Thinking
- Gather, analyze and apply the information necessary to develop design solutions centered on real target users
- Demonstrate thorough knowledge of thesis topic and identify resources for content development
- Create interactive architecture to effectively support the needs of the project's functionality

Visual Communication
- Effectively utilize grid, hierarchy, typography, color, and composition
- Apply the above design principles to effectively implement/display interactivity appropriate to the project

Technical Abilities
- Demonstrate an understanding of current interactive technologies by identifying appropriate technical tools to implement a core component of the thesis project
- Establish and document the technical scope of the thesis project

User Experience
- Demonstrate a realistic consideration of potential users
- Develop final testing plan based on initial explorations
- Apply testing results to refine projects throughout the design process, documenting key iterations along the way

Professional Readiness
- Effectively articulate and defend ideas and process
- Accurately cite or credit sources used to develop thesis proposal, project, and presentations
- Demonstrate organizational skills in the thesis proposal and record of thesis project development process
- Develop and demonstrate the skills required for the chosen professional path, as demonstrated in the thesis project, portfolio and personal website

SCHOOL OF INDUSTRIAL DESIGN

AA Industrial Design
Undergraduate students will meet the following student performance criteria:
Design Process and Storytelling

- Summarize the acquired information and analysis to set relevant design objective(s) and design criteria
- Visually communicate a variety of design ideas that address the set design objectives and criteria
- Visually communicate development processes of unique and appropriate forms to meet the design objectives
- Develop 3-D models reflecting design intentions and to evaluate design qualities
- Communicate the design decision-making process, evaluating the ideas through the set design criteria

Visual Communication

- Accurately communicate intended forms, proportions, dimensions, and packaging information in drawings
- Produce cohesive appearances between 2-D (drawings) and 3-D (models)
- Complete models and visualization with craftsmanship and application of colors appropriate to the project

AAS Automotive Restoration
Undergraduate students will meet the following student performance criteria:
Automotive Restoration

- Identify all major automotive components and systems and their functions
- Conduct research to acquire relevant information for the restoration of vintage automobiles
- Disassemble an automobile and produce detailed documentation of the processes and conditions of components
- Create accurate technical diagrams
- Restore or duplicate automotive woodwork
- Restore or duplicate sheet metal by forming to specifications
- Sculpt auto body panels to specifications
- Paint auto body panels using industry standard equipment
- Evaluate the condition of a damaged or deteriorated component to determine the steps to repair or fabricate the piece

AAS Industrial Design
Undergraduate students will meet the following student performance criteria:
Design Process and Storytelling

- Summarize the acquired information and analysis to set relevant design objective(s) and design criteria
- Visually communicate a variety of design ideas that address the set design objectives and criteria
- Visually communicate development processes of unique and appropriate forms to meet the design objectives
- Develop 3-D models reflecting design intentions and to evaluate design qualities
- Communicate the design decision-making process, evaluating the ideas through the set design criteria

Visual Communication

- Accurately communicate intended forms, proportions, dimensions, and packaging information in drawings
- Produce cohesive appearances between 2-D (drawings) and 3-D (models)
- Complete models and visualization with craftsmanship and application of colors appropriate to the project

BFA Industrial Design
Undergraduate students will meet the following student performance criteria:
Design Process and Storytelling/Narrative

- Summarize the acquired information and analysis to set relevant design objective(s) and design criteria
- Visually communicate a variety of creative and original design ideas that address the set design objectives and criteria
- Communicate the design decision-making process filtering the ideas through the set design criteria
- Visually communicate development processes of unique and appropriate forms to meet the design objectives
- Develop 3-D models reflecting design intentions and to evaluate design qualities
- Exhibit understanding in basic manufacturing and considerations for mass-productions
- Exhibit considerations for sustainability, human factors, and/or user experiences

Visual Communication

- Accurately communicate intended forms, proportions, dimensions, packaging information, details, colors, materials, and finishes in drawings
- Produce cohesive appearances between 2-D (drawings) and 3-D (models)
- Complete models and visualization with craftsmanship, application of colors, materials, and finishes appropriate to the project

Professional Readiness

- Produce a professional portfolio appropriate for seeking employment within the industry
- Demonstrate graphic sensitivity in portfolio design

Certificate – Industrial Design
Undergraduate students will meet the following student performance criteria:
Visual Communication

- Accurately communicate intended forms, colors, materials, and finishes in drawings
- Produce orthographic drawings matching perspective drawings, or vice versa
- Produce 3-D models/forms accurate to 2-D artwork/plans to be accurate to one another
- Complete models and visualization with craftsmanship, application of colors, materials, and finishes appropriate to the project

Design Skills

- Conduct research and analysis for execution of the design project
- Generate a variety of creative and original design ideas that visually communicate the development processes used to address and solve stated problems
- Develop 3-D models reflecting design intentions and to evaluate design qualities
- Exhibit understanding in basic manufacturing and considerations for mass-productions
- Exhibit considerations for sustainability

Professional Readiness

- Produce a professional portfolio appropriate for seeking employment within the industry
- Demonstrate graphic sensitivity in portfolio design

MA Product Design
Graduate students will meet the following student performance criteria:
Visual Communication

- Produce work that demonstrates proficiency in branding, graphics, drawing, rendering, 3D modeling, and/or model making
- Communicate product forms, scales, dimensions, proportions, functions, component layout, and user interactions

Design Process

- Communicate findings from research and supporting materials
- Clearly define the problem/opportunity, hypothesis, main objectives, and design criteria deduced from research findings
- Use innovative processes and design methodologies to develop conceptually strong projects (including brainstorming, mapping, sketches, and synthesis/testing of many ideas)
- Produce variety of original design ideas that address set design criteria and evaluate them to determine the most appropriate design directions
- Explore and determine materials, color, form, manufacturing, ergonomics/human factors, and sustainability appropriate for the project(s)

Professional Readiness

- Produce a cohesive portfolio tailored to reflect career goals
- Communicate design story in clear and concise manner through portfolio pieces
- Exhibit graphic sensitivity in portfolio design

MFA Industrial Design

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project
- Explain the relevance of their project to their professional goals
- Complete an approved body of work which represents an advanced level of achievement in their area of focus

Research & Analysis

- Clearly define the problem/opportunity, hypothesis, main objectives, and product requirements in their project brief
- Conduct adequate research and communicate findings using appropriate supporting materials

Visual Communication

- Produce work that demonstrates proficiency in branding, graphics, drawing, rendering, 3D modeling, and model making

Design Process

- Explore materials, color, form, manufacturing, ergonomics/human factors, and sustainability
- Incorporate understanding of costs, bill of materials, and specifications into design planning process
- Use innovative processes and design methodologies to develop conceptually strong projects (including brainstorming, mapping, sketches, and synthesis/testing of many ideas)
- Explore secondary designs: packaging, engineering, user interface, and/or user experience

Presentation Skills

- Give clear and concise professional presentations (verbal and visual)
- Accurately present their ideas in writing

Professional Readiness

- Produce a professional portfolio of work demonstrating their skills to a potential employer
- Organize a final, stand-alone gallery exhibit of their completed thesis project

SCHOOL OF INTERIOR ARCHITECTURE & DESIGN

AA Interior Architecture & Design
Undergraduate students will meet the following student performance criteria:
Interior Design Skills
- Demonstrate creative approaches to spatial organization, use of material and lighting
- Demonstrate a basic understanding of the laws, codes and standards that impact fire and life safety by correctly applying professional standards to space planning and layouts
- Demonstrate a basic understanding of ADA and Universal Design principles in interior design solutions
- Demonstrate a basic understanding of human factors and behavior in the built environment by creating informed design solutions
- Create construction drawings and documents
- Demonstrate an understanding of movements and traditions in interior design, architecture and furniture by applying precedents design solutions

Problem Solving Skills
- Present design solutions by creating ideation sketches, bubble diagrams and preliminary drawings

Technical Design Skills
- Effectively apply principles of two and three dimensional design through both traditional and digital media
- Effectively apply color in all aspects of visual communication
- Visualize basic concepts through sketching and space planning

Communication Skills
- Communicate design ideas using accurate design vocabulary

Building Systems
- Demonstrate an understanding of both basic construction and non-structural systems such as ceilings, flooring and interior walls in design ideas

Global Perspective
- Demonstrate an understanding of social, economic and cultural influences in interior designs

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

AAS Interior Architecture & Design
Undergraduate students will meet the following student performance criteria:
Interior Design Skills
- Demonstrate creative approaches to spatial organization, use of material and lighting
- Demonstrate a basic understanding of the laws, codes and standards that impact fire and life safety by correctly applying professional standards to space planning and layouts
- Demonstrate a basic understanding of ADA and Universal Design principles in interior design solutions
- Demonstrate a basic understanding of human factors and behavior in the built environment by creating informed design solutions
- Create construction drawings and documents
- Demonstrate an understanding of movements and traditions in interior design, architecture and furniture by applying precedents design solutions

Problem Solving Skills
- Present design solutions by creating ideation sketches, bubble diagrams and preliminary drawings

Technical Design Skills
- Effectively apply principles of two and three dimensional design through both traditional and digital media
- Effectively apply color in all aspects of visual communication
- Visualize basic concepts through sketching and space planning

Communication Skills
- Communicate design ideas using accurate design vocabulary

Building Systems
- Demonstrate an understanding of both basic construction and non-structural systems such as ceilings, flooring and interior walls in design ideas

Global Perspective
- Demonstrate an understanding of social, economic and cultural influences in interior designs

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

BFA Interior Architecture & Design
Undergraduate students will meet the following student performance criteria:
Human & Global Centered Design
- Apply interior solutions that consider users' cultural and social needs
- Apply interiors solutions that consider users' physical needs
- Apply interiors solutions that consider ecological and sustainable principles

Design Process & Conceptual Thinking

- Develop appropriate programming documents that identify user needs through the gathering and analysis of information
- Produce schematic design solutions that meet programmatic requirements and conceptual intent
- Create refined design solutions culminating in design development presentations
- Produce construction documentation of interior buildings and FF & E specifications

Furnishings & Materiality

- Furniture and fixtures are appropriate to the programming needs and design intent
- Textiles are appropriate to the programming needs and design intent
- Interior construction materials are appropriate to the programming needs and design intent

Integrated Design

- Develop design solutions that consider major construction types and construction systems, such as, electrical, mechanical, energy, security, and acoustics through design decisions
- Demonstrate an understanding of lighting systems by creating lighting solutions that address aesthetics, function, and energy conservation
- Demonstrate an understanding of federal regulations impacting accessibility and universal/inclusive design principles through the application of these professional standards in design solutions
- Demonstrate an understanding of the laws and codes impacting life safety through application of these professional standards on design solutions

Fundamentals of Design

- Apply the elements and principles of two and three-dimensional design, across all platforms, in design solutions and visual communications
- Apply color principles and theories, across all platforms, in design solutions and visual communications
- Demonstrate an understanding of movements and traditions in interior design, architecture, furnishings, and the visual arts and consider their relationship in current design

Oral, Written & Visual Literacy

- Describe how design solutions support the project requirements and design intent in written analysis
- In an oral presentation, describe a design project while defining how the design solutions support the project requirements and design intent
- Communicate ideas and solutions through freehand & digital drawing and drafting, three-dimensional models, renderings, ideation sketching, and comprehensive visual presentations

Professional Practice & Collaboration

- Demonstrate knowledge of professional practice, business and contract procedures, and business ethics
- Collaborate with other disciplines in the development of interior environments
- Produce a portfolio and identity system to qualify for an entry position in interior architecture and design

Certificate Interior Architecture & Design

Undergraduate students will meet the following student performance criteria:

Human & Global Centered Design

- Apply interior solutions that consider users' cultural and social needs
- Apply interiors solutions that consider users' physical needs
- Apply interiors solutions that consider ecological and sustainable principles

Design Process & Conceptual Thinking

- Develop appropriate programming documents that identify user needs through the gathering and analysis of information
- Produce schematic design solutions that meet programmatic requirements and conceptual intent
- Create refined design solutions culminating in design development presentations
- Produce construction documentation of interior buildings and FF & E specifications

Furnishings & Materiality

- Furniture and fixtures are appropriate to the programming needs and design intent
- Textiles are appropriate to the programming needs and design intent
- Interior construction materials are appropriate to the programming needs and design intent

Integrated Design

- Develop design solutions that consider major construction types and construction systems, such as, electrical, mechanical, energy, security, and acoustics through design decisions
- Demonstrate an understanding of lighting systems by creating lighting solutions that address aesthetics, function, and energy conservation
- Demonstrate an understanding of federal regulations impacting accessibility and universal/inclusive design principles through the application of these professional standards in design solutions
- Demonstrate an understanding of the laws and codes impacting life safety through application of these professional standards on design solutions

Fundamentals of Design

- Apply the elements and principles of two and three-dimensional design, across all platforms, in design solutions and visual communications
- Apply color principles and theories, across all platforms, in design solutions and visual communications
- Demonstrate an understanding of movements and traditions in interior design, architecture, furnishings, and the visual arts and consider their relationship in current design

Oral, Written & Visual Literacy

- Describe how design solutions support the project requirements and design intent in written analysis
- In an oral presentation, describe a design project while defining how the design solutions support the project requirements and design intent
- Communicate ideas and solutions through freehand & digital drawing and drafting, three-dimensional models, renderings, ideation sketching, and comprehensive visual presentations

Professional Practice & Collaboration

- Demonstrate knowledge of professional practice, business and contract procedures, and business ethics
- Collaborate with other disciplines in the development of interior environments
- Produce a portfolio and identity system to qualify for an entry position in interior architecture and design

MA Interior Arch & Design

Graduate students will meet the following student performance criteria:

Interior Design Skills

- Meet industry standards in response to professional ethics, global issues and technological advances
- Demonstrate creative approaches to layout, spatial organization, use of material, lighting, and relationship of interior design and furnishings to the architecture of the building
- Create construction drawings and documents
- Demonstrate an understanding of color principles, theories, and systems in interior design

Research and Problem Solving

- Conduct research and synthesize findings to generate multiple concepts and design responses to programmatic requirements

Presentation Skills

- Integrate oral and visual material to present ideas clearly

Professional Readiness

- Produce a cohesive portfolio tailored to reflect career goals

MFA Interior Arch & Design

Graduate students will meet the following student performance criteria:

Human & Global Centered Design

- Apply concepts of environmental psychology in the creation of interior environments addressing the interplay of humans and their physical environments enriching the quality of life

Design Process & Conceptual Thinking

- Produce a problem statement for the development of a thesis project contributing to the needs of a community or specialty area of design
- Research user needs to inform the programming document
- Produce schematic design solutions that meet programmatic requirements and conceptual intent culminating in the creation of volumetric spaces
- Create refined and holistic design solutions culminating in a design development presentation
- Produce construction documentation of interior buildings and FF & E specifications, based on the holistic design solutions

Furnishings & Materiality

- Apply furnishings, fixtures, & equipment, and interior construction materiality that enhance the aesthetic and ecological qualities of the design while providing for the programmatic requirements and conceptual design intent

Fundamentals of Design

- Apply aesthetics responsive to the programmatic requirements and design intent through the elements and principles of two- and three-dimensional design, including color principles and theories, across all platforms in design solutions and visual communications
- Demonstrate an understanding of movements and traditions in interior design, architecture, furnishings, and the visual arts and consider their relationship in design solutions

Integrated Design

- Demonstrate an understanding of major construction types and construction systems, through design decisions
- Demonstrate an understanding of the laws, codes, and federal regulations impacting life safety, accessibility, and energy efficiency through application of these professional standards to design solutions

Oral, Visual, & Written Literacy

- Communicate and defend design solutions in oral and written presentations that support the project requirements and design intent, and exhibit a logical sequencing and hierarchy of information
- Demonstrate use of a wide range of visual media with professional craftsmanship to communicate ideas and solutions, including freehand & digital drawing and drafting, three-dimensional models, rendered presentations, and ideation sketching

Professional Practice & Collaboration

- Demonstrate an understanding of professional practice, business and contract procedures, and business ethics
- Collaborate with other disciplines on processes and solutions to produce a creative interior environment
- Produce a portfolio, including the incorporation of a thesis project, and identity system to qualify for a design position in interior architecture and design

SCHOOL OF JEWELRY & METAL ARTS

AA Jewelry & Metal Arts
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Effectively execute design concepts
- Demonstrate evidence of trialing and self-editing designs, as evidenced in sketchbook/journal
- Demonstrate facility in fine art foundations and media-specific skills

Conceptual Development and Critical Analysis
- Explore and articulate concepts and creative possibilities within a given topic or subject
- Analyze the strengths and weaknesses of a given project

Presentation Skills
- Clearly express ideas verbally, visually, and in writing
- Display work to professional presentation standards
- Demonstrate craftsmanship and attention to detail

Professional Readiness
- Manage workload to meet deadlines
- Produce basic materials suitable for an entry-level job search

BFA Jewelry & Metal Arts
Undergraduate students will meet the following student performance criteria:
Visual Communication
- Effectively execute design concepts
- Demonstrate evidence of trialing and self-editing designs, as evidenced in sketchbook/journal
- Demonstrate facility and flexibility in fine art foundations and media-specific skills

Conceptual Development and Critical Analysis
- Explore and articulate concepts, creative possibilities, and appropriate solutions within a given topic or subject
- Analyze the strengths and weaknesses of concept, execution, and refinement of a given project

Presentation Skills
- Clearly express ideas verbally, visually, and in writing
- Display work to professional presentation standards
- Demonstrate craftsmanship and attention to detail

Professional Readiness
- Manage workload to meet deadlines
- Create a coherent, original portfolio and collateral materials, including website, postcards, and business cards, demonstrating personal vision and achievement of technical proficiency in chosen medium

MA Jewelry & Metal Arts
Graduate students will meet the following student performance criteria:
Visual Communication
- Work with advanced level skill in chosen mediums and techniques

Research and Concept Development
- Apply project-related research to design solutions

Critical Analysis
- Critically discuss work using objective criteria: describing facts, analyzing techniques, interpreting content, and evaluating results
- Discuss work within the context of historical movements and contemporary trends

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals

MFA Jewelry & Metal Arts

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree.
- Demonstrate the feasibility of the thesis project.
- Produce a cohesive body of work demonstrating personal vision and professional level achievement in concept and execution.

Visual Communication

- Work with advanced level skill in chosen mediums and techniques.

Research and Concept Development

- Explore ideas, articulate concepts, and conceive solutions.
- Apply project-related research to design solutions.

Critical Analysis

- Critically discuss work using objective criteria: describing facts, analyzing techniques, interpreting content, and evaluating results
- Discuss work within the context of historical movements and contemporary trends in the thesis proposal, final paper, and directed study journals.

Presentation Skills

- Give clear, concise presentations supported by appropriate visual materials.

Professional Readiness

- Professionally present and exhibit artwork.
- Manage workload to meet deadlines.
- Produce a portfolio and collateral materials suitable for chosen career path.

SCHOOL OF LANDSCAPE ARCHITECTURE

AA Landscape Architecture
Undergraduate students will meet the following student performance criteria:
Design Process & Critical Thinking
- Use an iterative design process to incorporate feedback and refine proposals
- Articulate and extend conceptual thinking through diagrams
- Develop criteria to generate and evaluate organizing principles

Presentation
- Explain and defend design decisions in verbal and written presentations
- Create visual presentations with logical sequencing, layout composition, and hierarchy of information

Landscape Architecture
- Conduct and graphically communicate a site inventory and analysis, including physical, environmental, and cultural conditions, to inform design decisions
- Identify and evaluate plant material based on its form, texture, color, and environmental characteristics for use in a design
- Apply grading and drainage principles to site design problems and translate solutions into accurate construction documentation

BFA Landscape Architecture
Undergraduate students will meet the following student performance criteria:
Design Proposals
- Design beautiful and functional outdoor environments of all scales that respond to specific user/client needs and programmatic requirements
- Produce defensible planning and design solutions that reflect knowledge of the cultural, historical, ecological and climatic factors of a given site

Research and Design Process
- Conduct a thorough observation and analysis and/or a post-occupancy evaluation of a site in order to determine how people use space
- Work effectively with the natural forms, processes and elements of an indigenous landscape during the entire planning and design process
- Apply the basic principles and elements of design to landscape architecture planning and design proposals
- Explore sufficient concepts and alternative proposals as part of the planning and design process

Natural Systems
- Identify the indigenous components and processes found on any site (soil types, individual plant species, plant communities, wildlife, climatic conditions, and hydrology) and determine the resultant planning and design opportunities and constraints
- Effectively use trees, shrubs, grasses, annuals, perennials and bulbs in their planting designs in order to provide year-round seasonal beauty and function

Technical Systems and Materials
- Design technically accurate and ecologically sensitive grading and drainage plans
- Select materials that will enhance the aesthetic and ecological qualities of a given site as well as provide for the programmatic requirements of the client and/or user group
- Develop construction details that solve structural, functional, aesthetic/environmental issues
- Recognize the design opportunities and limitations of building and construction codes

Historical Precedent
- Demonstrate sufficient knowledge of historical precedents, including cultural and geographic forces that have shaped major historical gardens, public parks and urban open spaces in their design projects

Graphic/Visual Communication
- Visually communicate their ideas and proposals (perspectives, axonometrics, plans sections and elevations)
- Successfully use a range of visual media to communicate their ideas and proposals (freehand and computer drawing, drafting, three dimensional models, rendered presentation illustratives)

Verbal Presentation Skills
- Successfully communicate design proposals and key objectives of their projects
- Articulate rationale for design decisions throughout the design process

Professional Readiness
- Produce a professional portfolio demonstrating their skills and design process
- Collaborate effectively with other members of a project team

MA Landscape Architecture

Graduate students will meet the following student performance criteria:

Design Proposals

- Demonstrate basic command of the key principles, systems, and elements of design that inform two- and three- dimensional planning and design as well as graphic composition
- Produce defensible design and planning proposals that reflect an awareness of the historical, ecological and climatic factors of a given site
- Creatively solve planning and design problems

Research and Design Process

- Conduct sufficient research and analyze findings at appropriate junctures in the planning and design process
- Explore sufficient concepts and alternatives, and test them against relevant criteria and standards

Natural Systems

- Identify and evaluate key features and processes found on a site (such as soil types, individual plant species, plant communities, wildlife, climatic conditions, and hydrology) to determine design opportunities and constraints

Human and Social Factors

- Demonstrate an understanding of the complexities that exist between human behavior and outdoor space in planning and design proposals

Technical Systems and Materials

- Apply the principles of sustainability when planning and designing grading and drainage plans
- Select and evaluate materials that will both enhance the aesthetic and ecological qualities of a given site and provide for the programmatic requirements of the client and/or user group

History, Theory, and Criticism

- Demonstrate an awareness of fundamental design traditions, ideas, and influences in planning and design proposals

Visual and Verbal Communication

- Consolidate research and present ideas in concise and convincing verbal and written presentations
- Successfully apply various graphic media to clearly communicate ideas and concepts that reflect the design process and project proposals

Professional Readiness

- Produce a professional portfolio demonstrating their skills and design process

MFA Landscape Architecture

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility and relevance of the thesis project
- Produce a comprehensive project that contributes to the design community, demonstrating advanced landscape architecture planning and design skills

Design Proposals

- Demonstrate command of the key principles, systems, and elements of design that inform two- and three-dimensional planning and design as well as composition
- Make effective and appropriate planning and design choices at a variety of scales
- Produce defensible planning and design proposals

Research and Design Process

- Produce comprehensive site inventory research and analysis
- Integrate findings from the site inventory and analysis to develop appropriate planning and design proposals
- Display a working knowledge of the historical influences and theoretical principles of landscape planning and design
- Incorporate appropriate public policy, law, codes and standards in the planning and design process
- Natural Systems: Identify the indigenous natural systems, components and processes found on a given site and incorporate findings into planning and design proposals
- Human & Social Factors: Demonstrate understanding of the diverse needs, values and customs of the communities and individuals active at the site by incorporating findings into planning and design proposals

Design Development

- Evaluate and select materials that will enhance the qualities of a given site as well as provide for the programmatic requirements
- Demonstrate an understanding of site development and site engineering as appropriate to the site design (grading, drainage, planting design and hardscape development)
- Apply principles and strategies of sustainability to planning and design decisions

Communication Skills

- Consolidate research and present ideas in concise and convincing verbal, written and graphic presentations
- Utilize appropriate media, including computer graphics and freehand drawing to communicate thinking process and planning and design proposals

Professional Readiness

- Produce a professional portfolio demonstrating technical and problem-solving skills that reflect professional expectations
- Demonstrate an understanding of the impact of landscape architecture on the stewardship of the environment
- Demonstrate an understanding of the ethical issues involved in landscape architectural planning, design and practice

SCHOOL OF MOTION PICTURES & TELEVISION

AA Motion Pictures & Television
Undergraduate students will meet the following student performance criteria:
General Filmmaking Skills

- Collaborate in teams to create short films, demonstrating a basic command of the production and postproduction process
- Demonstrate basic technical skills in at least 2 of these areas: editing, cinematography, lighting, sound design, directing, producing
- Apply knowledge of roles in the film industry to select an area of specialization

AAS Technical Filmmaking
Undergraduate students will meet the following student performance criteria:
General Filmmaking Skills

- Collaborate in teams to create short films, demonstrating a basic command of the production and postproduction process
- Demonstrate basic technical skills in at least 2 of these areas: editing, cinematography, lighting, sound design, directing, producing
- Apply knowledge of roles in the film industry to select an area of specialization

BFA Motion Pictures & Television
Undergraduate students will meet the following student performance criteria:
General Filmmaking Skills

- Collaborate effectively with multi-disciplinary teams
- Demonstrate basic understanding of the process of creating a film from beginning to end

Professional Readiness

- Apply knowledge of roles in the film industry to select an area of specialization (Midpoint Review only)
- Effectively showcase work in an industry-standard demo reel and website (Final Review only)
- Demonstrate professional – level achievement through the execution of a variety of projects in area of specialization (Final Review only)

Editing

- Demonstrate proficiency in editing and color correction programs by effectively using them in projects.
- Complete an editorial project through locked cut to include basic sound effects, scratch music underscore, and color correction

Screenwriting

- Create shorts that demonstrate a basic understanding of story structure
- Write shorts where three-dimensional characters are built
- Write shorts that contain realistic dialogue

Cinematography

- Work effectively with various cameras, lenses and accessories
- Design and execute creative lighting schemes
- Effectively manage a scene for coverage
- Apply principles of composition and camera movements to enhance the story

Directing

- Guide a crew in preproduction, production, and postproduction to execute effective choices that serve the story
- Create shorts that demonstrate a basic understanding of story structure and character development
- Elicit engaging and believable performances from actors

Producing

- Demonstrate basic proficiency in budgeting and scheduling
- Demonstrate familiarity with negotiating film contracts (for actors, crew, locations, equipment, lodging, transportation, and catering)
- Demonstrate understanding of the legal aspects of film production, including copyrights, trademarks, music licensing, and working with minors

Production Design

- Support the look of films based on the director's vision, including choosing locations, creating settings, selecting props, and dressing sets
- Communicate design concepts through basic drawing skills and visual presentations

Certificate Motion Picture & Television
Undergraduate students will meet the following student performance criteria:
General Filmmaking Skills

- Collaborate effectively with multi-disciplinary teams
- Create shorts that demonstrate a basic understanding of story structure and character development
- Demonstrate basic understanding of the process of creating a film from beginning to end

Professional Readiness

- Apply knowledge of roles in the film industry to select an area of specialization (Midpoint Review only)
- Effectively showcase work in an industry-standard demo reel and website (Final Review only)
- Demonstrate professional – level achievement through the execution of a variety of projects in area of specialization (Final Review only)

Editing

- Demonstrate proficiency in editing and color correction programs by effectively using them in projects.
- Complete an editorial project through locked cut to include basic sound effects, scratch music underscore, and color correction

Screenwriting

- Create shorts that demonstrate a basic understanding of story structure
- Write shorts where three-dimensional characters are built
- Write shorts that contain realistic dialogue

Cinematography

- Work effectively with various cameras, lenses and accessories
- Design and execute creative lighting schemes
- Effectively manage a scene for coverage
- Apply principles of composition and camera movements to enhance the story

Directing

- Guide a crew in preproduction, production, and postproduction to execute effective choices that serve the story
- Create shorts that demonstrate a basic understanding of story structure and character development
- Elicit engaging and believable performances from actors

Producing

- Acquire or originate and develop material for a project that can be pitched in a professional setting
- Demonstrate basic proficiency in budgeting and scheduling
- Demonstrate familiarity with negotiating film contracts (for actors, crew, locations, equipment, lodging, transportation, and catering)
- Demonstrate understanding of the legal aspects of film production, including copyrights, trademarks, music licensing, and working with minors

Production Design

- Support the look of films based on the director's vision, including: choosing locations, creating settings, selecting props, and dressing sets
- Communicate design concepts through basic drawing skills and visual presentations

MA Writing & Directing Film
Graduate students will meet the following student performance criteria:
Writer-Director Skills

- Direct a short film that showcases their abilities as a writer-director.
- Develop compelling ideas for short and feature film screenplays.
- Create defined and engaging characters.
- Write a well-structured short film script and feature outline.
- Elicit engaging and believable performances from actors.

Professional Readiness

- Make well-organized and effective choices that serve the story during the preproduction, production and postproduction process.
- Apply film marketing research to develop an effective social media marketing campaign and articulate a promotional strategy for their film.

MFA Motion Pictures &Television

Graduate students will meet the following student performance criteria:

Editing

- Demonstrate advanced– level achievement in editing through both thesis films and various other projects
- Demonstrate proficiency in post-production technology and techniques
- Effectively showcase work in an industry-standard demo reel and website
- Collaborate effectively with multi-disciplinary teams

Screenwriting

- Write shorts that are of sufficient quality to be approved for thesis production (Final Review only)
- Deliver fully-developed outlines and scripts that adhere to principles of a story structure
- Create 3-dimensional characters that drive the story
- Write dialogue driven by subtext

Cinematography

- Demonstrate advanced-level achievement in cinematography through thesis films and various other projects (Final Review only)
- Work effectively with various cameras, lenses and accessories
- Design and execute creative lighting schemes
- Effectively manage a scene for coverage
- Apply principles of composition and camera movements to enhance the story
- Collaborate effectively with grip, camera, and electric teams
- Effectively showcase work in an industry-standard demo reel and website

Directing

- Propose a story that is marketable and/or appealing to a general audience for development into a thesis film (Midpoint Review only)
- Demonstrate advanced-level achievement in directing through completion of an approved thesis project (Final Review only)
- Guide a crew in preproduction, production, and postproduction to execute effective choices that serve the story
- Elicit engaging and believable performances from actors
- Direct a thesis film that showcases their skills (approved first cut must include a temp dub)
- Collaborate effectively with multi-disciplinary teams

Producing

- Demonstrate advanced-level achievement by producing two or more thesis films (Final Review only)
- Effectively showcase work in an industry-standard demo reel or website
- Collaborate effectively with multi-disciplinary teams

Production Design

- Design the look of at least two thesis films based on the director’s vision, including: choosing locations, creating settings, selecting props, and dressing sets. (Final Review only)
- Communicate design concepts through basic drawing skills and visual presentations
- Effectively showcase work in an industry-standard demo reel and website
- Collaborate effectively with multi-disciplinary teams

SCHOOL OF MUSIC PRODUCTION & SOUND DESIGN FOR VISUAL MEDIA

AA Music Production
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Synthesize and apply knowledge of contemporary styles to the composition and production of music

Production Techniques
- Demonstrate proficiency at recording on a digital audio workstation (DAW)
- Demonstrate familiarity with the music production process

Professional Readiness
- Produce basic materials to create a portfolio that showcases skills and supports career opportunities

AA Sound Design
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Demonstrate an understanding of master work examples by applying the appropriate sound design principles to a variety of media projects

Sound Design
- Construct effective sound design elements for film, television, animation, games and commercials
- Design soundtracks which support the emotional content of the visual image
- Create balanced sound mixes for final soundtracks

Production Techniques
- Demonstrate proficiency at recording on a digital audio workstation (DAW)
- Demonstrate familiarity with audio recording techniques, editing, and mixing

Professional Readiness
- Produce basic materials to create a portfolio that showcases skills and supports career opportunities

AAS Music Technology
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Apply knowledge of contemporary styles to the composition and production of music

Production Techniques
- Demonstrate proficiency at recording, editing, and mixing on a digital audio workstation (DAW)
- Demonstrate familiarity with the technical skills associated with music production, including digital signal processing, editing, and mixing
- Demonstrate an understanding of the music production process

Professional Readiness
- Produce basic materials to create a portfolio that showcases skills and supports career opportunities

BFA Music Production
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Synthesize and apply knowledge of contemporary styles to the composition and production of original music

Production Techniques
- Produce a professional-quality recording on a digital audio workstation (DAW)
- Demonstrate mastery of the music production process
- Create music mixes with balance, depth and sonic interest

Professional Readiness
- Demonstrate professional achievement through creation of a portfolio that showcases skills and supports career opportunities.

BFA Music Scoring & Composition
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Synthesize and apply knowledge of contemporary styles to the composition of original music

Production Techniques
- Create orchestral mockups and electronic scores using current sequencers and sample libraries
- Record and mix scores and music stems using current software and hardware

Composition
- Compose music which supports the emotional content of the visual media
- Sketch and compose stylistically appropriate music in a variety of dramatic styles
- Orchestrate dramatic music using appropriate instrumental tone colors and voicings

Professional Readiness
- Demonstrate professional achievement through creation of a portfolio that showcases skills and supports career opportunities

BFA Sound Design
Undergraduate students will meet the following student performance criteria:
Critical Analysis
- Demonstrate an understanding of master work examples by applying the appropriate sound design principles to a variety of professional media projects

Production Techniques
- Demonstrate proficiency in audio recording, editing and mixing in the creation of soundtracks
- Demonstrate proficiency in digital tools for sound design in a digital audio workstation (DAW)

Sound Design
- Produce original sound design elements for film and other visual media
- Design soundtracks which support the emotional content of the visual image
- Create compelling and balanced sound mixes for final soundtracks

Professional Readiness
- Demonstrate professional achievement through creation of a portfolio that showcases skills and supports career opportunities.

MA Music Scoring & Composition
Graduate students will meet the following student performance criteria:
Music Composition
- Demonstrate an understanding of advanced concepts in the language of music: harmony, melody, and rhythm
- Orchestrate and arrange music at a professional level
- Write or edit music for different visual environments (such as film, television, animation, games, multimedia, and commercials) at a professional level

Production Skills and Technical Knowledge
- Demonstrate proficiency with software related to contemporary sound production techniques

Professional Readiness
- Think critically and demonstrate flexibility in creating or editing music for client needs
- Complete a final project which reflects professional goals

MA Sound Design
Graduate students will meet the following student performance criteria:
Listening Skills and Critical Thinking
- Demonstrate an advanced understanding of the singular elements and overall combinations of sound design

Soundtrack for Visual Media
- Create sound which supports or heightens the emotional impact of visual imagery

Production Skills and Technical Knowledge
- Demonstrate proficiency with software related to contemporary sound production techniques

Professional Readiness
- Think critically and demonstrate flexibility in creating or editing audio for client needs
- Complete a final project which reflects professional goals

MFA Music Scoring &Composition
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Plan an original portfolio of work worthy of the MFA degree
- Complete an original MFA thesis which represents an advanced level of achievement in the field of music creation for visual media

Listening Skills and Critical Thinking
- Think critically and demonstrate flexibility in creating or editing music for client needs

Music Composition
- Orchestrate and arrange music at a professional level
- Write or edit music for different visual environments (such as film, television, animation, games, multimedia, and commercials) at a professional level
- Create music which supports or heightens the emotional impacts of visual images (or visual material)
- Demonstrate an advanced understanding of the language of music: harmony, melody, and rhythm

Production Skills and Technical Knowledge
- Demonstrate expert-level proficiency with software related to contemporary music production techniques

Professional Readiness
- Present a comprehensive demo reel / portfolio demonstrating professional-level achievement
- Collaborate effectively with a creative team on a given project, such as a film, television show, animation, game, multimedia project, or commercial

MFA Sound Design

Graduate students will meet the following student performance criteria:

MFA Thesis Project

- Plan an original portfolio of work worthy of the MFA degree
- Complete an original MFA thesis which represents an advanced level of achievement in the field of sound design for visual media

Listening Skills and Critical Thinking

- Analyze visual elements and execute innovative sound design and editorial for visual media
- Demonstrate an advanced understanding of the singular elements and overall combinations of sound design
- Think critically and demonstrate flexibility in creating or editing music for client needs

Soundtrack for Visual Media

- Create compelling, balanced and professional sound mixes
- Create sound which supports or heightens the emotional impacts of visual images (or visual material)

Production Skills and Technical Knowledge

- Demonstrate expert-level proficiency with software related to contemporary sound production techniques

Professional Readiness

- Present a comprehensive demo reel / portfolio demonstrating professional-level achievement
- Collaborate effectively with a creative team on a given project, such as a film, television show, animation, game, multimedia project, or commercial

SCHOOL OF PHOTOGRAPHY

AA Photography
Undergraduate students will meet the following student performance criteria:
Conceptual and Problem-Solving Skills

- Make creative decisions that support conceptual impact, cohesiveness and memorability of created images
- Integrate key conceptual elements (such as mood, narrative, introducing the unexpected) with technical elements (such as composition, lighting, point of view) to suggest a story or elicit an emotional response from the viewer

Lighting Skills

- Utilize indoor and outdoor lighting, studio lighting techniques, lighting with constant light sources, and mixed lighting situations
- Work effectively with natural light and demonstrate understanding of the relationship between time of day and variations related to quality of light
- Work effectively with point source, flood, spot, diffused and reflected light

Camera Capture Skills

- Demonstrate full knowledge of digital SLR components
- Demonstrate understanding of exposure controls
- Effectively use a light meter for multiple lighting situations

Digital Imaging

- Apply Photoshop techniques using various tools, layers, curves and selections with digital images
- Apply retouching skills and color correction knowledge consistent with industry standards

Digital Printing

- Produce professional quality prints
- Create high quality print portfolio demonstrating printing skill and overall quality of images required for petition to graduate
- Demonstrate understanding of archival qualities, including ink and paper stability

Professional Readiness

- Demonstrate knowledge of industry trends and professional practices related to professional photography
- Produce professional materials required for an entry-level job search

AAS Photography
Undergraduate students will meet the following student performance criteria:
Conceptual and Problem-Solving Skills

- Make creative decisions that support conceptual impact, cohesiveness and memorability of created images
- Integrate key conceptual elements (such as mood, narrative, introducing the unexpected) with technical elements (such as composition, lighting, point of view) to suggest a story or elicit an emotional response from the viewer

Lighting Skills

- Utilize indoor and outdoor lighting, studio lighting techniques, lighting with continuous light sources, and mixed lighting situations
- Work effectively with natural light and demonstrate understanding of the relationship between time of day and variations related to quality of light
- Work effectively with point source, flood, spot, diffused and reflected light

Camera Capture Skills

- Demonstrate full knowledge of digital SLR and mirrorless camera components
- Demonstrate understanding of exposure controls
- Effectively use a light meter for multiple lighting situations

Digital Imaging

- Apply Photoshop techniques using various tools, layers, curves and selections with digital images
- Apply retouching skills and color correction knowledge consistent with industry standards

Digital Portfolio

- Prepare files in Photoshop for professional quality prints and online presentation
- Create high quality digital portfolio of images demonstrating a range of photography skills applied to a quality body of work presented online, as required for petition to graduate

Professional Readiness

- Demonstrate knowledge of industry trends and professional practices related to professional photography
- Produce professional materials required for an entry-level job search

BFA Photography
Undergraduate students will meet the following student performance criteria:
Conceptual and Problem-Solving Skills

- Make creative decisions that optimize conceptual impact, cohesiveness and memorability of created images
- Integrate key conceptual elements (such as mood, narrative, introducing the unexpected) with technical elements (such as composition, lighting, point of view) to suggest a story or elicit an emotional response from the viewer

Lighting Skills

- Master indoor and outdoor lighting, studio lighting techniques, lighting with constant light sources, and mixed lighting situations
- Work effectively with natural light and demonstrate understanding of the relationship between time of day and variations related to quality of light
- Work effectively with point source, flood, spot, diffused and reflected light

Camera Capture Skills

- Demonstrate full knowledge of digital SLR components
- Demonstrate complete understanding of exposure controls
- Effectively use a light meter for multiple lighting situations

Digital Imaging

- Apply advanced Photoshop techniques using various tools, layers, curves and selections with digital images
- Apply retouching skills and color correction knowledge consistent with industry standards

Digital Printing

- Produce professional quality prints
- Create high quality print portfolio demonstrating printing skill and overall quality of images required for petition to graduate
- Demonstrate understanding of archival qualities, including ink and paper stability

Professional Readiness

- Produce and present a professional portfolio that meets department expectations and industry standards
- Create promotional materials to support print portfolio and website
- Demonstrate knowledge of industry trends and professional practices related to professional photography

Certificate Photography
Undergraduate students will meet the following student performance criteria:
Conceptual and Problem-Solving Skills

- Make creative decisions that optimize conceptual impact, cohesiveness and memorability of created images
- Integrate key conceptual elements (such as mood, narrative, introducing the unexpected) with technical elements (such as composition, lighting, point of view) to suggest a story or elicit an emotional response from the viewer
- Solve creative and technical problems that include project parameters and modeled client expectations

Lighting Skills

- Master indoor and outdoor lighting, studio lighting techniques, lighting with constant light sources, and mixed lighting situations
- Work effectively with natural light and demonstrate understanding of the relationship between time of day and variations related to quality of light
- Work effectively with point source, flood, spot, diffused and reflected light

Camera Capture Skills

- Demonstrate full knowledge of digital SLR components
- Demonstrate complete understanding of exposure controls
- Effectively use a light meter for multiple lighting situations

Digital Imaging

- Apply advanced Photoshop techniques using various tools, layers, curves and selections with digital images
- Apply retouching skills and color correction knowledge consistent with industry standards

Digital Printing

- Produce professional quality prints
- Create high quality print portfolio demonstrating printing skill and overall quality of images required for petition to graduate
- Demonstrate understanding of archival qualities, including ink and paper stability

Professional Readiness

- Produce and present a professional portfolio that meets department expectations and industry standards
- Create promotional materials to support print portfolio and website
- Demonstrate knowledge of industry trends and professional practices related to professional photography

MA Photography
Graduate students will meet the following student performance criteria:
Conceptual and Design Skills
- Make creative decisions that optimize conceptual impact, cohesiveness and personal style
- Integrate conceptual and technical elements of photography to convey a story, idea, or emotion
- Effectively deploy design elements within the composition and presentation of the imagery

Technical Skills
- Utilize effective lighting styles, techniques and equipment appropriate to art for commerce, photojournalism/documentary, or fine art applications, as determined by projects and professional focus
- Master exposure, lighting ratios, and post-production skills as appropriate to the project

Communication and Analysis
- Communicate ideas and proposals clearly, verbally and in writing, including defending work and choices made during capture, output and presentation
- Critique their photographs with an understanding of technical, aesthetic, and historical context

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals

MFA Photography
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Produce an advanced-level thesis project within a digital or traditional specialization, demonstrating mastery and synthesis of the skills taught in the program

Thesis Project Development
- Propose a solid concept suitable for refinement and development
- Select an appropriately challenging and feasible project
- Present a cohesive body of work
- Successfully articulate the end result of the project
- Demonstrate sufficient preparation for their project (research, problem solving)

Conceptual and Design Skills
- Make creative decisions that optimize conceptual impact, cohesiveness and personal style
- Integrate conceptual and technical elements of photography to convey a story, idea, or emotion
- Effectively deploy design elements within the composition and presentation of the imagery

Technical Skills
- Utilize effective lighting styles, techniques and equipment appropriate to art for commerce, photojournalism/documentary, or fine art applications, as determined by projects and professional focus
- Master exposure, lighting ratios, and post–production skills as appropriate to the project

Communication and Analysis
- Communicate ideas and proposals clearly, verbally and in writing, including defending work and choices made during capture, output and presentation
- Demonstrate professional behavior throughout the review process
- Critique their photographs with an understanding of technical, aesthetic, and historical context
- Build on feedback to improve their body of work

Professional Readiness
- Assemble a cohesive portfolio, which shows a unique personal view and style
- Produce and present professional quality materials
- Clearly articulate future plans and goals in the area of photographic specialty

SCHOOL OF VISUAL DEVELOPMENT

AA Visual Development
Undergraduate students will meet the following student performance criteria:
Visual Development

- Generate functional designs for entertainment media (2D or 3D), following an industry-standard process from thumbnails through final render
- Communicate narrative, theme and character through design choices
- Demonstrate the ability to research for inspiration, reference, and accuracy
- Draw and paint convincing poses, expressions, character designs, thumbnails, storyboards and production paintings
- Demonstrate facility creating perspective and conveying anatomy and proportion in human and animal figures
- Demonstrate the use of a focal point, with value, color, detail and composition
- Demonstrate facility with relevant animation technology and software

BFA Visual Development
Undergraduate students will meet the following student performance criteria:
Visual Development

- Generate functional designs for entertainment media (2D or 3D), following an industry-standard process from thumbnails through final render
- Effectively communicate narrative, theme and character through design choices
- Maintain a consistent “language” or “signature style” in art directing a scene with the requisite continuity in visual storytelling
- Demonstrate the ability to research for inspiration, reference, and accuracy
- Demonstrate flexibility in illustrative style by showing both a unique personal style and the ability to accommodate style to project needs

Artistic Ability

- Draw and paint convincing poses, expressions, character designs, thumbnails, storyboards and production paintings
- Demonstrate facility creating perspective and conveying anatomy and proportion in human and animal figures.
- Master the use of a focal point, with value, color, detail and composition.

Technical Skills

- Demonstrate proficient skills with relevant animation technology and software.

Presentation Skills

- Create visually compelling and cohesive presentations
- Discuss work clearly and professionally

Collaboration

- Collaborate effectively on creative projects

Professional Readiness

- Produce a comprehensive portfolio (digital and print) which meets industry standards
- Manage workload to meet deadlines

MA Visual Development
Graduate students will meet the following student performance criteria:
Artistic Ability
- Demonstrate strong drawing and compositional skills
- Create value studies that demonstrate an understanding of lighting, composition, and space

Research and Critical Thinking
- Apply visual research to design solutions

Visual Development
- Apply color and design elements consistent with the overall look of the film
- Design elements to support the narrative
- Demonstrate continuity in visual storytelling

Presentation Skills
- Create visually compelling, professional-quality presentation materials
- Pitch ideas clearly and professionally

Professional Readiness
- Produce a cohesive portfolio tailored to reflect career goals

MFA Visual Development
Graduate students will meet the following student performance criteria:
MFA Thesis Project
- Present an original thesis concept worthy of the MFA degree
- Demonstrate the feasibility of their thesis project
- Produce a professional-standard project, with topical content for the industry, showcasing artistic ability

Artistic Ability
- Demonstrate strong drawing and compositional skills
- Create value studies that demonstrate an understanding of lighting, composition, and space

Research and Critical Thinking
- Apply visual research to design solutions
- Demonstrate an understanding of the production pipeline by presenting an effective timeline at the Midpoint Review (MPR only)

Collaboration
- Collaborate effectively to produce creative projects

Visual Development
- Apply color and design elements consistent with the overall look of the film.
- Design elements to support the narrative
- Demonstrate continuity in visual storytelling

Presentation Skills
- Create visually compelling, professional-quality presentation materials
- Pitch ideas clearly and professionally

Professional Readiness
- Produce a professional-level digital and print portfolio suitable for seeking employment within the industry
- Demonstrate accountability for planning complex projects, prioritizing tasks and meeting project milestones.

SCHOOL OF WRITING FOR FILM, TELEVISION & DIGITAL MEDIA

BFA Writing-Film, Television & Digital Media
Undergraduate students will meet the following student performance criteria:
Research
- Apply research to create authentic story worlds, characters and dialogue

Story Development Skills
- Generate story ideas that work for feature films, television, short films and web series
- Develop stories that are fresh and imaginative
- Apply essential screenwriting tools to develop stories that are structurally sound
- Create sympathetic or empathetic characters

Critical Thinking
- Identify story/script problems and find creative solutions

Written Presentation Skills
- Effectively present stories in a logline, premise and theme
- Effectively present stories in a beat sheet, synopsis, treatment and outline

Screenwriting Skills
- Demonstrate proficient screenwriting skills in structure, character development, action description, dialogue and subtext
- Apply the proper format for film and television scripts

Collaboration
- Effectively collaborate with other students

Professional Readiness
- Complete polished scripts that are ready for seeking representation and employment in the industry
- Develop a strategy for accessing agents, managers and producers
- Apply the conventions of standard written English to write professionally

MFA Writing-Film, Television & Digital Media
Graduate students will meet the following student performance criteria:
Research
- Effectively conduct in-depth research and apply results to create authentic story worlds, characters and dialogue

Story Development Skills
- Develop compelling stories
- Apply essential screenwriting tools to develop stories that are structurally sound

Critical Thinking
- Analyze story/script problems and find creative solutions

Written Presentation Skills
- Write well-developed treatments or outlines and synopses

Screenwriting Skills
- Demonstrate command of character development, dialogue and subtext in work

Collaboration
- Effectively collaborate on multiple projects

Professional Readiness
- Submit professionally formatted and proofread scripts
- Demonstrate ability to receive and apply notes as required in the industry
- Demonstrate an awareness in work of what is commercially viable

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STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES

STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES

Federal agencies use Standard Occupational Classification (SOC) codes to organize workers into occupational categories for statistical purposes. The SOC codes for the employment positions determined to be in field for graduates of Academy of Art University are listed below by Academic School. To request a list of in field employment positions for a specific major, please email SPFSdatarequest@academyart.edu.

School of Acting
27-2011.00
27-2012.04
25-1121.00
25-3021.00
27-2099.00
25-1199.00
25-3099.00

School of Advertising
27-1011.00
27-3043.00
11-2011.00
13-1161.00
11-2021.00
13-1161.01
27-1024.00
27-3031.00
27-1029.00
25-1199.00
25-3099.00

School of Art History
19-3093.00
25-4013.00
25-4012.00
39-7011.00
25-1121.00
25-1125.00
25-2022.00
25-2021.00
27-1019.00
25-1199.00
25-3099.00

School of Animation & Visual Effects
27-1014.00
27-1013.00
15-1255.01
27-4032.00
27-2012.00
25-1121.00
51-9198.00
27-1019.00
15-1299.00
27-1029.00
25-1199.00
25-3099.00
27-4021.00

School of Art Education
25-1121.00
25-2031.00
25-2022.00
25-2021.00
39-7011.00
25-2012.00
11-9033.00
25-1194.00
11-9032.00
25-1199.00
25-3099.00
27-1019.00

School of Architecture
17-1011.00
11-9041.00
17-3011.00
25-1031.00
17-3019.00
25-1199.00
25-3099.00

School of Marketing, Communication and Design
27-3023.00
27-4032.00
27-2012.05
27-2012.00
27-4011.00
27-1014.00
11-2011.00
27-3031.00
25-4022.00
25-1122.00
27-4031.00
27-3099.00
27-4099.00
27-2099.00
25-1199.00
25-3099.00

School of Fine Art
27-1013.00
27-1012.00
25-1121.00
25-2031.00
25-2021.00
25-4012.00
27-1011.00
41-9012.00
27-1019.00
25-1199.00
25-3099.00

School of Fashion
27-1022.00
13-1022.00
11-2021.00
27-1026.00
51-6092.00
27-3023.00
27-3041.00
27-4021.00
27-1013.00
51-6052.00
27-1021.00
41-2031.00
41-1011.00
39-3092.00
27-1011.00
41-9012.00
27-1024.00
27-3031.00
13-1161.00
11-2022.00
43-5061.00
13-1199.06
11-1011.00
27-1029.00
51-6099.00
27-3099.00
25-1199.00
25-3099.00

School of Game Development
15-1255.01
27-1014.00
15-1252.00
15-1251.00
15-1253.00
27-1029.00
27-3099.00
15-1299.00
25-1199.00
25-3099.00
11-9039.00

School of Graphic Design
27-1024.00
7-1011.00
5-1255.00
7-1014.00
3-9031.00
5-1254.00
1-2021.00
13-1161.00
27-1029.00
25-1199.00
25-3099.00

School of Interior Architecture & Design
27-1025.00
27-1026.00
17-3011.00
25-1031.00
11-9041.00
11-2022.00
27-1029.00
17-3019.00
25-1199.00
25-3099.00

School of Industrial Design
27-1021.00
17-3026.00
15-1254.00
17-2141.00
27-1012.00
27-1024.00
51-9124.00
41-2031.00
27-1029.00
27-1019.00
25-1199.00
25-3099.00

School of Illustration
27-1013.00
27-1014.00
27-1024.00
15-1255.01
25-1121.00
27-1029.00
27-1019.00
25-1199.00
25-3099.00

School of Interaction & UI/UX Design
15-1255.00
15-1254.00
27-1024.00
15-1252.00
15-1253.00
27-1011.00
15-1299.01
27-1014.00
13-1161.01
27-3031.00
27-1029.00
15-1299.00
27-3099.00
25-1199.00
25-3099.00

School of Jewelry & Metal Arts
51-9071.00
51-9071.06
27-1012.00
51-9123.00
27-1013.00
41-2031.00
25-4012.00
27-1029.00
27-1019.00
25-1199.00
25-3099.00

School of Landscape Architecture
17-1012.00
25-1031.00
17-3019.00
27-1029.00
25-1199.00
25-3099.00

School of Motion Pictures & Television
27-2012.00
27-4031.00
27-4032.00
27-3043.05
27-1027.00
27-1011.00
27-2011.00
27-2012.03
27-2012.04
27-2012.05
27-3041.00
27-3023.00
51-9198.00
27-3099.00
27-2099.00
27-1029.00
25-1199.00
25-3099.00

School of Music Production & Sound Design for Visual Media
27-2041.00
27-4014.00
27-2042.00
25-1121.00
27-2099.00
27-1029.00
11-9199.00
25-1199.00
25-3099.00

School of Photography
27-4021.00
51-9151.00
25-4012.00
41-9012.00
25-1121.00
41-2031.00
27-1029.00
27-1019.00
27-3099.00
25-1199.00
25-3099.00

School of Visual Development
27-1014.00
15-1255.01
27-1024.00
27-1011.00
27-1013.00
27-4032.00
25-1199.00
25-3099.00
27-1029.00
27-1019.00
27-3099.00
15-1299.00

School of Writing for Film, Television & Digital Media
27-3043.05
27-3041.00
27-2012.00
27-3023.00
27-1019.00
25-1199.00
25-3099.00

Social Media Management Certificate
13-1161.01
13-1161.00
27-3031.00
27-3099.00
25-1199.00
25-3099.00

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CAMPUS AND FACILITIES

OUR CAMPUS

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

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

79 New Montgomery Street, San Francisco, California 94105 and the following locations in San Francisco: 540 Powell Street, 620 Sutter Street, 625 Sutter Street, 410 Bush Street, 740 Taylor Street, 180 New Montgomery Street, 1849 Washington Street, 360 Swift Street in South San Francisco, 60 Federal, and 701 Chestnut St., 466 Townsend St., 601 Brannan St., 625 Polk Street, 2801 Leavenworth Street.

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

DISTANCE EDUCATION PROGRAM REQUIREMENTS

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

Browser*	Versions	MacOS	PC
Mozilla Firefox	Latest Version	x	x
Google Chrome	Latest Version	x	x
Apple Safari	Latest Version	x	
Microsoft Edge	Latest Version		x
*JavaScript must be enabled in your browser. Third party cookies must be allowed for certain tools to function.			

Your computer must meet these minimum requirements:

MacOS	Operating System: Must be running a recent and supported version of MacOS. Apple typically supports the most recent OS and two previous versions.
Windows	Operating System: Must be running a recent and supported version of Microsoft Windows. https://learn.microsoft.com/en-us/windows/release-health/supported-versions-windows-client

- Memory: minimum 8 GB (suggested 16 GB or more)
- Storage: minimum 256 GB or access to expandable storage media (recommended 512 GB SSD or more)

In addition to a computer and an internet browser, you must have the following hardware and software to successfully participate in our online classes:

- Peripherals: Monitor, keyboard, mouse, and speakers. Webcam with microphone for all online language classes and synchronous meetings.
- Internet Service Provider: any service provider will suffice if it provides reliable access to the Internet of 10 Mbps download / 5 Mbps upload. Although unlikely, please ensure your ISP does not enforce data caps which would prevent you from uploading multiple large files.

Multi-Factor Authentication Requirement
For security and single sign-on (SSO) access to Academy of Art University systems, all students are required to use multi-factor authentication (MFA). You must have a smartphone or other internet-connected device capable of running the Microsoft Authenticator App in order to log in.

- The Microsoft Authenticator App is available for both iOS and Android devices.
- Without this app (or a compatible alternative approved by Microsoft), you will not be able to access your student account, Microsoft 365 email, or online classes.

Email: All Academy of Art students receive a Microsoft 365 email account and access to Microsoft 365 web apps (including Microsoft Word).

Adobe Creative Cloud: All students have access to the full Adobe Creative Cloud suite of applications while actively enrolled in classes.

While participating in online classes, you may choose to share documents and files via email or in the online Discussions tool. You are expected to use your own updated anti-virus software. Anti-virus software can be downloaded for free or for a small charge from the provider of your choice.

Some classes require additional software or hardware which you may need to purchase, at additional cost. Some software or hardware may only be compatible with one operating system (MacOS or Microsoft Windows). Please read the class descriptions carefully.

FACILITIES

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

SCHOOL OF ACTING
School of Acting Facilities

SCHOOL OF ANIMATION & VISUAL EFFECTS
School of Animation & Visual Effects Facilities

SCHOOL OF ARCHITECTURE
School of Architecture Facilities

SCHOOL OF MARKETING, COMMUNICATION & DESIGN
School of Multimedia Communications Facilities

SCHOOL OF FASHION
School of Fashion Facilities

SCHOOL OF FINE ART
School of Fine Art Facilities

SCHOOL OF GAME DEVELOPMENT
School of Game Development Facilities

SCHOOL OF INDUSTRIAL DESIGN
School of Industrial Design Facilities

SCHOOL OF INTERIOR ARCHITECTURE & DESIGN
School of Interior Architecture & Design Facilities

SCHOOL OF JEWELRY & METAL ARTS
School of Jewelry & Metal Arts Facilities

SCHOOL OF LANDSCAPE ARCHITECTURE
School of Landscape Architecture Facilities

SCHOOL OF MOTION PICTURES & TELEVISION
School of Motion Pictures & Television Facilities

SCHOOL OF MUSIC PRODUCTION & SOUND DESIGN FOR VISUAL MEDIA
School of Music Production & Sound Design for Visual Media Facilities

SCHOOL OF PHOTOGRAPHY
School of Photography Facilities

SCHOOL OF INTERACTION & UI/UX DESIGN
School of Interaction & UI/UX Design Facilities

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

SUPPORT DEPARTMENT: LIBERAL ARTS
Liberal Arts Homepage
Online Library resources

Academy of Art University offers its students access to world-class equipment including, cameras, lighting equipment, photography, studio spaces, green-screen rooms, and telecine studios.

60 Federal St, San Francisco, CA
There are no academic departments currently assigned to this building.

79 New Montgomery St, San Francisco, CA
In this building:
Marketing, Communication & Design
Graphic Design
Atelier Gallery
Accessibility Resources
Campus Tours
Career and Entrepreneurial Services
Communications and Multimedia studios and labs
Grievance
Human Resources
Student Lounge
Urban Knights Radio
Veterans Resource Center
Executive offices (satellite offices only)
Housing office
Registrar's office
International student office
Student Affairs
Campus Life
79 Theater
Domestic Undergraduate and Graduate Admissions
International Undergraduate and Graduate Admissions
Student Financial Services
Accounts Receivable

180 New Montgomery St, San Francisco, CA
In this building:
Animation & Visual Effects
Art Education
Game Design
Motion Pictures & Television
Music Production & Sound
Design for Visual Media
Interaction & UI/UX Design
Visual Development
Campus Security
Student ID Distribution
English for Art Purposes
EAP Support Labs
Mac lab
Cintiq lab
Library
eSports Game Room
PC Labs
Student Print, Copy, and Scan Stations
User experience lab
Sound studios
Telecine Services
Green screen studio

540 Powell St, San Francisco, CA
In this building:
Bradley Hall

601 Brannan St, San Francisco, CA
In this building:
Architecture
Interior Architecture & Design
Landscape Architecture
Materials library for Architecture and Interior Architecture & Design
Furniture and model shop
Metal Shop
M./Arch Studios
Open Studios
PC Labs
Print Lab
Student Lounge

466 Townsend St, San Francisco, CA
In this building:
Acting
Motion Pictures & Television
Sound stages
Acting classrooms
Cinematography stages
Directing stages
Student Lounge
Writing for Film, Television, and Digital Media
Wood Shop

360 Swift Avenue, South San Francisco, CA
In this building:
The Foundry:
Metal crucible
Burnout kiln
Cut-off stations
Burr-king sander
Sand blaster
Arc welders
Centrifugal blowers
Pneumatic presses
Air compressors
Life trucks and hoists

625 Polk St, San Francisco, CA

In this building:	Knitwear lab	Costume design
Fashion Department:	Fashion styling	Fashion PR & Special events
Lecture Classrooms	Textile lab	
Student Lounge	Silkscreening lab	

625 Sutter St, San Francisco, CA

In this building:	Traditional black and white darkroom	MFA Studios
Photography	625 Gallery (Photography)	
Photography equipment room		

410 Bush St, San Francisco, CA

In this building:	Metal shop	Tool room
Jewelry & Metal Arts	Student Lounge	Welding Classroom
Jewelry MFA Studios	Wood shop	Fashion Merchandising

1849 Van Ness, San Francisco, CA

In this building:	Paint shop	Car Museum
Industrial Design	Metal shop	3D Print Lab
Wood shop	Cintiq lab	Auto Restoration

2801 Leavenworth St, San Francisco, CA

In this building:	Foundations Classrooms	Tool & Wood Shop
Sculpture	Open Studios	Illustration
The Gating Room (Wax Studio)	Student Galleries	Art History
Ceramics Studio	Student Lounge	Fine Art Painting

740 Taylor St, San Francisco, CA
There are no academic departments currently assigned to this building

Atelier
79 New Montgomery St, San Francisco, CA
This is not an active gallery currently.

625 Gallery
625 Sutter Street, San Francisco, CA
Located in our main photography building, the 625 Gallery showcases emerging photography and fine art students as well as alumni work.

The Cannery Galleries
2801 Leavenworth St, San Francisco, CA
Adjacent to the Golden Gate Bridge in a historic cannery building, the Cannery Gallery showcases emerging student artists as well as alumni work.

Fitness Center
620 Sutter St, San Francisco, CA
This well-equipped gym with adjacent locker rooms is a great way to stay healthy and happy. Open to students with a valid ID card.

Dance Studio
Theater

Howard Brodie Residence Hall
655 Sutter St, San Francisco, CA
Notes: 24-hr security Mandatory meal plan
Amenities:
Computer lab, Pool table, Dining hall (Art Café), Cable TV located in the lounge

The Howard Brodie Residence Hall at 655 Sutter is a modern building located in the heart of Nob Hill, two blocks from Union Square, and is our largest residence hall. Only steps away from the Fine Arts Building and two of the our galleries, the Brodie Residence Hall is also within walking distance of many other campus locations.
The hall offers shared rooms and community bathrooms on each floor, and has a study room with computers for student use, common lounges with cable TV, a pool table, and video game equipment. Howard Brodie also offers a full kitchen with cabinet space and refrigerator space for student groceries.

Ansel Adams
2211 Van Ness Ave, San Francisco, CA

Amenities:
Cable TV

The Ansel Adams building offers a unique blend of apartment style housing and residence hall style rooms. Tropical foliage and a koi fish-filled pond surround the exterior of this modern building, and an industrial kitchen with cabinet and refrigerator space is available for student use. The student lounge offers access to cable TV and video game equipment.

An intimate residence hall, students benefit from a tight-knit community of artists.

Clara Gil Stephens
620 Sutter St, San Francisco, CA
Notes: Co-ed Mandatory meal plan
Amenities:
Big screen TV, Pool table, Gym, Pool, Dining hall

Clara Gil Stephens Hall is located in the heart of Union Square.

This historic landmark was originally designed by famed Bay Area architect Lewis Parsons Hobart, who also designed Grace Cathedral on San Francisco's Nob Hill. Originally housing the San Francisco YWCA, it was later used as a hotel and features high vaulted lobby ceilings, a beautiful indoor pool area, grand entrance doors, and an exterior adorned with an array of international flags.

Today, the building offers co-ed housing for Academy students. The building is also home to the Academy’s fitness gym and indoor swimming pool with locker rooms.

Coco Chanel Hall
1916 Octavia Blvd, San Francisco, CA

Amenities:
Study room with computers, Ping-pong table, Cable TV in the lounge, Large common kitchen
Room Types Available:
DDFB, DDNB, DSFB, DPFB, DPNB, DSNB

A beautiful mansion with a wide spiral staircase and hardwood floors, the Coco Chanel Residence Hall at 1916 Octavia is located in Pacific Heights near Lafayette Park, a perfect place for jogging, relaxing, picnics, sketching, drawing, or taking photographs.

The quiet, residential setting of this community includes a beautiful front garden and a serene courtyard in the backyard. Shared rooms are available at this hall, with both private and shared bathrooms. The residence hall has a study room with computer kiosks available, and you can also enjoy the ping-pong table, cable TV and video game equipment in the student lounge area.

Frank Lloyd Wright Hall
1153 Bush St, San Francisco, CA

Amenities:
Study area, Ping-pong table, Pool table, Foosball table, Cable TV in the lounges, Half basketball court

Private and shared rooms are available with shared bathrooms. Enjoy the study area, and ping-pong, pool, and foosball tables in the student lounge, or watch cable television in the common lounge areas. Relax in the large backyard or play a pick-up game in our half-court basketball area.

Mary Cassatt
2209 Van Ness Ave, San Francisco, CA
Notes: Co-ed
Amenities:
Public computers, Ping pong table, Pool table, Cable TV in the lounge, Common kitchen
Room Types Available:
DSNB, DDNB, DDFB

The Mary Cassatt Residence Hall at 2209 Van Ness is an impressive classical Victorian building and a historical landmark featuring a carved oak spiral staircase, a beautiful hallway, hardwood floors, and stunning architectural details.

Each room has its own distinctive style and features shared and community bathrooms. The residence hall has computer kiosks, ping pong and pool tables, along with cable television and video game equipment are available in the student lounge.

Edgar Degas Apartments
680 Sutter St, San Francisco, CA

Amenities: Foosball table
Ping-pong table Big screen television with cable

The Edgar Degas Apartments at 680 Sutter are located in the heart of Nob Hill, next to our 688 Gallery and across the street from our 625 Sutter academic building. The building is also minutes away from Union Square, the gallery district, and Chinatown with countless cafés, restaurants, parking garages, and grocery stores in the surrounding area.

Residents enjoy the ping-pong and foosball tables, video game equipment, a big screen television, and cable television programming in the common lounge as well as computer kiosks for use.

The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

Fritz Lang Apartments
560 Powell St, San Francisco, CA

This beautiful turn-of-the-century apartment building is located next door to the Academy's 540 Powell academic building and steps from the vibrant Union Square, Chinatown, and North Beach districts in San Francisco. Catch an iconic cable car right outside your door in this centrally-located apartment building. Residents enjoy the ping-pong and foosball tables, video game equipment, a big screen television, and cable television programming in the common lounge as well as computer kiosks for use. The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

Johannes Vermeer Apartments
736 Jones St, San Francisco, CA

Amenities: Computer kiosks
Study room Pool table
Room Types Available:
ADSK, DCL

The Vermeer Apartments at 736 Jones are housed in a handsome and quiet building perched on one of San Francisco's famous hills. Enjoy numerous restaurants and galleries in the area, and walk a short distance to other Academy campus buildings, Union Square, and Chinatown. The building has a study room and computer kiosks available for student use. The recreation room offers video game equipment and cable television. Programs and activities are geared towards a co-ed community. The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

Leonardo daVinci Apartments
1080 Bush St, San Francisco, CA

The Leonardo da Vinci Apartments at 1080 Bush are located in our largest apartment building combining history and modernity. Within walking distance to most Academy campus buildings, as well as grocery stores, cafés, and restaurants, the apartments are located near the California Cable Car line and is only a 10-minute walk from Chinatown.

With a study room and computer kiosks available for student use, residents enjoy the ping-pong, pool, and foosball tables, as well as cable television programming in the recreation room. Programmed activities are geared toward the residents. The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

International House
860 Sutter St, San Francisco, CA
Notes: Co-ed Mandatory meal plan
Amenities:
I-House diner in the building, Pool table and foosball tables, cable TV

Come experience and learn from other cultures at the International House residence hall. Located in a six-story turn-of-the-century building in downtown San Francisco. Enjoy a hot meal in the I-House Cafe located in the building, and take a break from studying in our recreation or TV rooms with friends.

Shuttles
Available at no additional cost to all students and staff members, our shuttle service is designed to get you efficiently and safely around our urban campus in San Francisco. Shuttle stops are located near all university buildings–all you need is your ID card. Login to plan your trips for the day and enjoy the ride.

SIGNIFICANT EQUIPMENT

Department Name: Acting

Facility Name	Equipment and materials necessary for achieving stated educational objectives
Sound Stages	Classrooms with stages: Four classrooms offer theatrical stage setting, which allows our Acting students furniture and props to rehearse and perform scene work. Students use these rooms for private rehearsal space when not being used for instruction.
Sutter Theater	200 seat theater at 620 Sutter St.: The theater space used for two theatrical productions per semester. Acting classes including voice, singing, speech, as well as auditions. Performances include plays, musical theater, improv shows, and a musical showcase
Alexander Technique Space	Alexander Technique Private Lessons: When enrolled in one of the ACT Alexander Technique classes, students are able to participate in private lessons with the instructor. This private lesson is conducted in a private space, used solely for these sessions.
New Montgomery Theater	180 seat theater at 79 New Montgomery: To screen films during the semester, and is also used for special events.
Voice Over	A voice over demo reel from Voice Over classes: Voice Over classes offer a demo reel of student work created in a professional environment.

Department Name: Advertising

Facility Name	Equipment and materials necessary for achieving stated educational objectives
Future Agency Space	Mac computer w/ general software build, Zoom/OS+ capabilities, large TV display
Mac Computer Labs	Mac workstations equipped w/ Adobe Creative Suite
Mac Classrooms	Software: Adobe Creative Cloud, Figma, Microsoft Code
Photo Studio/ 180NM Room 535	Digital Capture Equipment including 8 DSLR Canon Rebels xTi, 12 50mm Portrait, 3 tripods PowerPack strobe Power Supply (90-260V), softboxes and lights

Department Name: Animation & Visual Effects

Facility Name	Equipment and materials necessary for achieving stated educational objectives
Computer Lab	PC and Mac workstations, Cintiq tablets, scanners, large format printer
Remote Lab (rLAB)	VFX software (Maya, Nuke, Mari, Substance, Zbrush, etc.)
Green Screen Studio	grid lighting, scrims, gel frames, green props, key lights
Video Lab	Mac workstations with Final Cut Pro,control room, cameras, lenses, and lighting kits
Voice-Over Room	4-track ProTools console, sound booth
Cintiq Lab	Cintiq tablets
Digital Workstations	PC and Mac workstations, software, new media technology

Department Name: Architecture

Facility Name	Equipment and materials necessary for achieving stated educational objectives
Robotics Lab	Advanced Kuka fabrication robot. The robotics lab is exploring emerging methods of representation and fabrication within architecture and design. As robot technology is rapidly advancing within architecture practice, we conduct hands-on research by design tied to the profession and potential building applications which innovate the field.
Fabrication Labs	laser cutters, 3D printers, CNC routers. Advanced digital fabrication equipment including laser cutters, 3D printers, and CNC routers among many others are deeply embedded into our curriculum. Students learn to use these tools and apply them into their design process.
Metal Shop	Metal fabrication equipment. the metal shop expands students' opportunities to realize their projects and explore the potentials of different material expression and technique. Students have the opportunity to learn a variety of metal fabrication processes.
Wood Shop	Band saws, drill presses, jointer, planer, miter saws, panel saw, wood shapers, table routers, wood lathes, spindle and disc sanders. Our fully equipped wood-shop facilities include a full array of hand tools, table saws, drill presses, and a host of other tools. the shop is staffed by qualified shop technicians that support students in realizing a wide array of projects: from an intricate architectural model, to a custom furniture piece, or even larger installations.
Open Atrium	Presentation, Exhibition, and Lecture hall facility with grat public reach. The School of Architecture's culture is enriched through the events that take place outside of the architecture studio and classrooms connecting us to prominent practitioners and the current design dialogue. These events happen in the open atrium space the heart of the school.
Studio Spaces	Open studio spaces, working tables, pinup areas, and storage space. In architecture education the studio encompasses the learning environment, the students, the faculty and the ideas that are promoted within each project. it is a culture that supports curiosity, investigation and production. All our onsite students have their own workspace in a studio that they share with their peers during their studies.
Computer Lab	Dell computers. Computer classrooms.
Print Lab	large-format color printer, small-format color copier, scanner.

Department Name: Marketing, Communication & Design

Facility Name	Equipment and materials necessary for achieving stated educational objectives
1 x Profession Audio Production Studio / Radio Station	This Audio studio is the home of "Urban Knights Radio" our 7day -24 hour Radio station: Equipment includes: 1 PC w/ NexGen/Selector radio programming software +, Professional automated playout software, Industry standard radio broadcasting automated soundboard, 4 professional audio production booths, + 4 iMacPros w/Adobe Creative Cloud + interfaces + professional microphones.
4 x Professional Audio Production Studio Booths (small)	Equipment includes Apple MacPro Computer w/ sound as well as editing/recording software: 4 Shure SM7B's, 6 Shure SM58's. Adobe Creative Cloud, Microsoft Office, Professional Microphone and Mixing Board.
4 Computer Lab Classrooms	Each Classroom has 21 iMacPro computers. (84 total) Software includes: The Adobe Creative Suite, Microsoft Office, Final Cut Pro
1 Professional Television Studio / Classroom (large)	Facility includes: Green Screen Cyclorama for Virtual Sets, Complete Lighting Grid with over 4 dozen lighting fixtures, Black curtains, 4 Robotic Cameras on pedestals with Teleprompters, 4 Person Operated Cameras on tripods, a camera jib and several wall mounted video monitors. Studio Control Room contains TriCaster 8000 studio switching system, ATEM Mini Pro ISO, HD Monitors, 8 Sennheiser wireless microphone systems, a 16 channel Audio Mixing board, AKAI Professional MPD218, Robotic Camera controller, Wireless Network Device Inputting, and a Clear Com communications system. There are also 21 seats, whiteboards, 3 iMacPros, and one instructor IMacPro computer.
1 Professional Television Studio / Classroom (small)	Facility includes: A Newsroom Set Green Screen Cyclorama, Complete Lighting Grid with over 2 dozen lighting fixtures, Black curtains, and 4 Robotic Cameras on pedestals with Teleprompters. Studio Control Room contains a TriCaster 450 studio switching system, 4 Sennheiser wireless microphone systems, a 16 channel Audio Mixing board, Robotic Camera Controller and a Clear Com communications system. There are also 21 seats, whiteboard, and instructor computers.
Master Control Room	Facilities include: 4 Video Tape Recorders (Digital Betacam, Betacam SP, 3/4" and VHS), 2 Digital Recorders, A 48 x 48 Digital Routing System. 2 Satellite Dish Receivers. (Satellite Dishes and Antennas on the roof of 79 New Montgomery.)
Equipment Room	Equipment for check out includes Media Journalist Location Packages. Each Package contains a Panasonic HD Camera, 8-32 GB SD Cards, Sennheiser Wireless Microphones, LED light, and Tripod.
Classroom	LIVE Broadcast / Webcast Remote Package: For student Produced Live Sports Programming and University Webcasts of LIVE events. Package includes: A TriCaster 850 studio switching system, 8 Panasonic HD cameras, Tripods, 16 channel Audio Mixing Board, Video Monitors, 8 Wireless Microphone systems, A Clear Com communications system, cabling and professional cases for transport.
Classroom	Rundown Creator Software: Browser-based based scriptwriting, rundown creation software for television & live productions.

Department Name: Fashion - Merchandising, Visual Merchandising, Product Development and Fashion Marketing

Facility Name	Equipment and materials necessary for achieving stated educational objectives
Sewing Labs	Industrial sewing machines, irons, ironing boards, patterning/drafting tables, dress forms, Pattern Drafting Rulers, Assortment of threads, Donated Fabric
Textiles Labs	various size silkscreens, 2 heat transfer presses, 4 yardage screen printing tables, 2 screen printing tables, dust filtration cabinet, 4 light tables, steamer, 2 back lit sinks, approx. 100 squeeges various sizes, screen printing inks, dye powders, paints and chemicals, white tables for drawing, cutting mats, coating troughs, fans for drying screens, blowdryers, exposure unit, UV light, vacuum table
Knitwear Lab	knitting machines, irons, steamers, yarn closet, sewing machines
Resource Room	textiles swatches, various supplies donated for student use (buttons, fabrics, trims, accessories, patterns, etc.), Crafting Tables
Student Lounge	light table, computers, scanner, magazine library, book library
Design Studios	light tables, Computers
Printing Lab	printer/copier, computer, scanner
Styling Classrooms	photography equipment, dress forms
Styling Closet	clothing and accessories available for rental
Fabric Library	fabric swatches, magazines, light table
Drawing Classroom	light tables, easels, lights, drawing platform, Drawing Boards
Leatherworking Classrooms	leather sewing machines, glue guns, Grommet Tools
Computer Lab	Gerber plotter, computers
Special Effects Classroom	lighted dressing room mirrors, hair styling studio chairs, hair styling practice mannequin heads, hair dryers

Department Name: Fine Art Painting and Printmaking - Shop Equipment/Facility Description:

Facility Name	Equipment and materials necessary for achieving stated educational objectives
Painting & Drawing Facilities	8 classrooms: All classrooms are equipped with easels, tabarets, model stands, spotlights and painting storage racks. / Prop Room: Complete with fabrics and a variety of objects to use as reference. / Anatomy prop closet with drawing study references. Multimedia Room with theatre seating / Studios: Personal studios are available to rent.
Printmaking Facilities	Three printmaking presses for intaglio, relief, and monotype printing. The intaglio and relief studio embraces both traditional as well as sustainable approaches with support for both zinc and copper etching. The silkscreen studio concentrates on the photo emulsion process and includes a dedicated darkroom. Fully stocked with ink, screen, light table, and digital output, the studio is designed for maximum productivity. Also available are separate fully equipped book arts facility.
Galleries (Shared between FA and FASCU)	Two galleries in San Francisco, Leavenworth and Beach St Gallery and 701 Chestnut Gallery. Each gallery is designed to promote the work of Academy of Art students, alumni, and faculty.

Department Name: Fine Art Sculpture

Facility Name	Equipment and materials necessary for achieving stated educational objectives
Equipment Lab	Use industry standard TIG-welders, power tools, sand blaster, and patina stations for bronze casting in our welding studio. Learn on a jet-milling machine for cutting metal, a McEnglevan MIFCO forge machine, a plasma cutter, and 250-amp welders. Also available are a fully-equipped wood shop and a mold-making studio for one, two, and three-piece plaster and rubber casts.
Sculpture Center	Our sculpture center houses a complete wax studio with gating and sprue-stations, and a ceramics room with slurry tank, silica sand stations, spray booth, front-loading computer programmed electric and gas kilns, a slab roller, extruder, and a pug mill. We also have a tool room equipped with a full range of hand held tools, power tools and plaster sculpting references available for check out. Studios are available for rent. Jewelry & Metal Arts students have access to a 20-ton hydraulic press and enameling, lost wax casting, and calibrated burnout kilns. Learn about the contemporary technique of ceramic shell bronze casting at our foundry in South San Francisco, with our 150-lb metal crucible, burnout kiln, cut-off station, burr-king sander, and sand-blaster.
Welding Studio	We feature industry standard TIG, MIG, stick, and gas welders; power tools; a sand blaster; and patina stations in our welding studio.
Wood Shop	Fabricate objects and jigs in both natural and artificial wood in our wood shop. Work with band saws, drill presses, jointer, planer, miter saws, panel saw, wood shapers, and table routers. Two wood lathes and two isolated sanding rooms with spindle and disc sanders and one more lathe for working foam plastics give you the control to polish your designs. The wood shop also features four SawStop table saws as part of our ongoing commitment to safety.

Department Name: Game Development

Facility Name	Equipment and materials necessary for achieving stated educational objectives
PC Classroom	Alienware tower w/monitors, Tv, Zbrush, Substance, Construct, Adobe Suite, Unity, Unreal, Maya
Cintiq Classroom	Wacom tablet, Alienware tower w/monitors, Tv, Zbrush, Substance, Construct, Adobe Suite, Unity, Unreal, Maya
Game Lab	Wacom tablet, Alienware tower w/monitors, Tv, Zbrush, Substance, Construct, Adobe Suite, Unity, Unreal, Maya
VC Classroom	Oculas Rifts, Kat Walk VR Treadmill, TV

Department Name: Graphic Design

Facility Name	Equipment and materials necessary for achieving stated educational objectives
Student Collaboration Spaces	Immerse yourself in an environment designed to spark creativity and productivity. Our two student workspaces offer the perfect blend of comfort and inspiration, ideal for studying, sketching, designing, and researching. Whether you prefer to collaborate with peers or work independently, you'll find yourself surrounded by supportive instructors and invaluable resources, making every moment spent at the Academy enriching and productive.
Library	Our library offers access both online and onsite to a wide variety of scholarly resources including art and architectural history journals accessible through JSTOR, Oxford Art, and EBSCO, as well as digital resources addressing writing, sourcing, and thesis support. Students on campus can visit the onsite library at 180 New Montgomery.

Department Name: Illustration

Facility Name	Equipment and materials necessary for achieving stated educational objectives
Computer Lab	PC and Mac workstations, Cintiq tablets, scanners, large format printer
Cintiq Lab	Cintiq tablets
Digital Workstations	PC and Mac workstations, software, new media technology
Costume Room	Costumes used to draw from live models

Department Name: Industrial Design

Facility name	Equipment and materials necessary for achieving stated educational objectives
Laser Room	(2) Epilog Fusion M2, (1) Graphtec CE-5000 vinyl plotter, (1) Epilog Fusion Pro, (1) Epilog Fusion
FDM lab	(2) Makerbot Z18, (1) FormLabs Form 3, (1) FormLabs Form 3+, (2) FormLabs 3L, (9) Original Prusa IS MK3
Metal Shop	(1)Horizontal Bandsaw, (1) Variable Speed Vertical Bandsaws, (6) Grizzly Engine/Gunsmithing Lathes, (1) Brobo Coldsaw, (1) Delta Variable Speed Drill press, (2) Bridgeport/Grizzly Knee Mills, (2) Miller MIG welder, (1) Lincoln CNC plasma cutter, (1) 20" disc sander, (1) Tool Grinding Stations, (1) 20" disc sander, (1) Eastwood buffing station, (1) Enco Lathe, (2) Enco Mills
Wood Shop	(4) SawStop Tablesaws (2) Westward/ Delta Drill Presses, (1) Delta Bandsaws, (1) Grizzly Resaw Bandsaw, (1) Festool Chopsaw, (1) Vertical Panel Saw
Paint Mixing Room	(1) Pneumatic Paint Shaker (1) Fume Hood
Paint Facilities	(1) Fullsize Downdraft Booth, (1) Partitioned Spray Booth - 6 stations, (1) Crossdraft Spray booth
Computer Lab	(42) Lab computers, (42) Wacom Cintiq, (12) shop computers (3) Canon and Epson Projectors
Large Format Printer Room	(1) Epson Large format printers, (2) Canon Large Printers
Printer Room	(1) Canon Printer

Department Name: Interior Architecture and Design

Facility name	Equipment and materials necessary for achieving stated educational objectives
Print Lab	1 Ricoh C901 printer, 1 ColorWave 650 color plotter, 2 Ricoh W3601 black & white plotters/scanners
Computer Lab	13 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Impero Education Pro, Television, speakers
Computer Lab	13 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, 2 flatbed scanners
Drafting Classroom	Classroom and drafting Tables.
IAD Materials Library	IAD materials library houses material samples including, wood, stone, fabrics, tiles, etc. which are available for onsite student reference and use.
Wood Shop	2 Sawstop industrial cabinet saws, Milwaukee vertical panel saw, Robland horizontal panel saw, 2 Micromark desktop tablesaws, Powermatic drill press, Jet 14" Bandsaw, Rikon 18" Bandsaw, Makita compound mitersaw, Excalibur scroll saw, Oliver jointer, Powermatic planer, Vicmarc Wood lathe, dust collectors.
Fabrication Labs	2 100W Laser Cutters: Trotec 100W CO2 Laser Cutter, Ventilation System, 2 Dell Workstations - preloaded software - Job Control, AutoCAD 2015, Rhino5, Adobe CC 2015
Tool Room	Tools and consumables available for student use including, but not limited to the following- Jigsaws, Sanders, Angle grinders, Cordless drills, a variety of model making tools, hand chisels, clamps, glues, sand paper etc

Department Name: Interaction & UI/UX Design

Facility name	Equipment and materials necessary for achieving stated educational objectives
Motion Graphics Lab	21 MacPro Workstations, 21 Cinema Display Monitors
Mac Computer Labs	Mac workstations equipped w/ Adobe Creative Suite
Mac Classrooms	Software: Adobe Creative Cloud, Figma, Microsoft Code
Photo Studio	Digital Capture Equipment including 8 DSLR Canon Rebel xTi, 12 50mm Portrait, 3 tripods PowerPack strobe Power Supply (90-260V), softboxes and lights
Classroom	VR/AR Equipment , Microsoft Hololens, & Oculus Rift

Department Name: Jewelry and Metal Arts

Facility name	Equipment and materials necessary for achieving stated educational objectives
Faculty Studio	3 Jewelry and Metal Fabrication Studios, 18 Soldering stations equipped with, - 11 Meco Midget Natural Gas/Oxygen torches, - 8 Smith Silversmith Acetylene and Air torches, - 2 Smith "Little Torch" Oxygen/Acetylene torches, 6 Baldor Benchtop Polishing Lathes with Dust Collectors, 2 Benchtop Single Speed Drill Presses, 1 Cameron Micro Precision Variable Speed Drill Press,7 Foredom Flex Shafts, 1 20-ton Hydraulic Jewelry Press & Accessories, 2 Platen Hammers, 2 Benchtop Guillotine Metal Shears, 3 Beverly Shears, 3 Bench Grinders, 2 75lb. Anvils, 1 50lb. Anvil, 4 Tool Cabinets with over 120 metal fabrication and goldsmithing hammers, stakes, mandrels, small anvils and files
Metal Shop	2 TIG Welders, 3 MIG Welders, 3 Oxygen/Acetylene Gas Welders, 1 Plasma Cutter, 1 Stick Welder, 1 Treadle Hammer, 1 MIFCO F100-A Round Flat Hearth Forge, 2 100 lb Anvils, 2 Patina Booths with Natural Gas/Oxygen Torches, 1 Large Floor Standing Sandblasting Cabinet, 5 Ventilated Grinding Booths, 1 Large Floor Standing Sandblasting Cabinet, 1 Powder Coating Booth with Lights, 2 Vertical Bandsaws, 2 Horizontal Bandsaws, 3 Burr King Belt Sanders, 1 Combination Belt/Disc Sander, 1 Beverly Shear, 1 Bench Mounted Bolt Cutter, 1 Bench Grinder, 1 Tool Cabinet with Forging Hammers, Swages and Tongs
Wood Shop	Papermaking Studio, 1 Hollander Beater, 1 Vacuum Forming Table, 1 20-ton Hydraulic Press, 1 Burke and James Drymount Press, 1 Goldblatt Pattern Pistol/Pulp Sprayer, 70 European and Tibetan Moulds and Deckles, 5 Envelope Deckles, 1 Book Sewing Frame, 1 Janome HD3000 Sewing Machine
Papermaking Studio	1 Hollander Beater, 1 Vacuum Forming Table, 1 20-ton Hydraulic Press, 1 Burke and James Drymount Press, 1 Seal Drymount Press, 1 Goldblatt Pattern Pistol/Pulp Sprayer, 70 European and Tibetan Moulds and Deckles, 5 Envelope Deckles, 1 Book Sewing Frame, 1 Janome HD3000 Sewing Machine
Enameling	2 Paragon XPRESS-Q-11A Digital Control Enameling Kilns, 1 StencilPro Screenprinting Kit
Casting	1 MIFCO E4-O Electric Melting Furnace, 1 Spring Driven Centrifugal Casting Machine, 1 Paragon W-18 Digital Program Electric Burnout Kiln, 1 Steam Dewaxer, 2 V.I.C. Tabletop Casting Vacuums, 1 Investment Vacuum Table with Welch Vacuum Pump and Large Bell Jar, 2 Vibratory Tumblers, 1 Vulcanizer, 1 Air Pressure Wax Injector, 1 Hand Pump Wax Injector
Laser Cutting and CNC	2 Epilog Fusion 60 Watt Laser Cutters, 1 Epliog Helix 25 Watt Laser Cutter, 1 Othermill Desktop CNC Milling Machine, 2 Acrylic Heat Benders, Digital Design Lab with 30+ Cintiq Workstations running Adobe Creative Suite
3D Printing Lab	4 Afinia H480 3D Printers, 1 Afinia H800 3D Printer, 1 Formlabs Form1+ 3D Printer, 2 Makerbot Replicator 3D Printers, 1 Stratsys Objet 3D Printer, Digital Design Lab with 30+ Cintiq Workstations running Rhino and Keyshot
Small Metals Machining	3 Sherline 4000C Benchtop Lathes, 1 Grizzly Benchtop Metal Lathe, 1 Grizzly Mini Milling Machine, 1 Jet JVM Vertical Mill and Accessories,
Stonesetting and Waxworking	16 5" Engraving Block Ball Vices, 2 Matt Mini-Lathe Wax Lathes with Milling Tables,

Department Name: Landscape Architecture

Facility name	**Equipment and materials necessary for achieving stated educational objectives**
Robotics Lab	Advanced Kuka fabrication robot. The robotics lab is exploring emerging methods of representation and fabrication within landscape architecture and design. As robot technology is rapidly advancing within landscape architecture practice, we conduct hands-on research by design tied to the profession and potential building applications which innovate the field.
Fabrication Labs	laser cutters, 3D printers, CNC routers. Advanced digital fabrication equipment including laser cutters, 3D printers, and CNC routers among many others are deeply embedded into our curriculum. Students learn to use these tools and apply them into their design process.
Metal Shop	Metal fabrication equipment. the metal shop expands students' opportunities to realize their projects and explore the potentials of different material expression and technique. Students have the opportunity to learn a variety of metal fabrication processes.
Wood Shop	Band saws, drill presses, jointer, planer, miter saws, panel saw, wood shapers, table routers, wood lathes, spindle and disc sanders. Our fully equipped wood-shop facilities include a full array of hand tools, table saws, drill presses, and a host of other tools. the shop is staffed by qualified shop technicians that support students in realizing a wide array of projects: from an intricate landscape model, to a custom furniture piece, or even larger installations.
Open Atrium	Presentation, Exhibition, and Lecture hall facility with grat public reach. The School of Architecture's culture is enriched through the events that take place outside of the architecture studio and classrooms connecting us to prominent practitioners and the current design dialogue. These events happen in the open atrium space the heart of the school.
Studio Spaces	Open studio spaces, working tables, pinup areas, and storage space. In landscape architecture education the studio encompasses the learning environment, the students, the faculty and the ideas that are promoted within each project. it is a culture that supports curiosity, investigation and production. All our onsite students have their own workspace in a studio that they share with their peers during their studies.
Computer Lab	Dell computers. Computer classrooms.
Print Lab	large-format color printer, small-format color copier, scanner.

Department Name: Motion Pictures and Television

Facility name	Equipment and materials necessary for achieving stated educational objectives
Equipment Facility	The Equipment Facility has various different digital camera's for homework, projects and thesis projects: 35 HD DSLR Camera's - Canon 5D, Canon 7D, and Canon T5i's. x130 Small HD Camcorders - Canon H-FM500's and Sony CX-160's 20 Large SD/HD Camcorders - Panasonic DVX, HPX170 & HVX200 (which all come with a follow-focus and mattebox kit). 3 High-End HD Digital Camera's - Sony F5, Arri Alexa, and Red Epic Dragon. (which all come with a set of lenses, mattebox/follow-focus, Tripod/support and filters).
Camera Room	The Equipment Facility has various different film camera's for homework, projects and thesis projects: 55 16mm film cameras - Bolex (mechanical), Aaton LTR7 (electric), Arri-S (electric), and Arri-SR (electric), which all comes with a set of lenses. 3 Super 16mm film camera's: Arri-SR2 and the Arri-SR3, which comes with lenses and tripod/support. 4 35mm film cameras: Arri-BL2, Arri-BL3, Arri-35III, and the Arri-435, which all of these camera's come with set of lenses, tripod/support, mattebox/follow-focus and filters.
Lighting Room	The Equipment Facility has a few different types of lighting that students utilize for their projects, homework and thesis projects. 50 Arri Lights - Ranging from 300w to 2000w lights. 40 Mole-Richardson Lights: Ranging from 200w to 2000w lights. 20 Kinoflo lights (soft lighting) - Ranging from 2-bank lighting to 4-bank lighting. x100 lighting accessories- Stingers, scrims, dimmers, junction boxes, etc.
Grip Room	The Equipment Facility has a several different types of grip gear that students utilize for their projects, homework and thesis projects. 300 Light Stands - Baby light stand, C-Stand, High Roller Stands, Combo Stands, etc x200 Light Modifers - Flags, nets, silks (to manipulate and control lighting).
Computer Lab	The Computer Lab provides over 80 computers for students ranging from Lower to Upper Division to use for their homework and class projects for editing as well as for class use. The Computer Lab provides different programs used for editing projects: Avid Media Composer Adobe Premiere Pro Any other necessary programs for editing
Studio 100	Studio 100 is the largest of the studios with its own set design, sound system, grip gear and a set design with their own props. 31 Stands- C-Stands, baby light stands, high roller stands, etc. 32 Arri Lights- Ranging from 300w to 5000w lights 8 Mole-Richardson Lights- Ranging from 1000w to 2000w 450 accessories - Grip, stingers, light modifiers, and any other accessories that support making motion pictures.
Studio 103	Studio 103 is a medium size studio with its own set design, not as many props as the larger studios, with some lighting and grip gear. 70 stands- C-Stands, baby light stands, high roller stands, etc. 30 Mole-Richardson Lights - Ranging from 650w to 2000w. 350 accessories - Grip, stingers, light modifiers, and any other accessories that support making motion pictures.
Studio 106	Studio 106 is the second largest of the studios with its own set design, sound system, grip gear and a set design with their own props. 66 stands- C-stands, baby light stands, high roller stands, etc. 15 Arri Lights - Ranging from 150w to 2000w lights. 30 Mole Richardson Lights - Ranging from 200w - 1000w lights. 500 accessories - Grip, stingers, light modifiers, and any other accessories that support making motion pictures.
Studio 107	Studio 107 is a medium size studio with its own set design, not as many props as the larger studios, with some lighting and grip gear. 10 Stands - C-Stands, baby light stands, high roller stands, etc. 20 Mole Richardson Lights - Ranging from 300w to 2000w lights. 100 accessories - Grip, stingers, light modifiers and any other accessories that support making motion pictures.
Studio 109	Studio 109 is a medium size studio with its own set design, not as many props as the larger studios, with some lighting and grip gear. 50 Stands - C-Stands, baby light stands, high roller stands, etc. 40 Mole Richardson Lights - Ranging from 300w to 2000w lights. 150 accessories - Grip, stingers, light modifiers, and any other accessories that support making pictures.
VR	Ricoh Theta Camera is a cutting edge camera used in Virtual Reality/360 film production. Students can use these cameras to create their own Virtual Reality films in the VR Class

Department Name: Music Production and Sound Design for Visual Media

Facility name	Equipment and materials necessary for achieving stated educational objectives
Music Production and Spotting Studio	Apple Mac Mini M2 Pro, 61 Key MIDI Controller, Stereo Monitoring System, Pro Tools, Sibelius, Logic Pro, Various Sample Libraries & Plugins
Music Production Classroom	17 seats Apple Mac Mini M2, Avid Omni Audio Interface, Avid Sync Interface, Stereo Public Address System, 61 Key MIDI Controller, Pro Tools, Sibelius, Logic Pro, Omnisphere, Various Sample Libraries & Plugins
Post Production Classroom and Surround Studio	Apple Mac Mini M2 Pro, Avid S6 Mixing Console, Avid HDX Audio Interface, Avid XMON Monitoring Sysrtem, Genelec 5.1 Surround Monitoring System, Pro Tools
Session Studio	Apple Mac Mini M2 Pro, Avid D-Command Mixing Console, Avid HDX Audio Interface, Avid XMON Monitoring System Empirical Labs Distressors, TC Electronics Reverb 4000, Focusrite ISA828 8-Channel Preamp, Universal Audio 4-710d 4-Channel Preamp, Stereo Monitoring System, Isolated Tracking Booths, Upright Piano, Pro Tools, Logic Pro, Various Sample Libraries & Plugins
ADR	Apple Mac Mini M2 Pro, Avid C24 Mixing Console, Avid Omni Audio Interface, Neve 5043 Portico Duo Compressor, Avalon AD2022 2-Channel Preamp, Isolated Tracking Booth, Stereo Monitoring System, Pro Tools , Logic Pro
Foley	Apple Mac Mini M2 Pro, Focusrite 18i20 Audio Interface, Mackie Big Knob, Stereo Monitoring System, Isolated Control Room and Stage, Foley Materials Pits, 80” Video Monitoring Display, Pro Tools , Logic Pro
Pro Tools Editing Labs	Apple Mac Mini M2 , Focusrite Audio Interface, Stereo Monitoring System, Pro Tools
MIDI Orchestration Studio	Apple Mac Mini M2 Pro, Universal Audio Apollo 8 Audio Interface, Lexicon PCM92 Reverb , Behringer X-Touch Control Surface, 61 Weighted Key MIDI Controller, Stereo Monitoring System, Pro Tools, Logic Pro, Sibelius, Various Sample Libraries & Plugins Including: Vienna Symphonic Libraries, East West Libraries, Kontakt Libraries, MIR Reverb System
Vocal Booth	Apple Mac Mini M2, Avid Omni Audio Interface, Mackie Big Knob, 61 Weighted Key MIDI Controller, Stereo Monitoring System, Pro Tools, Logic Pro, Various Sample Libraries & Plugins
MIDI Lab	10 seats Apple Mac Mini M2, 61 Key MIDI Controller, Pro Tools, Sibelius, Logic Pro Ableton, Various Sample Libraries & Plugins
Studio	Apple Mac Mini M2, Avid Omni Audio Interface, Stereo Monitoring System, 61 Key MIDI Controller, Pro Tools, Sibelius, Logic Pro, Ableton, Various Sample Libraries & Plugins
DJ Studio	Apple Mac Mini M2XS2 Turntables, Pioneer DJM-900 N, 2 Pioneer CDJ 200NXS2 DJ Mixer, Stereo Monitoring System, Pro Tools , Logic Pro, Rekordbox

Department Name: Photography

Facility name	Equipment and materials necessary for achieving stated educational objectives
Digital Computer Labs for Editing and Printing	18 Mac workstations with Adobe Creative Suite, CaptureOne Pro and Premier, 2 Epson 4900 Printers, 1 Epson 7900 Printer and 1 Epson p900
Digital Computer Labs for Scanning and Editing and Advanced Printing	18 Mac workstations, 2 Epson 1000XL scanners, 2 Nikon 9000 scanners, 1 imac on flextight 646, 1 Hasselblad flextight x, 1 scanner for film and photo scanning, 2 4880 Epson piezo printers, 1 7880 Epson printer, and P 9000 Epson XL 44-inch blotter printer.
Lighting Studios for Portraits, Still life and Studio Demos. Each Studio has the following equipment	Hot lights, seamless backdrops, apple boxes, light stands, heavy duty tripods, and grip equipment. Students also have access to the following equipment to utilize in studios: Profoto Strobe lighting, light modifiers, softboxes, umbrellas, reflectors, gels, and still-life seamless tables
Large Lighting Studio	Used by commercial and fashion photography students working with models and vehicles in their shoots. The studio has the following equipment: broncolor strobe lighting systems, parabolic reflectors, large flats, seamless cove backdrop, pre-made sets for backdrops, light-modifiers, hair & makeup stations, studio grip equipment (apple boxes, light stands, stand adapters, gels, screens, flags, tape, etc.)
Location Lighting Equipment	Students have access to Canon and Sony cameras, lenses, accessories, and Profoto lighting equipment, light modifiers, grip equipment, light stands, umbrellas, softboxes and tripods to learn on- location photography lighting.
Phase One Kits. Commercial Photo studio standard. Advanced students have access to the following equipment in studio	PhaseOne IQ4 150 kit, IQ4 XT 150 kit, IQ 140 Kit, and a PhaseOne XF160 kit, Hasselblad Mount digital Blacks with charger and battery. Students have access to the following for on location: Hasselblad IQ150 kit with hasselblad lenses.
Motion for Photographers Equipment. Students use the following equipment to film motion work with Canon and Sony DSLR's:	Zoom H4n 4-Channel Handy Recorder (2015) H5 Portable Digital Audio Record, SM58 Vocal Microphone, Sennheiser ME66/K6 Shotgun Microphone Kit, Manfrotto 502HD Pro Video tripods with 75mm Half-Ball , Zacuto ZFinder Pro 3.0x for 3.2 optical viewfinder. A dji mavic pro drone.
Black and White Darkrooms	Used by fine art and documentary students working on traditional photography processes. Students that use the black and white darkrooms have access to the following equipment: enlargers, easels, lenses, trays, tongs, darkroom sinks, and film developing tanks.
Mixed Media and Alternative Studios	Used by fine art students working on historical, antiquated and contemporary photography processes. Students that use the alternative darkrooms have access to the following equipment: enlargers, mural enlargers, exposure units, easels, lenses, flat irons, darkroom sinks, film developing tanks, trays, tongs, glass pitchers, and graduated cylinders.
Private MFA Photo Studios	Used by commercial and fine-art students post midpoint to work on-campus to complete their thesis portfolio. Students use these spaces to edit work, matting, framing, working on final presentation of photo work, extensive photoshoot setups, space to build sets, fine-art photo processes, consistent lighting, etc. Students have access to the following equipment: chemical and photo process storage, trays, tons, lighting equipment and modifiers, seamless backdrops, hot press, paper cutters, mat- cutters.

Department Name: Visual Development

Facility name	Equipment and materials necessary for achieving stated educational objectives
Computer Lab	PC and Mac workstations, Cintiq tablets, scanners, large format printer
Cintiq Lab	Cintiq tablets
Digital Workstations	PC and Mac workstations, software, new media technology
Costume Room	Costumes used to draw from live models

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