



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

2019-2020 SP19 SU19 FA19 SP20 SU20 FA20

STUDENT AND ACADEMIC POLICIES

+ PROGRAM LEARNING OUTCOMES

TABLE OF CONTENTS

MISSION AND INSTITUTIONAL LEARNING OUTCOMES **7**

Mission Statement	7
Academy of Art University Institutional Learning Outcomes	7

ACCREDITATION **8**

Regional Accreditation	8
Specialized Accreditations	8
Kansas State Approval	9
Maryland State Approval	9
Minnesota State Approval	9
Non-Discrimination Statement	9
Notices	9

ADMISSIONS **11**

Undergraduate Admissions Statement	11
Undergraduate Admissions Requirements	11
Proof of High School Graduation	11
Graduate Admissions Requirements	11
English as a Second Language Graduate Applicants	12
Transcript Submission	12
State Aid	13
Transfer Policies	13
Articulation Agreements	14
Transcript Submission Deadline	14
Eligibility for Licensure (Graduate and Undergraduate)	14
Undergraduate Residency Requirement	15
Transferability of Credits and Credentials Earned at Our Institution	15
Placement & Portfolio Reviews	15

Acceptance of Credit	15
International Student English Placement Testing	16
Scheduling an Academy of Art University Placement Exam	16
Undergraduate Liberal Arts Placement	16
Placement: Written Communication	17
+ Placement: Math for Architecture, Game Programming, & Landscape Architecture	18
Placement: Employment Communications and Practices	19

ACADEMIC CALENDAR **22**

Academic Year	22
Academic & Events Calendar	22
Observed Holidays	22

FINANCIAL AID & TUITION **24**

Financial Aid	24
Financial Aid Award Letters	24
School ID Number	24
Undergraduate	24
Graduate	27
Tuition Rates	27
Fees	28
Academic Year Estimate	29
Total Program Cost*	30
Billing Information	34
Payment Information	34
Information for Students Using Vocational Rehabilitation and Employment Benefits (CH31) or Post-9/11 G.I. Bill® (CH33)	34
Methods of Payment	34
Additional Fees, if applicable	35
Installment Plan	35
Refunds	35
Refund Policy	36
Percentage of Refundable Tuition Charges	36
Financial Aid: Return of Title IV Funds	36
Financial Aid: Refunds	36
Iowa Students Only	37
Student Tuition Recovery Fund	37

ACADEMIC POLICIES **39**

Curriculum Changes	39
Declaring a Major	39
Changing Majors	39
Changing Degree Programs	39
Graduation Planning	40
Graduation	41
Commencement Ceremony	41
Sequential Degrees & Subsequent Degrees	42
Undergraduate Grade Levels	43
Course Numbering	43
Credit Hours	43
Credit Hour Policy	43
Credit Hour Calculations	45
Enrollment Status	45
Grade Point Average (GPA)	45
Minimum GPA Requirement	46
Graduation Honors	46
President's Honor Roll	46
Academic Standing	47
Academic Probation Policies	48
Dismissal	48
Request for Readmission After Dismissal	48
Readmission After Dismissal	48

FINANCIAL AID & SATISFACTORY ACADEMIC PROGRESS (SAP) POLICIES **50**

Financial Aid: Satisfactory Academic Progress (SAP) Requirement	50
Financial Aid: Satisfactory Academic Progress (SAP) Standings	50
Financial Aid: Minimum GPA Requirement	51
Financial Aid: Minimum Completion Rate Requirement	52
Financial Aid: Maximum Time Frame Requirement	53
Financial Aid: Enrollment Status	53
Financial Aid: Satisfactory Progress Appeal	54

REGISTRATION & COURSE ENROLLMENT POLICIES **56**

Registration	56
Enrollment Agreement	56
Re-entry	56
Inactivation and Reinstatement	58
Add Procedures	58
Add Procedures After the Tuition Deadline	58
Administrative Add/Drop Policy	58
Drop Procedures	59
Drop & Withdrawal Policies	59
Student's Right to Cancel	60
Withdrawal	60
Administrative Withdrawal	61
Involuntary Withdrawal	62
Internships for Academic Credit	62
Online Student Identity Verification	62

STUDENT SUPPORT **64**

Access for Students with Disabilities	64
Academy Resource Center (ARC)	64
Student Academic Support	64
ARC Tutoring & Training	65
Classroom Services	65
ESL Support Program and Online Language Support	65
Writing Lab and Online Writing Lab (OWL)	65
Speaking Lab and Online Speaking Lab	65
Midpoint Review Workshops (Graduate Students Only)	65
Library	65
Career & Entrepreneurial Services	78

ATTENDANCE POLICIES **80**

Attendance	80
Model Attendance Policy	80
Excused Absences	81
Late Submission of Projects/Assignments	81
Attendance Corrections	81

GRADING POLICIES **83**

Grading Criteria	83
Grading Standards	83
Minimum Grade Requirements	84
Semester Grading Periods	84
Distance Education Grading Timeframe	85
Course Repetitions	85
Grade Exclusion	85
Grades of Incomplete	86
Student Appeal for Grade Change	88
Student Appeal OF "WF" Grade	88

STUDENT RECORD POLICIES **90**

University Records	90
Transcript Request	90

Notice of Rights Under FERPA	90
Gramm-Leach-Bliley Act (GLBA)	92
Deceased Student Record Handling & Awarding of Posthumous Degrees	93

STUDENT POLICIES **95**

Student Rights, Responsibilities & Expectations	95
Use of Student Likenesses and/or Images	95
Collection of Student Artwork	95
Student Identification Badge	95
Dress Code	96
Campus Security Safety Report	96
Health Insurance	96
Student Appeals and Grievances	97

INTERNATIONAL STUDENT POLICIES **100**

International Nonimmigrant Students	100
Immigration Status	100
On-Campus Presence	100
F1 Immigration Regulations and Resources	100
Maintaining F1 Status	100
Traveling In-Between Semesters	102
Leave of Absence	102
Process for an Approved Leave of Absence	102
Return from Leave of Absence	103
Employment	103
Health Insurance	106
Requesting a Letter of Verification / Support	107

GRADUATE STUDENT POLICIES **109**

Graduate Midpoint Review	109
Final Thesis Project Redirection	109
Directed Study	109
Graduate Final Review	110
Midpoint and Final Review Outcomes	110
Studio Spaces and Gallery Exhibitions	110

STUDENT CODE OF CONDUCT **112**

Guidelines	113
Prohibited Conduct	113
Definitions and Description of Key Terms	114
Statement on Academic Freedom and Academic Responsibility	115
Academic Honesty	116
Plagiarism	116
Cheating	116
Interpretations of Regulations	116
Focus of the Proceedings	116
Violations of Law and Disciplinary Regulations	117
Policy Prohibiting unlawful discrimination and harassment	117
Title IX – Policy of the University for the Prohibition and Addressing of Sexual Assault, Sexual Misconduct, Dating Violence and Stalking	118

UNIVERSITY DISCIPLINARY PROCEDURE **135**

Guidelines	135
Process	135
Sanctions	135
Appeals Process	135

UNIVERSITY LEARNING OUTCOMES **137**

PROGRAM LEARNING OUTCOMES 138

School of Acting	138
School of Advertising	138
School of Animation & Visual Effects	138
School of Architecture	138
School of Art Education	138
School of Art History	139
School of Communications & Media Technologies	139
School of Fashion	139
School of Fine Art	139
School of Game Development	140
School of Graphic Design	140
School of Illustration	140
School of Industrial Design	140
School of Interior Architecture & Design	140
School of Jewelry & Metal Arts	140
School of Landscape Architecture	141
School of Motion Pictures & Television	141
School of Music Production & Sound Design for Visual Media	141
School of Photography	141
School of Visual Development	141
School of Web Design & New Media	141
School of Writing for Film, Television & Digital Media	142
Support Department: Foundations	142
Support Department: Liberal Arts	142

STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES 144

Standard Occupational Classification (SOC) Codes	144
--	-----

CAMPUS AND FACILITIES 148

Our Campus	148
Distance Education Program Requirements	148
Facilities	149
School of Acting	149
School of Advertising	149
School of Animation & Visual Effects	149
School of Architecture	149
School of Art Education	149
School of Art History	149
School of Communications & Media Technologies	149
School of Fashion	149
School of Fine Art	149
School of Game Development	149
School of Graphic Design	149
School of Illustration	149
School of Industrial Design	149
School of Interior Architecture & Design	150
School of Jewelry & Metal Arts	150
School of Landscape Architecture	150
School of Motion Pictures & Television	150
School of Music Production & Sound Design for Visual Media	150
School of Photography	150
School of Visual Development	150
School of Web Design & New Media	150
School of Writing for Film, Television & Digital Media	150
Support Department: Liberal Arts	150
Significant Equipment	160

INDEX 174

[Catalog](#)
[Catalog Addendum 2: Board of Directors, Administrators and Faculty](#)
[Course Fees & Prerequisites](#)

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

MISSION AND INSTITUTIONAL LEARNING OUTCOMES

MISSION STATEMENT

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

To achieve its mission Academy of Art University:

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

ACADEMY OF ART UNIVERSITY INSTITUTIONAL LEARNING OUTCOMES

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

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

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

ACCREDITATION

REGIONAL ACCREDITATION

WSCUC Accreditation

Academy of Art University is regionally accredited by the WASC Senior College and University Commission (WSCUC), one of the seven regional associations that accredit public and private colleges and schools in the United States. WSCUC is located at 985 Atlantic Avenue #100, Alameda, CA, 94501. Tel. 510.748.9001.

WSCUC Accreditation for Online Programs

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

SPECIALIZED ACCREDITATIONS

CTC Accreditation

California Commission on Teacher Credentialing Accreditation

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

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

CIDA Accreditation

Council for Interior Design Accreditation

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

NAAB Accreditation

The National Architectural Accrediting Board

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

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

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

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

Next accreditation visit: 2021

- B.Arch (162 undergraduate credits)

Next accreditation visit: 2026

NASAD Accreditation

National Association of Schools of Art and Design

The National Association of Schools of Art and Design (NASAD) is the national accrediting agency for art and design and art and design-related disciplines. Academy of Art University is accredited by the National Association of Schools of Art and Design (NASAD) to offer degrees of Associate of Arts, Bachelor of Arts, Bachelor of Fine Arts, Master of Fine Arts, Master of Arts, and Certificates. All Academy of Art University AA, BA, BFA, MA, MFA and Art Teaching Credential programs are accredited by NASAD except for the programs offered by these schools: School of Acting, School of Architecture, School of Landscape Architecture, School of Multimedia Communications, School of Music Production & Sound Design for Visual Media, School of Writing for Film, Television & Digital Media, and also the AA in Automotive Restoration offered by the School of Industrial Design and the BS in Game programming offered by the School of Game Development. The National Association of Schools of Art and Design (NASAD) is located at 11250 Roger Bacon Drive, Suite 21, Reston, VA, 20190. Tel. 703.437.0700.

KANSAS STATE APPROVAL

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

Kansas Student Records

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

MARYLAND STATE APPROVAL

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

MINNESOTA STATE APPROVAL

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

NON-DISCRIMINATION STATEMENT

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

NOTICES

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

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

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

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

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

[Back to Table of Contents](#)



ADMISSIONS

UNDERGRADUATE ADMISSIONS STATEMENT

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

UNDERGRADUATE ADMISSIONS REQUIREMENTS

Academy of Art University requires all undergraduate students to have a high school diploma or a General Education Diploma (GED).

PROOF OF HIGH SCHOOL GRADUATION

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

- Official or unofficial completed high school transcript or GED
- Official or unofficial completed Bachelor's degree transcript
- Signed Home School Program Certification form and transcripts
- California High School Proficiency Exam (CHSPE) Letter
- Copy of complete High School Diploma for first degree undergraduate and personal enrichment students (Academy of Art University cannot certify Cal Grant GPA from this document).

The [undergraduate student application](#) and instructions can be found at www.academyart.edu.

The [undergraduate international student application](#) and special instructions for international students can be found at www.academyart.edu.

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

GRADUATE ADMISSIONS REQUIREMENTS

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

The [graduate student application](#) and instructions can be found at www.academyart.edu.

The [international graduate student application](#) and special instructions for international students can be found at www.academyart.edu.

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

- **Statement of Intent**
One page essay explaining personal goals for graduate school or essay related to a topic as required by the Department
- **Résumé**
Describe educational and professional experience.
- **Official College Transcripts**
Transcripts must be official or unofficial, issued by the attended institution and show completion of at least a Bachelor's Degree. Academy of Art University accepts electronic submission of official and unofficial transcripts. Students sending an official or unofficial electronic transcript should have it directed to the following email address: transcripts@academyart.edu. Additional documentation may be required for students applying to the School of Architecture.
- **Portfolio/Reel (for class placement in the graduate program)**
A body of work representing the chosen discipline is required. A description list is recommended to accompany portfolios/reels for the review process. All pieces must be labeled with the title, size, medium, date of completion and full, proper name of the applicant. For collaborative works, explain the role in the creative process.

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

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

NOTE: Registration for the appropriate classes is based on the skills demonstrated in the portfolio/reel. Applicants should contact an admissions representative for details on portfolio/reel submission, including content and format requirements. Digital portfolios or reels are preferred. Admissions representative will provide details.

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

Portfolio/Reel Return Policy

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

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

ENGLISH AS A SECOND LANGUAGE GRADUATE APPLICANTS

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

TRANSCRIPT SUBMISSION

Submission Address

Send transcripts to:

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

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

Academy of Art also accepts electronic submission of transcripts and high school diplomas. Students sending an electronic transcript or high school diploma should have it directed to the following email address: transcripts@academyart.edu.

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

International Transcripts

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

STATE AID

California Grants (Cal Grants)

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

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

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

TRANSFER POLICIES

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

Undergraduate Degrees

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

Second Bachelor's Degrees

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

Students who have completed a bachelor's degree and are seeking an associate of arts degree may have 18 units transferred based on a department's predetermined agreement. Major courses may be waived based on portfolio review. A maximum of 50% of total units may be transferred based on a portfolio and transcript review.

NOTE: Not all departments offer a predetermined transfer agreement. Speak with an Admissions Representative for details.

Graduate Degrees

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

Re-Entry Students

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

Active Duty Military Transcripts

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

ARTICULATION AGREEMENTS

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

TRANSCRIPT SUBMISSION DEADLINE

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

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

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

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

ELIGIBILITY FOR LICENSURE (GRADUATE AND UNDERGRADUATE)

Architect Eligibility for Licensure Requirements

The California Architects Board (the Board) oversees consumer protection and the regulation of licensed architects in the state of California. According to the Board, the following requirements must be met for licensure in California:

- Provide verification of five years of education equivalents and three years of architectural training (work) experience for a total of eight years of experience as evaluated by the Board;
- This includes a minimum of one year of work experience must be under the direct supervision of an architect licensed in a US jurisdiction or two years of experience under the direct supervision of an architect registered in a Canadian province;
- Successful completion of the Architect Registration Examination (ARE)
- Completion of the Architectural Experience Program (AXP)
- Successful completion of the California Supplemental Examination (CSE)

Candidates may meet these requirements in multiple ways.

For more information about becoming a licensed architect in the state of California, please visit the Board's website at <http://www.cab.ca.gov/>.

Landscape Architect Eligibility for Licensure Requirements

The Landscape Architects Technical Committee (LATC) establishes the standards by which licensure in this field is regulated in the State of California. According to the LATC, candidates are required to meet the following requirements before they can register for the Landscape Architect Registration Examination (LARE):

- Be at least 18 years of age (or have graduated from high school in order to receive training/experience credit)
- Have a bachelors, masters, associate degree, or extension certificate in landscape architecture OR an NAAB accredited degree in architecture
- 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)

In addition to passing the LARE, those wishing to practice landscape architecture in California must pass the California Supplemental Examination (CSE).

For more information, please contact the LATC (<http://www.latc.ca.gov/>).

Enrollment of Students Not Eligible for Licensure (Graduate and Undergraduate)

Academy of Art University takes steps to determine whether prospective students may not be eligible to become licensed professionals prior to enrollment in programs that may lead to licensure. When a student is found to be ineligible for licensure based on California law, he/she must sign an affidavit as part of the enrollment process to confirm understanding of his/her ineligibility and to state objectives other than licensure. A copy of the signed affidavit will be provided to the student, and the original will be maintained in the student's file.

UNDERGRADUATE RESIDENCY REQUIREMENT

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

TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

PLACEMENT & PORTFOLIO REVIEWS

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

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

ACCEPTANCE OF CREDIT

Academy of Art University does not provide credit earned through challenge examinations, achievement tests, and experiential learning.

INTERNATIONAL STUDENT ENGLISH PLACEMENT TESTING

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

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

Academy of Art University provides ESL courses for all levels of English proficiency and ESL support in mainstream courses as needed. There is no minimum language proficiency required of students.

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

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

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 A/600A, EAP 1/601, EAP 2/602, EAP 3/603, EAP 4/604, LA 103, LA 106, and EAP 605 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, Speaking Lab, ARC Language Lab and Tutoring are available and appropriate to remedy language/content issues.
- Students refuse or are not utilizing language support and the content and the language instructor agree to pull language support from the class.

SCHEDULING AN ACADEMY OF ART UNIVERSITY PLACEMENT EXAM

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

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

Upcoming English and Quantitative Placement exams on academy of art university Campus:

View the [exam schedule](#) on www.academyart.edu.

UNDERGRADUATE LIBERAL ARTS PLACEMENT

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

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

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

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

PLACEMENT: WRITTEN COMMUNICATION

Academy of Art University Placement Exam

Written Communication Placement Exam

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

AP

Advanced Placement Exam

AP Exam in English Composition

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

IB

International Baccalaureates (IB) HL Exam in English Composition

Exam in English Composition

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

S.A.T.

Scholastic Aptitude Test

SAT II (Writing Subject Test)

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

SAT I (Written) after April 1995

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

SAT I (Written) exam before April 1995

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

Placement: Quantitative Literacy

+ PLACEMENT: MATH FOR ARCHITECTURE, GAME PROGRAMMING, & LANDSCAPE ARCHITECTURE

Academy of Art University Placement Exam

Quantitative Literacy Placement Exam

SCORE PLACEMENT

100-199 **Non-ARH, Non-GAP & Non-LAN students → Place into the Quantitative Literacy Requirement**

ARH, GAP & LAN students → Take LA 255

Place into the Fundamental Math Requirement (LA 255)

200-299 **Non-ARH, Non-GAP & Non-LAN students → Place out of the Quantitative Literacy Requirement**

ARH, GAP & LAN students → Take LA 271

Place out of the Fundamental Math Requirement (LA 255)

Place into the Applied Math Requirement (LA 271)

300-399 **ARH students → Take LA 293**

Place out of the Fundamental Math Requirement (LA 255)

Place out of the Applied Math Requirement (LA 271)

Place into the Advanced Math Requirement (LA 293)

GAP students → Take LA 286

Place out of the Fundamental Math Requirement (LA 255)

Place out of the Applied Math Requirement (LA 271)

Place into the Advanced Math Requirement (LA 286)

LAN students → Math Requirement satisfied

Place out of all math requirements (LA 255 and LA 271)

400-499 **ARH students → Math Requirement satisfied**

Place out of all math requirements (LA 255, LA 271, LA 293)

GAP students → Take LA 288

Place out of the Fundamental Math Requirement (LA 255)

Place out of the Applied Math Requirement (LA 271)

Place out of Advanced Math Requirement (LA 286)

Place into the 3D Math Requirement (LA 288)

500-599 **GAP students → Math Requirement satisfied**

Place out of all math requirements (LA 255, LA 271, LA 286, and LA 288)

NOTE: Students with scores of 200-299 have satisfied the prerequisite for LA 271 Algebra

NOTE: Students with scores of 300-399 have satisfied the prerequisite for LA 286 Discrete Mathematics and LA 293 Precalculus

NOTE: Students with scores of 400-499 have satisfied the prerequisite for LA 288 Vector, Matrices, and Transformations

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 students place out of LA 255 and into LA 271

ACT Exam

SCORE PLACEMENT

28 or higher Place out of the Quantitative Literacy Requirement

28 or higher ARH, GAP & LAN students place out of LA 255 and into LA 271

AP Advanced Placement (AP) Exam

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

NOTE: Other exam subject areas may be considered. Contact the Liberal Arts Department for applicable tests

SCORE PLACEMENT

3 or higher Place out of the Quantitative Literacy Requirement

3 or higher ARH, GAP & LAN students place out of LA 255 and into LA 271

CLEP **College-Level Examination Program**
 College Algebra
 Precalculus
 Calculus
SCORE **PLACEMENT**
 50 or higher Place out of the Quantitative Literacy Requirement
 ARH, GAP & LAN students place out of LA 255 and into LA 271. Take Academy of Art University Placement Exam for placement beyond LA 271.

IB **International Baccalaureates (IB) Exam**
 (IB) HL Exam in Mathematics
SCORE **PLACEMENT**
 4 or higher Place out of the Quantitative Literacy Requirement
 4 or higher ARH, GAP & LAN students place out of LA 255 and into LA 271

S.A.T. **Scholastic Aptitude Test**
 SAT II Mathematics Subject Examination (Mathematics Achievement Test)
SCORE **PLACEMENT**
 500 or higher Place out of the Quantitative Literacy Requirement
 500 or higher ARH, GAP & LAN students place out of LA 255 and into LA 271

SAT I (Mathematics)
SCORE **PLACEMENT**
 600 or higher Place out of the Quantitative Literacy Requirement
 600 or higher ARH, GAP & LAN students place out of LA 255 and into LA 271

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

AP **Advanced Placement (AP) Exam**
 (AP) exam in a Specific Subject Area
SCORE **PLACEMENT**
 3 or higher Place out of the equivalent course

CLEP **College-Level Examination Program**
 American Government
 History of the United States I: Early Colonization to 1877
 History of the United States II: 1865 to the Present
 Western Civilization I: Ancient Near East to 1648
 Western Civilization II: 1648 to the Present
SCORE **PLACEMENT**
 50 or higher Place out of the equivalent course

IB **International Baccalaureates (IB) HL Exam**
 (IB) Exam in a Specific Subject Area
SCORE **PLACEMENT**
 5 or higher Place out of the equivalent course

PLACEMENT: EMPLOYMENT COMMUNICATIONS AND PRACTICES

Employment Communications and Practices

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

Transfer Options

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

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

Waiver/Substitution Options

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

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

Industry experience with a project proposal demonstrating the criteria below.

Industry Experience Criteria

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

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

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

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

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

Waiver/Substitutions

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

[Back to Table of Contents](#)



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](#).

[Back to Table of Contents](#)



FINANCIAL AID & TUITION

FINANCIAL AID

Financial Aid staff is available to:

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

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

NOTE: The Department of Education prohibits students from receiving Federal Financial Aid at different colleges for the same academic term. For example, if a student receives the full annual Stafford loan limits for the 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: Academy of art university Financial Aid packet must be completed yearly and submitted to the Financial Aid Office.

FINANCIAL AID AWARD LETTERS

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

SCHOOL ID NUMBER

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

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

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.

Follow these five simple steps to get started

STEP 1: Apply for admission to Academy of Art University

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

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

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

STEP 3: Get started on your financial aid plan

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

STEP 4: Accept or Decline Your Financial Aid Rewards (Receive Your Financial Aid Award Letter)

You will receive an award letter via Academy E-mail indicating 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.

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.

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 awards letter?

The Financial Aid Office will send you a postcard and email when your awards are ready to view. Instructions and forms will be provided on the postcard and email. If you have applied to the University and submitted your FAFSA but did not receive a postcard or email, please contact our office:

Phone: 1-415-618-6190

Email: FinancialAid@academyart.edu

How does a parent apply for the Direct PLUS Loan?

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

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 Student Self Service at <https://sss.academyart.edu>. Forms that cannot be submitted online can be submitted several ways:

Fax: 1-415-618-6273

Email: FinancialAid@academyart.edu

In person:

150 Hayes Street, 4th Floor
San Francisco, CA

Mail:

Academy of Art University
Attn: Financial Aid Department
79 New Montgomery St., San Francisco, CA 94105

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 four month payment plan (fall and spring semesters only).
- Apply for a private educational loan. A credit check is required and a cosigner may be required.

Lender & Loan Program: Sallie Mae / Smart Option Loan

Phone Number: 1-888-695-3317

Website: <https://www.salliemae.com/>

Enrollment: Students can be enrolled less than half-time to full time

Loan Disclosure Link: <https://www.salliemae.com/student-loans/smart-option-student-loan/terms/loan-app-solicitation/>

Lender & Loan Program: Wells Fargo Student Loan for Career and Community Colleges

Phone Number: 1-877-437-3029

Website: <https://www.wellsfargo.com/student/loans/undergrad/community-college/>

Enrollment: Students can be enrolled less than half-time to full time

Loan Disclosure Link: <https://wfefs.wellsfargo.com/terms/AppDisclosureFilter>

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

Sun Chan
Alternative Loan Manager
1-415-618-6228

GRADUATE

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

Federal aid available to Academy of Art University graduate students:

Federal Work Study: Financial Aid earned while working.

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

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

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

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

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

TUITION RATES

[Tuition rates](#) are posted on academy of art university website.

Tuition Rates (effective Fall 2019)

Undergraduate
\$963 per unit

Graduate Tuition & Art Teaching Credential Tuition
\$1,083 per unit

Sample calculations (effective Fall 2019)

Undergraduate 3 unit course with a \$50 course fee
\$963 X 3 units = \$2,889 + \$50 = \$2,939

Graduate 3 unit course with a \$50 course fee
\$1,083 X 3 units = \$3,249 + \$50 = \$3,299

Tuition Rates – Domestic Students (effective Fall 2020)

Undergraduate
\$1,011 per unit

Graduate Tuition & Art Teaching Credential Tuition
\$1,137 per unit

Sample calculations (effective Fall 2020)

Undergraduate 3 unit course with a \$50 course fee
\$1,011 X 3 units = \$3,033 + \$50 = \$3,083

Graduate 3 unit course with a \$50 course fee
\$1,137 X 3 units = \$3,411 + \$50 = \$3,461

Tuition Rates – International Students (effective Fall 2020)

Undergraduate 3 unit course with a \$50 course fee
\$1,059 per unit

Graduate 3 unit course with a \$50 course fee
\$1,191 per unit

Sample calculations (effective Fall 2020)

Undergraduate 3 unit course with a \$50 course fee
\$1,059 X 3 units = \$3,177 + \$50 = \$3,227

Graduate 3 unit course with a \$50 course fee
\$1,191 X 3 units = \$3,573 + \$50 = \$3,623

NOTE: Refer to the [online class search and registration](#) page for course units and additional course fees.

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

FEES

Fee Description	Fee Amount	Fee Notes
Application Fee	Domestic Students: \$50.00 International Students: \$150	This non-refundable fee is required to process an application.
Enrollment Fee	\$95.00	Non-refundable fee for new students (includes the \$50 registration fee)
Course Fees	varies by course	Many courses have specific course fees. Please refer to details in the Course Fees & Prerequisites chapter. NOTE: Fees may be different for on-campus sections and online sections.
Drop Fee	\$25.00	A \$25.00 fee will be charged for each class dropped once the second week of each semester begins. NOTE: No drop fee is charged for courses dropped when there is no refundable tuition. NOTE: Dropping one section to add another section is considered an add/drop and the \$25.00 drop fee will apply
Food Plan	varies by plan	View plans at http://academyartdining.com .
Installment Payment Plan Fee	\$50.00	The interest-free installment plan enables students to pay their tuition in four separate payments and is available for Fall and Spring semesters. A payment plan fee of \$50.00 is due with the first installment.
Late Registration Fee	\$50.00	This fee is charged at the time of registration after the 1st week of a semester.
Late Payment Fee	\$50.00	This fee is charged if tuition is not paid by the due date.
Library Fee: Late Return	Minimum Late Fee: \$0.25 Maximum Late Fee: \$65.00	\$0.25 a day per Book \$0.25 a day per Picture File Envelope \$3.00 a day per Video/DVD \$1.00 a day per Sound Recording CD-ROM \$1.00 a day per Music CD \$1.00 a day per Online Course CD \$1.00 a day per Flash Drive/Jump Drive
Library Fee: Lost Book	\$65.00	\$55.00 (or an approved replacement) plus a \$10.00 processing fee.
Library Fee: Replacement Book	\$10.00	Student must provide an approved replacement plus pay the \$10.00 processing fee.
Locker: Rental Fee	\$20.00	Lockers may be rented on a semester basis.
Official Transcript Fee	\$10.00	The \$10 fee covers one official transcript. Additional copies ordered at the same time cost \$2.00 each. There is no fee for unofficial transcripts.
Registration Fee	\$50.00	This non-refundable fee is due at the time of registration every semester. Once this fee is paid and registration is processed, it cannot be applied to another semester.
Replacement ID Card Fee	\$30.00	ID cards are required for entry into all Academy of Art University buildings. Replacement cards may be acquired at the Security Office.
Returned Check Fee	\$15.00	A \$15.00 fee will be charged to the student's account if a check is returned due to Insufficient Funds.
Student Activity Fee	\$30.00	Covers various services provided on-campus. This includes services from the Academic Resource Center, some special events and bus services. Students taking one or more courses on-campus are charged this fee whether or not they avail themselves of the services. This fee is waived for students taking all courses online.
International Student Services Fee	\$300.00	One-time fee, onsite students only, non-refundable
International Student Refundable Enrollment Deposit	\$2500.00	One-time refundable enrollment deposit, onsite International students only. The deposit will be applied toward the first semester's tuition. All refunds will be returned within 45 days of our receipt of a formal notice that you will not attend the Academy of Art University.

ACADEMIC YEAR ESTIMATE

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

Undergraduate

Fee	Cost
Application Fee*	Domestic Students: \$50 / International Students: \$150
Registration Fee*	\$50/semester
Enrollment Fee*	\$95
Student Activity Fee	\$30/semester, onsite only
Undergraduate Tuition	\$963/unit (<i>effective Fall 2020: \$1,011/unit – Domestic, \$1,059/unit - International</i>)
Course Fees	\$400/average per semester
Materials/Supplies	\$990/average per semester (<i>effective Fall 2020: \$540/average per semester</i>)
Estimated undergraduate expenses for a full-time student are \$26,147/academic year (<i>effective Fall 2020: \$26,399</i>)	
* These fees are non-refundable, non-deferrable and non-transferrable	

Graduate

Fee	Cost
Application Fee*	Domestic Students: \$50 / International Students: \$150
Registration Fee*	\$50/semester
Enrollment Fee*	\$95
Student Activity Fee	\$30/semester, onsite only
Graduate Tuition	\$1,083/unit (<i>effective Fall 2020: \$1,137/unit - Domestic, \$1,191/unit - International</i>)
Course Fees	\$400/average per semester
Materials/Supplies	\$990/average per semester (<i>effective Fall 2020: \$540/average per semester</i>)
Estimated graduate expenses for a full-time student are \$29,027/academic year (<i>effective Fall 2020: \$29,423</i>)	
* These fees are non-refundable, non-deferrable and non-transferrable	

TOTAL PROGRAM COST*

Program Name	Application Fee (non-refundable)	Enrollment Fee (non-refundable)	Registration fee (\$50 per semester, non-refundable)	Student Tuition Recovery Fund (non-refundable)	Student Activity Fee (\$30 per semester, onsite only, non-refundable)	Semester Tuition (2020-2021)	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	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Advertising	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Animation and Visual Effects	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Automotive Restoration	\$50	\$95	\$250	\$0	\$180	\$12,132	\$3,689	\$7,285	\$66,454	\$70,050
AA-Fashion	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Fashion Journalism	\$50	\$95	\$250	\$0	\$180	\$12,132	\$3,689	\$7,285	\$66,454	\$70,050
AA-Fashion Marketing	\$50	\$95	\$250	\$0	\$180	\$12,132	\$3,689	\$7,285	\$66,454	\$70,050
AA-Fashion Merchandising	\$50	\$95	\$250	\$0	\$180	\$12,132	\$3,689	\$7,285	\$66,454	\$70,050
AA-Fashion Product Development	\$50	\$95	\$250	\$0	\$180	\$12,132	\$3,689	\$7,285	\$66,454	\$70,050
AA-Fashion Styling	\$50	\$95	\$250	\$0	\$180	\$12,132	\$3,689	\$7,285	\$66,454	\$70,050
AA-Fashion Visual Merchandising	\$50	\$95	\$250	\$0	\$180	\$12,132	\$3,689	\$7,285	\$66,454	\$70,050
AA-Fine Art	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Game Development	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Graphic Design	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Illustration	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Industrial Design	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Interior Architecture and Design	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Jewelry and Metal Arts	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Knitwear Design	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Landscape Architecture	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Motion Pictures and Television	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Music Production	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Photography	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Sound Design	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Studio Production for Advertising and Design	\$50	\$95	\$250	\$0	\$180	\$12,132	\$3,689	\$7,285	\$66,454	\$70,050
AA-Textile Design	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Visual Development	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
AA-Web Design and New Media	\$50	\$95	\$250	\$0	\$180	\$12,132	\$4,058	\$8,013	\$73,042	\$76,997
BA-Architectural Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BA-Art History	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BA-Fashion Journalism	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BA-Multimedia Communications	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BARCH-Architecture	\$50	\$95	\$700	\$0	\$450	\$12,132	\$9,961	\$19,668	\$192,437	\$202,144
BFA-Acting	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Advertising	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Animation and Visual Effects	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994

BFA-Art Education	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BFA-Art History	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BFA-Costume Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Fashion	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Fashion Marketing	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BFA-Fashion Merchandising	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BFA-Fashion Product Development	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BFA-Fashion Styling	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BFA-Fashion Visual Merchandising	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BFA-Fine Art	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Footwear & Accessory Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BFA-Game Development	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Graphic Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Illustration	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Industrial Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Interior Architecture and Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Jewelry and Metal Arts	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Knitwear Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Landscape Architecture	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Motion Pictures and Television	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Music Production	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Music Scoring and Composition	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Photography	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Sound Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Textile Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Visual Development	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Web Design and New Media	\$50	\$95	\$550	\$0	\$360	\$12,132	\$8,116	\$16,026	\$153,084	\$160,994
BFA-Writing for Film, Television and Digital Media	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
BS-Game Programming	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
MA-Acting	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Advanced Architectural Design(1)	\$50	\$95	\$150	\$0	\$120	\$10,233	\$2,458	\$4,486	\$44,489	\$46,517
MA-Advanced Architectural Design(2)	\$50	\$95	\$250	\$0	\$180	\$10,233	\$4,097	\$7,477	\$75,664	\$79,044
MA-Advertising	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Animation and Visual Effects	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Art Education(1)	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Art Education(2)	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MA-Art History	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Costume Design	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Fashion	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Fashion Art Direction	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Fashion Journalism	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,868	\$5,234	\$52,314	\$54,680
MA-Fashion Marketing	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939

MA-Fashion Merchandising	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Fine Art	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Game Development	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Graphic Design	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Illustration	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Industrial Design	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Interior Architecture and Design	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Jewelry and Metal Arts	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Landscape Architecture	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Multimedia Communications	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Music Scoring and Composition	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Sound Design	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Photography	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MARCH-Architecture(1)	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MARCH-Architecture(2)	\$50	\$95	\$400	\$0	\$270	\$10,233	\$5,940	\$10,842	\$113,373	\$118,275
MA-Visual Development	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Web Design and New Media	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MA-Writing and Directing for Film	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,458	\$4,486	\$44,911	\$46,939
MFA-Acting	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Advertising	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Animation and Visual Effects	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Costume Design	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Fashion	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Fashion Marketing and Brand Management	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Fashion Merchandising and Management	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Fashion Product Development	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Fine Art	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Footwear & Accessory Design	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,097	\$7,477	\$76,452	\$79,832
MFA-Game Development	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Graphic Design	\$50	\$95	\$350	\$0	\$240	\$10,233	\$4,301	\$7,851	\$81,419	\$84,969
MFA-Illustration	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Industrial Design	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Interior Architecture and Design	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Jewelry and Metal Arts	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Knitwear Design	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Landscape Architecture	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Landscape Architecture(2)	\$50	\$95	\$400	\$0	\$270	\$10,233	\$5,940	\$10,842	\$113,373	\$118,275
MFA-Motion Pictures and Television	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Music Scoring and Composition	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Photography	\$50	\$95	\$350	\$0	\$240	\$10,233	\$4,301	\$7,851	\$81,419	\$84,969
MFA-Sound Design	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791

MFA-Textile Design	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Visual Development	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Web Design and New Media	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,301	\$7,851	\$80,241	\$83,791
MFA-Writing for Film, Television and Digital Media	\$50	\$95	\$300	\$0	\$210	\$10,233	\$4,097	\$7,477	\$76,452	\$79,832
MAT-Art in Teaching (with Credential) (1)	\$50	\$95	\$150	\$0	\$120	\$10,233	\$1,843	\$3,365	\$33,470	\$34,992
MAT-Art in Teaching (with Credential) (2)	\$50	\$95	\$200	\$0	\$150	\$10,233	\$2,663	\$4,860	\$48,612	\$50,810
Teacher Credential(1)	\$50	\$95	\$100	\$0	\$90	\$10,233	\$1,229	\$2,243	\$22,030	\$23,044
Teacher Credential(2)	\$50	\$95	\$150	\$0	\$120	\$10,233	\$2,048	\$3,738	\$37,143	\$38,833
Certificate-Advertising	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate-Animation and Visual Effects	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate-Fashion	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate-Fine Art	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate-Graphic Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate-Illustration	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate-Industrial Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate-Interior Architecture and Design	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate-Motion Pictures and Television	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate-Photography	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454
Certificate – Social Media Management	\$50	\$95	\$50	\$0	\$60	\$12,132	\$600	\$650	\$19,053	\$19,103
Certificate-Web Design and New Media	\$50	\$95	\$550	\$0	\$360	\$12,132	\$7,378	\$14,569	\$139,263	\$146,454

* The total program costs listed above reflect fees and tuition for full time, onsite, domestic students. International students are charged a \$150 application fee and \$300 international student services fee. Both are one-time fees and nonrefundable. International students are not charged an enrollment fee.

**A maximum annual tuition increase of 5% is included in the, "Estimated Due for the Entire Program" based on a fall 2020 start.

BILLING INFORMATION

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

PAYMENT INFORMATION

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

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

NOTE: Tuition due dates are published on the [Academy Events Calendar](#).

INFORMATION FOR STUDENTS USING VOCATIONAL REHABILITATION AND EMPLOYMENT BENEFITS (CH31) OR POST-9/11 G.I. BILL® (CH33)

A student using Vocational Rehabilitation and Employment benefits (CH31) or the Post-9/11 G.I. Bill® (CH33) will be allowed to enroll in and attend courses and access campus facilities (including the library or other institutional facilities) while the institution awaits payment for tuition and fees from the VA. While awaiting the receipt of funds from the VA, the Academy of Art University will not impose any penalty, charge late fees, or require an eligible student to borrow additional funds to cover tuition or fees because of the student's inability to meet his or her financial obligations due to the delayed disbursement of a payment provided by the Secretary under Chapter 31 or 33. This waiting period begins on the date when the student provides appropriate documentation to the university and continues either until the funds are received from the VA or until 90 days after the School Certifying Official has certified the student's enrollment for tuition and fees.

To demonstrate current eligibility and intent to use Chapter 31 or 33 benefits, a student must provide the following documents:

- Certificate of Eligibility (COE) or Education Enrollment Status form (printed from the VA website); or
- VA Form 28-1905 (Authorization and Certification of Entrance or Reentrance into Rehabilitation and Certification of Status)
- Signed copy of Academy of Art University's VA Student Bills of Rights

For more information regarding this policy, contact your School Certifying Official at VA@academyart.edu or 415-618-6451.

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

METHODS OF PAYMENT

Academy of Art University accepts the following methods of payment:

Credit Card

Payments can be made 24 hours a day using Visa, MasterCard or Discover Card by logging into the online [Learning Management System \(LMS\)](#).

Cash

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

Checks and Money Orders

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

Make checks payable to:

Academy of Art University

Send checks to:

Academy of Art University
PO Box 742864
Los Angeles, CA 90074-2864

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

ADDITIONAL FEES, IF APPLICABLE

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

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

If applicable: On-Campus Housing- please see Housing License Agreement to be executed annually. Cost subject to change annually.

INSTALLMENT PLAN

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

Installment Plan Terms and Conditions

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

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

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

REFUNDS

All refund payments will be mailed within 45 days of the date of cancellation, withdrawal, involuntary withdrawal or completion of a Refund Request Form (obtained from the Student Advisor).

Checks will be mailed to the student's home address maintained by Academy Art University. Students are responsible to keeping their address(es) up-to-date through their online [Learning Management System \(LMS\)](#) account or notifying their Student Advisor of any address changes.

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

REFUND POLICY

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

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

PERCENTAGE OF REFUNDABLE TUITION CHARGES

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

Withdrawal During: SUMMER	
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%

Review [Drop & Withdrawal Polices](#) for an explanation of [administrative grades](#) associated with dropped courses.

FINANCIAL AID: RETURN OF TITLE IV FUNDS

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

www.academyart.edu > Disclosures > [Treatment of Title IV Aid When a Student Withdraws](#)

FINANCIAL AID: REFUNDS

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

Required refunds are made in the following sequence:

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

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

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

IOWA STUDENTS ONLY

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

STUDENT TUITION RECOVERY FUND

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

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

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

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

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

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

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

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

[Back to Table of Contents](#)



ACADEMIC POLICIES

CURRICULUM CHANGES

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

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

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

DECLARING A MAJOR

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

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

CHANGING MAJORS

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

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

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

CHANGING DEGREE PROGRAMS

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

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

NOTE: 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.

SEQUENTIAL DEGREES & SUBSEQUENT DEGREES

This policy guides the application of credit units for a student who has completed a degree at academy of art university and wishes to enroll for another degree.

Sequential Academy of Art University Degrees

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

Sequential Degrees Policies:

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

Sequential Degree Examples:

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

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

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

Subsequent Academy of Art University Degrees

Students who are seeking an additional degree in a different major and considered to be seeking a subsequent degree.

Subsequent Degrees Policies:

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

Subsequent Degree Examples:

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

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

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

UNDERGRADUATE GRADE LEVELS

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

COURSE NUMBERING

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

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

CREDIT HOURS

Credit Hours Definition

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

Methods of Learning

Example methods of learning:

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

CREDIT HOUR POLICY

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

Class Mode: Lecture/Demonstration

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

Class Mode: Studio (6 hour/week courses)

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

Class Mode: 6 Hour Studio (6 hour/week courses)

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

Class Mode: 5 Hour Studio (5 hour/week courses)

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

Class Mode: Online

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

Class Mode: Study Abroad

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

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

Class Mode: Internship

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

Class Mode: Thesis Forum (Graduate Programs Only)

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

Class Mode: Group Directed Study (Graduate Programs Only)

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

Expectations

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

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

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

CREDIT HOUR CALCULATIONS

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

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

ENROLLMENT STATUS

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

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

Fall, Spring and Summer Semester Enrollment Status

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

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

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

GRADE POINT AVERAGE (GPA)

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

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

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

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

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

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

MINIMUM GPA REQUIREMENT

Students must meet these minimums to maintain [Good Standing](#).

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	<p>Student record does not meet the minimum cumulative Grade Point Average (GPA) requirement after the first semester or a semester with "Good Standing".</p> <ul style="list-style-type: none"> • Students on Academic Probation are subject to enrollment conditions as outlined in the Academic Probation Policy. • ATHLETIC students on Academic Probation are not eligible to compete. • UNDERGRADUATE FRESHMEN students with less than 30 completed units are required to take LA 151 First Year Seminar for Academic Success in their first semester of academic probation. Failure to enroll and attend LA 151 may result in immediate administrative withdrawal from all enrolled coursework.
Extended Academic Probation	<p>Student record continues to not meet the minimum cumulative Grade Point Average (GPA) requirement.</p> <ul style="list-style-type: none"> • 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 <u>not</u> continue if the student's semester GPA is below the minimum GPA requirements as stated in the Minimum GPA Requirement section of the Student and Academic Policies catalog. Failure to meet this requirement after a semester of Extended Academic Probation will result in Academic Dismissal. • Students who are granted re-entry after dismissal are considered to be on Extended Academic Probation. • Students on Extended Academic Probation are subject to enrollment conditions as outlined in the Academic Probation Policy. • FINANCIAL AID students on Extended Academic Probation are not eligible for Financial Aid. See Financial Aid Satisfactory Academic Progress requirements. • ATHLETIC students on Extended Academic Probation are not eligible to compete.
Academic Dismissal	<p>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.</p> <ul style="list-style-type: none"> • 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 online [Learning Management System \(LMS\)](#) enroll, add or drop courses. All registration activity must be approved by a Student Advisor.
- The student may not enroll for a future semester until final grades have posted for all enrolled courses.
- Once a student's academic standing is updated to Academic Probation, if enrolled for a future semester, the student's schedule is subject to administrative changes. The student may be dropped from ineligible courses due to failed prerequisites. Required courses may be added to the student's schedule in place of administratively dropped courses.
- **UNDERGRADUATE FRESHMEN** students with less than 30 completed units are required to take LA 151 First Year Seminar for Academic Success in their first semester of academic probation. Failure to enroll and attend LA 151 may result in immediate administrative withdrawal from all enrolled coursework.
- **ATHLETIC** students on Academic Probation are not eligible to compete.
- **FINANCIAL AID** students on Extended Academic Probation are not eligible for Financial Aid. See Financial Aid [Satisfactory Academic Progress](#) requirements.

DISMISSAL

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

REQUEST FOR READMISSION AFTER DISMISSAL

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

Send letters to:

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

READMISSION AFTER DISMISSAL

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

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

[Back to Table of Contents](#)



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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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 during the first two evaluation periods in attendance and at least two-thirds (66.6%) of the cumulative credits attempted thereafter.

Minimum Completion Rate Calculations

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

50% Completion Rate Semesters 1 & 2		66.6% Completion Rate Semester 3 and Beyond	
Cumulative Attempted Units	Minimum Completed Units	Cumulative Attempted Units	Minimum Completed Units
# of units	Based on 3 unit courses, the units necessary to satisfy the completion rate	# of units	Based on 3 unit courses, the units necessary to satisfy the completion rate
6	3	12	9
9	6	15	12
12	6	18	12
15	9	21	15
18	9	24	18
21	12	27	18
24	12	30	21

Attempted Units include:

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

Completed Units include:

Undergraduate Completed Units include:

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

Graduate Completed Units include:

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

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

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

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

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

NOTE: Review [Minimum Grade Requirements](#) in the Grading Policies for applicability of a grade towards a degree.

FINANCIAL AID: MAXIMUM TIME FRAME REQUIREMENT

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

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

Maximum Time Frame

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

Maximum Time Frame Calculations (program units X 1.5)

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

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

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

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

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

FINANCIAL AID: ENROLLMENT STATUS

Enrollment status is a factor of consideration for Financial Aid.

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

Fall, Spring and Summer Semester Enrollment Status

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

FINANCIAL AID NOTE: Third Attempt Courses

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

FINANCIAL AID: SATISFACTORY PROGRESS APPEAL

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

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

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

Send letters to:

Director of Financial Aid
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

or email to: financialaid@academyart.edu.

[Back to Table of Contents](#)



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 through their online account at any time.

RE-ENTRY

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

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

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

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

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

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

Re-Entry Transfer Students

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

Send Letters to:

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

Graduate Students

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

Send letters to:

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

Military Students

The following policies are in accordance with Higher Education Opportunity Act

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

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

To qualify active duty military students must:

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

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

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

INACTIVATION AND REINSTATEMENT

Any student who has voluntarily withdrawn from the university prior to the completion of a program and has not had registration activity in a one year period will be considered inactive.

Upon [re-entry](#) to the University, inactive students will be subject to current curriculum requirements and standards. Not all previously taken coursework may apply to the updated degree requirements, and degree offerings may change. Reinstated students will also be required to sign an updated enrollment agreement prior to attending classes.

ADD PROCEDURES

Students may add courses and make schedule adjustments using the online [Learning Management System \(LMS\)](#) throughout the registration period until the tuition deadline. Students may also add classes through with the assistance of a Student Advisor via an in-person meeting, e-mail, or a phone call.

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

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

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

ADD PROCEDURES AFTER THE TUITION DEADLINE

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

ADMINISTRATIVE ADD/DROP POLICY

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

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

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

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

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

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

DROP PROCEDURES

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

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

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

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

DROP & WITHDRAWAL POLICIES

W and WF Grades in Fall and Spring Semesters

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

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

W and WF Grades in Summer Semesters

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

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

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

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

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

"W" AND "WF" Definitions

15 Week/15 Module Semesters (Fall & Spring)

Last Week of Class Attendance	Notation	Explanation
Weeks 2 – 7	W	<ul style="list-style-type: none"> • 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. <p>FINANCIAL AID NOTE: A "W" grade will count as an <i>uncompleted</i> course when calculating the completion rate for a course dropped after the first week of class.</p> <p>NOTE: Tuition Forfeiture applies. Review Refund Policy for details.</p>
Weeks 8+	WF	<ul style="list-style-type: none"> • 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. <p>FINANCIAL AID NOTE: A "WF" grade will count as an <i>uncompleted</i> course when calculating the completion rate.</p> <p>NOTE: Tuition Forfeiture applies. Review Refund Policy for details.</p>

7.5 Week/15 Module Semesters (Summer)

Last Week of Class Attendance	Notation	Explanation
Weeks 2 - 3	W	<ul style="list-style-type: none"> 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. <p>FINANCIAL AID NOTE: A "W" grade will count as an <i>uncompleted</i> course when calculating the required completion rate if dropped after the first week of class.</p> <p>NOTE: Tuition Forfeiture applies. Review Refund Policy for details.</p>
Weeks 4+	WF	<ul style="list-style-type: none"> 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 <p>FINANCIAL AID NOTE: A "WF" grade will count as an <i>uncompleted</i> course when calculating the completion rate.</p> <p>NOTE: Tuition Forfeiture applies. Review Refund Policy for details.</p>

STUDENT'S RIGHT TO CANCEL

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

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

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

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

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

WITHDRAWAL

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

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

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

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- Student fails to attend for three consecutive weeks.
- Student fails to reconcile accounts in a timely manner.
- Student fails to comply with the policies, rules, and standards of academy of art university.

- The Academy reserves the right to involuntarily withdraw any Student whose conduct reflects discredit on the professional or ethical standards of The Academy.

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

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

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

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

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

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

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

ADMINISTRATIVE WITHDRAWAL

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

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

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

INVOLUNTARY WITHDRAWAL

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

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

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

INTERNSHIPS FOR ACADEMIC CREDIT

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

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

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

Department Director Approval

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

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

ONLINE STUDENT IDENTITY VERIFICATION

In accordance with NASAD Standards for Accreditation III.H.4.b. (2), and the Higher Education Opportunity Act of 2008 (HEOA), the Academy verifies the identities of distance education students enrolled by the following methods:

- All online students are issued a student ID number upon enrollment. Once enrolled, students are given a secure login and password to their online profile in the LMS where they have access to their classes, and support resources.
- All graduate students must present synchronously at their Midpoint and Final Review evaluations utilizing audio and video tools in Adobe Connect© before an assembled committee of faculty.

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

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

[Back to Table of Contents](#)



STUDENT SUPPORT

ACCESS FOR STUDENTS WITH DISABILITIES

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

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

The Chief Academic Officer, Sue Rowley, serves as Academy of Art University's Coordinator for compliance with section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964. For further information, contact Ms. Rowley at 800.544.2787 or 415.274.2222.

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

Send letters to:

Grievance Committee
79 New Montgomery Street
San Francisco, CA 94105

ACADEMY RESOURCE CENTER (ARC)

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

On-Campus Labs

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

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

Online Labs

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

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

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

STUDENT ACADEMIC SUPPORT

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

ARC TUTORING & TRAINING

ARC Training & Tutoring offers small group tutoring through Online Clinics and On-Campus Labs. Students may sign up for up to three 50-minute tutoring appointments per week using [TutorTrac](#) online. [Instructions](#) for using TutorTrac are also available online at <http://www.academyart.edu/students/my-academy/academy-resource-center/training-tutoring>. All tutoring is provided by current faculty, alumni, and technical staff.

CLASSROOM SERVICES

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

ESL SUPPORT PROGRAM AND ONLINE LANGUAGE SUPPORT

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

WRITING LAB AND ONLINE WRITING LAB (OWL)

Assistance is available for writing assignments.

SPEAKING LAB AND ONLINE SPEAKING LAB

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

MIDPOINT REVIEW WORKSHOPS (GRADUATE STUDENTS ONLY)

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

LIBRARY


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

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

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

Discover a wealth of art and design information in our fully stocked library. Enjoy our DVD theater, stock photography and illustrations, 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/>

 **ACADEMY of ART UNIVERSITY**
FOUNDED IN SAN FRANCISCO 1929

[Log in](#) to renew your books

[Home](#) [Library Info](#) [Find Resources](#) [Reference Help](#) [Faculty](#)

Search Library Resources Search

Keyword Title Author [Advanced Search](#)


Log in to your library account to renew your books and view your holds and fines.

Please type your full name, **FIRST NAME** followed by **LAST NAME**. (i.e. **Jane Smith**):

Please type your 8 digit **STUDENT ID** number (i.e. **01234567**):

SUBMIT

New Materials

 **ACADEMY of ART UNIVERSITY**
FOUNDED IN SAN FRANCISCO 1929

[Log in](#) to renew your books

[Home](#) [Library Info](#) [Find Resources](#) [Reference Help](#) [Faculty](#)

Search Library Resources Search

Keyword Title Author [Advanced Search](#)

[Start Over](#)

Featured Lists (3 entries)

	Category	# of Titles
1	New Books	41
2	New DVDs	1
3	New Ebooks	18

[Start Over](#)

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

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

Theater & Group Study Room

Group Study Room Use

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

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

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

Theater Room Use

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

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

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

Library Classroom Use

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

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

Filming in the Library

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

Department Research Guides

<http://libguides.academyart.edu/>



AAU Library Homepage / Research Guides / Home

Welcome to the Academy of Art Library Research Guides

ALL GUIDES BY SUBJECT BY TYPE BY OWNER

Search:

Showing 28 Guides

Display

- Acting
- Advertising
- Animation & Visual Effects
- Architecture
- Art Education
- Art History
- Communications & Media Technologies
- English for Art Purposes
- Fashion Design
- Fashion Journalism
- Fashion Merchandising
- Fine Art
- Game Development
- Graphic Design
- Illustration

Reference Help

Ask a Librarian

Do you have a reference question, but can't make it to the library to talk to a librarian? Submit your question here and one of our librarians will get back to you within 24 hours, Monday through Friday. During business hours you can give us a call at [415-618-3842](tel:415-618-3842) to speak to a librarian.

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

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

A-Z Database List

Full list of Databases the library subscribes to, including trial access.

[Go to A-Z List](#)

Your Friendly Librarians



Olga Nova



Louise Pasternack



Alissa van Erp



Brian Schumacher

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

Learn to cite your sources in MLA format!

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 name and ID number from your AAU ID. If you have trouble accessing any of these resources, contact Brian Schumacher, AAU's Online Resources Librarian.

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.

JSTOR

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

US Major Dailies

- Full text access to the New York Times, Wall Street Journal, Los Angeles Times, Washington Post, Chicago Tribune, and Christian Science Monitor.

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 Materials Library

- Comprehensive online database of thousands of material types, including unique, innovative and sustainable materials.
- The database works in tandem with the AAU materials library.
- Search by material type, material name, manufacturer name, or country or origin.
- Material ConneXion Getting Started Handout (PDF)
- To create a new account you will need to use your AAU email address (art.edu for students, academyart.edu for faculty) and check your email at: <https://aauemails-public.sharepoint.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.
- Business Market Research Collection Getting Started Handout (PDF)

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.
- Mintel Getting Started Handout (PDF)
- This tutorial provides screenshots and more information about creating an account.

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.
- WARC Getting Started Handout (PDF)

Advertising Resources

- 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.
- WARC Getting Started Handout (PDF)

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 Getting Started Handout (PDF)

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!

BuildingGreen

- Provides access to accurate, unbiased, and timely information designed to help building-industry professionals and policy makers improve the environmental performance and reduce the adverse impact of buildings.
- BuildingGreen Getting Started Handout (PDF)
- Building Green Suite Campus-Wide Tour (5:25 min., YouTube)

MADCAD

- Online collection of ebooks specifically for Architecture students.
- Includes titles such as International Building Code, International Energy Conservation Code, and more.

Software Tutorials

Pluralsight (Formerly Digital Tutors)

- As of the end of Fall Semester 2017, the AAU Library no longer provides access to Pluralsight.

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.
- Berg Getting Started Handout (PDF)

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.
- Sourcing Journal Getting Started Handout (PDF)

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.
- Vogue Archive Getting Started Handout (PDF)

WGSN

- Provides access to 4 million images, information on trade shows, fashion trend analysis, and information on interiors and beauty.
- WGSN Getting Started Handout (PDF)
- WGSN How-To videos

WindowsWear Pro

- WindowsWear PRO analyzes over 80,000 display windows from over 700 brands in 14 cities around the world.
- Provides real time visual trends, creative inspiration, exclusive research and data.
- WindowsWear Pro Getting Started Handout (PDF)

WWD

- Daily news on trends and developments in fashion, textiles, accessories, and beauty.
- Business and finance information and job listings.
- WWD Getting Started Handout (PDF)

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.
- Music Library Getting Started Handout (PDF)


Guest Speaker Video Database

AAU Guest Speaker Videos

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

Course Reserves

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

 **ACADEMY of ART UNIVERSITY®**
FOUNDED IN SAN FRANCISCO 1929

[Log in to renew your books](#)

[Home](#) [Library Info](#) [Find Resources](#) [Reference Help](#) [Faculty](#)

Home > Find Resources > Browse Collections > Course Reserves

Course Reserves

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

Course reserve materials are textbooks, movies, or other supplemental material that are required for your class by your instructor. You can search our course reserve collection by entering your **course name** or **course number** below.

If you are not sure of the course number, you can log in to your online profile at online.academyart.edu/login to find this information.

▼


Search Help:

Search Type	Example
Search by Course Name or Course Number	Art History Art History 1 LA 120 LA

Search Link+

<http://linkcore.iii.com/iii/encore/?lang=eng>

[My Cart \(0 items\)](#)

 **LINK+**
San Mateo County Library materials are unavailable through the end of March.

Between March 19th-April 22nd, many of the LINK+ academic libraries will have reduced schedules during their Spring Breaks. You may experience delays in the delivery of LINK+ material during this time if you are requesting from an academic library.

Catalog

Search:

[Advanced Search](#)

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.

Announcements

AAU's materials library is now open! Working with Material ConneXion, the world's largest library of unique, innovative and sustainable materials, the AAU materials library provides a wide range of samples, from textiles to building materials and more. We've recently added 100 new samples, including cement, carbon, glass, metal, ceramics, and process-based materials for you to explore! Learn more [here](#). Faculty, you can schedule a tour of the materials library for your class by filling out the form [here](#).

Library Staff Directory

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

Miranda Lindelöw
Visual Resources Coordinator
mlindelow@academyart.edu
415-618-3931

Renee Lopez
Serials Coordinator
rlopez@academyart.edu
415-618-3843

Olga Nova
Library Assistant Director
onova@academyart.edu
415-618-3894

Louise Pasternack
Reference & Information Literacy
Librarian
lpasternack@academyart.edu
415-618-3840

Brian Schumacher
Systems & Online Resources
Librarian
bschumacher@academyart.edu
415-618-3858

Alissa van Erp
Cataloging Librarian &
Technical Services Manager
AVanErp@academyart.edu
415-618-3761

Cory Aguirre
Library Assistant
caguirre@academyart.edu
415-618-3842

Marina Cuneo
Library Assistant
mcuneo@academyart.edu
415-618-3842

Helen Chan
Library Assistant
hchan@academyart.edu
415-618-3842

Juan Garcia
Library Assistant
jgarcia@academyart.edu
415-618-3842

Vesna Lerotic
Library Assistant
vlerotic@academyart.edu
415-618-3842

Brandon Logans
Library Assistant
blogans@academyart.edu
415-618-3842

Yumi Roberts
Library Assistant
yroberts@academyart.edu
415-618-3842

Library Policies

Library Code of Conduct

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

Closing Procedures and Policies

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

Group Study Room, Theater Room, & Library Classroom Use

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

Theft & Vandalism Policy

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

Material Replacement Policy

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

Alumni Use Policy

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

Library Guest Policy

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

Library Donations

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

Library Hours

Spring Semester 2018 (February 5 – May 26)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am–10pm	8am–10pm	8am–10pm	8am–10pm	8am–7pm	10am–6pm	10am–6pm

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
Northpoint Building, 2300 Stockton Street
Fine Arts Building, 625 Sutter Street
491 Post Street
466 Townsend Street
601 Brannan Street
1849 Washington Street

Materials Library Hours

Monday–Friday: 12pm–5pm
Sunday: 2pm–4pm
And by request.

Materials Library Information

The Academy of Art Materials Library is located in Room 600 on the 6th Floor of 180 New Montgomery. Click here for more information.

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 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

Limitations on Library Privileges

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

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

Suggest New Materials

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

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

You will be contacted via email when the new materials are ready for checkout.

Printing, Copying, & Scanning

Overview

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

Print products & printer locations

Black & White Printing, US Letter 8.5"x 11" & Tabloid 11"x17" Prints: 5¢ per sheet

All printers and dual printer/copiers in the library will print black and white.

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

Color Printing, US Letter 8.5"x 11" & Tabloid 11"x17" Prints: 25¢ per sheet

All printers and dual printer/copiers in the library will print color

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

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

Payment

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

Copying

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

Scanning

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

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

CAREER & ENTREPRENEURIAL SERVICES

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

Career & Entrepreneurial Development offers more information on the [Career & Entrepreneurial Services](#) web page.

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

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

[Back to Table of Contents](#)



ATTENDANCE POLICIES

ATTENDANCE

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

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

Attendance: On-Campus Courses

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

Attendance: Online courses

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

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

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

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

MODEL ATTENDANCE POLICY

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

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

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

EXCUSED ABSENCES

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

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

On-campus courses: An excused absence and the acceptance of late work are determined by the instructor.

Online courses: An excused absence must be approved by the instructor and communicated to the Online Education Department in a timely fashion.

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

NOTE: An excused absence does not alter the deadline for assignments or projects.

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

Make-Up Work

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

LATE SUBMISSION OF PROJECTS/ASSIGNMENTS

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

ATTENDANCE CORRECTIONS

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

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

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

[Back to Table of Contents](#)



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 8 th week] [after 4 th week in summer]	0 grade points

Non-Credit Grade Indications

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

Administrative Grades

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

MINIMUM GRADE REQUIREMENTS

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

- Graduate students must achieve a "C" or better in all Graduate level coursework.
- Undergraduate students must achieve a "C-" or better in all Undergraduate major courses and required studio courses. Students with start terms of Spring 2013 and beyond must also achieve a "C-" or better in LA 108 Composition for the Artist or LA 107 Writing for the Multilingual Artist. (LA 107 was first offered in summer 2016)
- Undergraduate Architecture students (with a start term of Summer 2012 and beyond) must achieve a "C-" or better in the following Liberal Art courses: LA 219 History of Architecture 1, LA 249 History of Architecture 2, LA 255 College Math**, LA 271 College Algebra with Geometry**, LA 293 Precalculus*, LA 292 Programming and Culture, LA 296 Physics for Architects, LA 319 History of Architecture 3, and LA 449 Urban Design Theory.
- Undergraduate Landscape Architecture students (with a start term of Summer 2014 and beyond) must achieve a "C-" or better in the following Liberal Art courses: LA/LAN 115 The Natural World 1: The Base Layer, LA/LAN 117 Survey of Landscape Architecture, LA/LAN 177 Pre-Industrial Urban Open Spaces, LA 255 College Math, LA 271 College Algebra with Geometry, LA/LAN 277 Post Industrial Urban Open Spaces.
- Undergraduate Bachelor of Fine Arts Interior Architecture students (with a start term of Spring 2015 and beyond) must achieve a "C-" or better in the following Liberal Art courses: LA 226 /IAD 230 Survey of Traditional Interior Architecture, LA 229/IAD 231 Survey of Contemporary Interior Architecture
- Undergraduate Bachelor of Science Game Programming students (with a start term of Spring 2015 and beyond) must achieve a "C-" or better in the following Liberal Art courses: LA 255 College Math, LA 271 College Algebra with Geometry. Start terms of Summer 2016 and beyond must also achieve a "C-" or better in: LA 286 Discrete Mathematics, and LA 288 Vector, Matrices, & Transformations.

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

** Effective SP15.

NOTE: Grades of "I" (Incomplete Grades) will be given credit only when they are converted to a Letter Grade.

NOTE: Grades of "F" are computed as zero (0) points toward the Grade Point Average.

SEMESTER GRADING PERIODS

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

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

Specific dates for midterm and final grading periods can be found on the [academic calendar](#).

Progress Grades

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

Spring and Fall semesters: All courses report progress grades in Modules 4 and 11.

Summer semesters, Winter intersessions and Summer intersessions: no progress grades are reported.

Mid-Semester Grades

Instructors issue 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
 - 695 MS: Collaborative Project
 - 699 MS: Special Topics
 - 800 MS: Directed Study
 - 801 MS: Group Directed Study
 - 802 MS: Thesis Forum
 - 900 MS: Internship
 - 903 MS: Study Abroad

Opt In & Opt Out of Grade Exclusion

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

- **Opt Out of Grade Exclusion: Grade Inclusion**

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

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

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

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

- **Opt Into Grade Exclusion**

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

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

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

GRADES OF INCOMPLETE

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

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

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

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

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

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

Instructions:

Grade of Incomplete Procedure for Onsite Classes:

1. **Request**
Student obtains the Petition for Grade of Incomplete form from the relevant academic department.
2. **Documentation**
Student submits documentation that demonstrates that he/she is unable to complete the final class assignment due to circumstances beyond the student's control.
3. **Assignment Status Review**
Student demonstrates that all other work is up-to-date with only the final project to be completed.
4. **Instructor Approval**
Instructor approves the Petition for Grade of Incomplete.

5. **Final Work Review Arrangements**

Student makes arrangements directly with the instructor for submission of final work.

NOTE: Work must be reviewed and the Request for Final Grade Change form must be received by the Office of the Registrar prior to the Friday before the start of the next semester.

6. **Department Approval**

NOTE: Failure to obtain department approval prior to the end of the semester will void the petition.

NOTE: The approved petition must be received by the Office of the Registrar prior to the end of the semester.

7. **Request for Final Grade Procedure**

Student obtains Request for Final Grade Change form from the Student Advisor.

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**

Student requests to petition for a grade of incomplete prior to the end of the semester by sending an email to the Online Help Desk at online@academyart.edu.

NOTE: Email must include student name, ID number, and classes for which an incomplete is being requested.

NOTE: Requests received after the last day of the semester will not be considered.

2. **Documentation**

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

3. **Assignment Status Review**

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

4. **Department Approval**

Department Director approves the petition for a grade of incomplete.

5. **Office of the Registrar Approval**

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

6. **Final Work Submissions**

If approved, Online Education Department will provide instructions to the student on how to submit final work.

NOTE: Student will be given access to submit his/her work through the class discussion two weeks prior to the start of the next semester.

Deadline: Student has until the Friday before the following semester to submit his/her final work.

7. **Review of Final Work**

Instructor reviews final work and submits final grade to the Online Education Department.

8. **Submission to the Office of the Registrar**

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

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

STUDENT APPEAL FOR GRADE CHANGE

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

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

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

Students are evaluated in terms of the Course Learning Outcomes which are published on the syllabus for each course. Students may access syllabi for in-progress courses electronically 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 Committee Final Grade Appeal Procedure

Supporting documentation and a written request should be addressed to:

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

STUDENT APPEAL OF "WF" GRADE

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

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

Supporting documentation and a written request should be addressed to:

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

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

[Back to Table of Contents](#)



STUDENT RECORD POLICIES

UNIVERSITY RECORDS

Retention of Student Records

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

Students are notified in writing of any discrepancies.

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

Retention of Veteran Records

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

TRANSCRIPT REQUEST

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

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

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

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

NOTICE OF RIGHTS UNDER FERPA

Family Educational Rights and Privacy Act (FERPA) Rights Notice

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

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

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

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

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

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

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

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

- To other school officials, including teachers, within Academy of Art University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- To disclose information the school has designated as "Directory Information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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

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

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

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

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

GRAMM-LEACH-BLILEY ACT (GLBA)

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

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

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.

[Back to Table of Contents](#)



STUDENT POLICIES

STUDENT RIGHTS, RESPONSIBILITIES & EXPECTATIONS

It is the student's right:

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

It is the student's responsibility:

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

Within the classroom, students are expected to:

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

Within the student community, students are expected to:

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

USE OF STUDENT LIKENESSES AND/OR IMAGES

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

COLLECTION OF STUDENT ARTWORK

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

STUDENT IDENTIFICATION BADGE

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

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

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

DRESS CODE

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

General Expectations

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

Shop Area Expectations

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

CAMPUS SECURITY SAFETY REPORT

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

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

HEALTH INSURANCE

Domestic Onsite Students

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

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

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

Ask general questions: healthinsurance@academyart.edu

Ask billing questions: ar@academyart.edu

Athletes

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

For more detailed information about your health benefits:

- [Academy of Art University Aetna Student Health Plan Design and Benefits Summary](#)
- [Academy of Art University 2018-2019 Student Health Insurance Plan Highlights](#)

Ask general questions: sportsmedicine@academyart.edu

Ask billing questions: ar@academyart.edu

International Onsite F1 Students

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

For more detailed information about your health benefits:

- [Academy of Art University Aetna Student Health Plan Design and Benefits Summary](#)
- [Academy of Art University 2018-2019 Student Health Insurance Plan Highlights](#)

[Review our FAQ](#)

Log into your health insurance account: <http://jcbins.com/>

Ask general questions: healthinsurance@academyart.edu

Ask your billing questions: ar@academyart.edu

STUDENT APPEALS AND GRIEVANCES

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

- Academic concerns should first be discussed with the instructor.
- For financial concerns or complaints, the student should first contact Accounts Receivable or the Financial Aid Office, as appropriate.
- 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:

- For academic concerns or complaints, the student should contact their Department Director.
- For financial concerns or complaints, the student should contact a manager within Accounts Receivable or Financial Aid.
- 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:

- Student should submit a letter of grievance to:

Grievance Committee
Attn: Chief Academic Officer, Sue Rowley
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

The Grievance Committee shall investigate grievance claims and hold formal hearings as necessary. 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 Committee will consider all grievances in a timely manner upon formal written notice of a grievance and attempt to resolve them directly. All parties will be notified in writing of the Grievance Committee's decision within approximately 30 days after the meeting date. Decisions of the Grievance Committee are final and binding, and are not appealable internally. Complaints will be maintained as confidentially as possible. Grievances that affect a student's academic or financial status must be received by the Grievance Committee one month prior to the start of the semester in order to be considered by the Committee.

For further information concerning the grievance procedure, call the office of Chief Academic Officer, Sue Rowley, at 800.544.2787 or 415.274.2222.

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

Bureau for Private Postsecondary Education
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Telephone: (888) 370-7589
FAX: (916) 263-1897

Georgia Residents' Complaint Procedure

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

Minnesota Residents' Complaint Procedure

For information about filing a complaint with the Minnesota Office of Higher Education, click [here](#).

[Back to Table of Contents](#)



INTERNATIONAL STUDENT POLICIES

INTERNATIONAL NONIMMIGRANT STUDENTS

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

IMMIGRATION STATUS

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

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

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

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

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

ON-CAMPUS PRESENCE

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

Attendance and Academic Performance

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

F1 IMMIGRATION REGULATIONS AND RESOURCES

A list of websites for resources and detailed information about F1 status requirements is available on academy of art university website. Visit: Academy of Art University Home > Students > My Academy > Student Resources > International Student Resources > [Immigration Info & Updates](#)

MAINTAINING F1 STATUS

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

To Maintain F-1 Status:

- Students must be enrolled to study full-time. **Undergraduate students must be registered for a minimum of 12 units, while graduate students must be registered for at least 9 units for the fall and spring semesters.** Students who fail to follow these rules will lose their F1 status. The summer semester is optional and can be taken as a vacation period, except for new students or students who are returning after a break in their studies.

- Students, who **begin their program of study in the summer semester or are resuming their on campus studies after taking a leave of absence, are required to register full-time.** The full-time requirement in the summer semester is 6 units for graduate and undergraduate students.
- **Only one online class (3 units)** will be counted towards the student's full time enrollment requirement per semester. The summer semester is considered optional and continuing international students may take more than one online class during the summer. This does not apply to new students and continuing international students, who are returning after a leave of absence or continuing students, who are going to complete their degree requirements in the summer semester. Students may take online classes during Intersession, unless student is completing all course requirements.
- Students may be authorized to enroll in less than a full course of study, if they have academic difficulties, a medical condition, pre-requisite issues or are in their last semester. **Students must receive permission from the International Student Services Office prior to enrolling in a reduced course load or dropping below a full course of study.** Failure to receive prior permission could jeopardize the student's F1 status.
- Students must attend every class session. **If a student misses three (3) or more classes, s/he may be removed from the course** and will be considered to be "Out of Status". An "Out of Status" situation will result in the termination of the student's SEVIS record.
- Students must maintain a minimum GPA of 2.0 (average). Students who fall below this GPA will be placed on probation and may face academic dismissal in the following semester. International students who have been academically dismissed for the first time will not be able to register for classes for at least one semester. International students who have been permanently dismissed will not be able to continue their studies at academy of art university. A dismissal from school will have a negative impact on the student's F1 status and options should be discussed with the International Student Services Office.
- Students struggling with a full-time course load, class assignments or time management are strongly encouraged to contact the [Academy Resource Center](#) (ARC). Please be advised that a heavy workload or major change is not grounds for dropping to part-time status or stopping to attend classes.
- Any change or problem with the F1 visa or status, change of address, change of major or academic program, must be reported to the International Services Department **within 10 days** of their occurrence. International students are required to update their local US address with academy of art university. To update the local US address, students should log into the online [Learning Management System \(LMS\)](#) account and update the Home address or inform the International Student Services Office via email.
- International Students are required to keep a valid passport for at least 6 months into the future, unless exempt from the passport requirement.
- Students should remain in the U.S. for no longer than **60 days** after completing the full course of study, unless s/he has followed procedures for applying for practical training, moving educational levels, or transferring schools. Students who withdraw from school before completing their course of study (authorized early withdrawal) must leave the U.S. within **15 days**. **Students whose records are terminated for a status violation have no grace period and must leave the U.S. immediately.**
- **Off-campus employment is strictly forbidden**, except for students with authorized work authorization. On-campus employment is allowed part-time (20 hr. /week) during the spring and fall semester and full-time (40 hr. /week) during school breaks.

TRAVELING IN-BETWEEN SEMESTERS

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

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

LEAVE OF ABSENCE

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

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

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

Taking All Courses Online

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

PROCESS FOR AN APPROVED LEAVE OF ABSENCE

Students planning to apply for a Leave of Absence *before a new semester begins* are required to completed the [Leave of Absence Request Form](#) and upload their flight itinerary.

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

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

SEVIS Termination due to “Authorized Early Withdrawal”

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

NOTE: SEVP policies require that a student’s SEVIS record is terminated for “authorized early withdrawal” during the timeframe of the leave of absence.

NOTE: The current Academy of Art University I-20 and F1 visa cannot be used for any re- entry into the country during the timeframe of the leave of absence.

NOTE: A return flight ticket should not be purchased before a new I-20 is issued or the terminated SEVIS record has been re-activated, unless the departure date can be changed if necessary or the departure ticket is refundable.

NOTE: A Leave of Absence hold will be placed on the student’s account and no on campus enrollment will be possible until the returning student has either a new I-20 or the previous I-20 has been re-activated.

RETURN FROM LEAVE OF ABSENCE

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

SEVIS Re-Activation

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

New SEVIS Record/ New Form I-20

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

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

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

EMPLOYMENT

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

Types of employment available to F1 students are:

- On Campus Employment
- Employment authorized because of severe economic hardship
- Practical Training (curricular and optional practical training)

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

On Campus Employment

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

Off Campus Employment

International students may be authorized for off campus employment under the following circumstances:

- Employment authorized because of severe economic hardship (EH)
- Practical Training
 - Curricular Practical Training (CPT)
 - Optional Practical Training (OPT)

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

Economic Hardship (EH)

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

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

Curricular Practical Training (CPT)

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

Students are eligible for CPT under the following conditions:

- 1) Student is enrolled in degree seeking program
- 2) Student has not yet completed degree
- 3) Student has maintained F1 status for at least 1 academic year
- 4) Student is registered for internship class
- 5) Student has an internship or short term employment offer that applies directly to major

CPT processing when student is registered for the internship class:

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

Exceptions when students are not eligible for internship class:

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

CPT processing when exception applies:

- Student must obtain approval for internship/short term employment from program director. Approval can be obtained by email. Student must provide copy of offer letter to program director for review.
- Student must complete [CPT I-20 Request Form](#) and upload a copy of the job offer letter and a screenshot of the approval email from program director.
- The International Student Services Office will review the CPT I-20 Request Form and uploaded documents and process the request within 2 business days.
- Student will be notified via email when the CPT I-20 is ready for pick up.

CPT Processing:

- 1) Academic Advisor will provide Internship Application packet to student, including Internship Application Form. The Internship Application Form should either be For Credit or Not For Credit. When using a Not For Credit Internship Application Form the academic advisor is required to indicate the appropriate reason on the form.
- 2) Student must submit required documents (Application Form and Offer Letter) to academic advisor for further processing. The Offer Letter must include everything that is noted on the Internship Application Form
- 3) The International Department will review and process CPT after documents have been scanned and noted in the Internship Database. After CPT was authorized student will receive a notification email from the International Office.

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

Optional Practical Training (OPT)

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

Three kinds of OPT can be identified:

- **Pre-completion OPT** (while student is still enrolled in school and has not completed all degree requirements)
- **Post-completion OPT** (student has completed degree and all course work towards program completion)
- **24-month extension of post-completion OPT for certain STEM degree holders.** AAU STEM majors are: Advanced Architectural Design, Advertising, Advertising & Branded Media Technology, Animation & Visual Effects, Architecture, Architectural Design, Art Education, Communication & Media Technology, Game Development, Game Programming, Graphic Design, Graphic Design & Digital Media, Industrial Design, Interior Architecture & Design, New Media & Web Design

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

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

Students who have questions or need assistance with their application, should reach out to the International Student Services Office by email or stop by during regular Drop In Hours.

Dependents of International Students

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

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

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

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

The F2 study is restricted in the following ways:

- F2 children may only engage in full-time study at the K-12 level.
- F2 spouses may not engage in full-time study
- F2 spouse may study part-time in a degree seeking program. They will not be eligible for any F1 benefits, such as off campus work authorizations.

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

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

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

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

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

HEALTH INSURANCE

International Onsite F1 Students

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

For more detailed information about your health benefits:

- [Academy of Art University Aetna Student Health Plan Design and Benefits Summary](#)
- [Academy of Art University 2018-2019 Student Health Insurance Plan Highlights](#)

[Review our FAQ](#)

Log into your health insurance account: <http://jcbins.com/>

Ask general questions: healthinsurance@academyart.edu

Ask your billing questions: ar@academyart.edu

Domestic/International Athletes

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

For more detailed information about your health benefits:

- [Academy of Art University Aetna Student Health Plan Design and Benefits Summary](#)
- [Academy of Art University 2018-2019 Student Health Insurance Plan Highlights](#)

Ask general questions: sportsmedicine@academyart.edu

Ask billing questions: ar@academyart.edu

REQUESTING A LETTER OF VERIFICATION / SUPPORT

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

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

To obtain a letter of Verification or Support, fill out the [Letter Request Form](#).

[Back to Table of Contents](#)



GRADUATE STUDENT POLICIES

GRADUATE MIDPOINT REVIEW

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

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

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

FINAL THESIS PROJECT REDIRECTION

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

DIRECTED STUDY

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

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

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

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

Directed Study Policy

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

Directed Study Documentation

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

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

GRADUATE FINAL REVIEW

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

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

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

MIDPOINT AND FINAL REVIEW OUTCOMES

Review Outcomes

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

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

STUDIO SPACES AND GALLERY EXHIBITIONS

Studio Space

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

Gallery Exhibitions

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

[Back to Table of Contents](#)



STUDENT CODE OF CONDUCT

STUDENT CODE OF CONDUCT RIGHTS AND RESPONSIBILITIES

It is your right:

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

It is your responsibility:

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

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

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

Appeals Process

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

It is your right to appeal the decision:

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

GUIDELINES

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

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

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

PROHIBITED CONDUCT

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

Unacceptable conduct includes but is not limited to the following:

1. Cheating or plagiarism in connection with an academic program at the University, see Academy Honesty Policy. (Plagiarism may be defined as “literary theft;” i.e., the presentation and passing off as one’s own the ideas, words, or writings of another.)
2. Withholding any co-created work from co-collaborators.
3. Forgery, alteration, or misuse of University documents, records, or identification or knowingly furnishing false information to the University or any University employee.
4. Forgery or identity theft including but not limited to alteration or illegal usage of University documents, school records, and/or entrance applications.
5. Misrepresenting or falsely using student identification including misuse of Photo ID cards or posing as another individual.
6. Posing as an agent of the University.
7. Auditing classes or attending without full payment.
8. Conduct reflecting discredit on the professional ethical standards of the University.
9. Harassment of any kind including, but not limited to, threats and sexual harassment.
10. Physical abuse on or off campus property of the person or property of any member of the campus community.
11. Possession or usage of fireworks, explosives, dangerous chemicals or deadly weapons on University property or at a University function.
12. Abusive behavior including the use of profanity directed toward University staff, faculty, students, guests or visitors.
13. Throwing objects toward or at University employees, students or visitors.
14. Obscene, lewd, or indecent behavior on campus or at a University sponsored function.
15. Hazing or false imprisonment.
16. Possessing, distributing, manufacturing, or using illegal drugs or misusing legal pharmaceutical drugs on University property or at University sponsored student events.
17. Possessing, distributing, manufacturing, or using alcohol on University property or at University sponsored student events (except as expressly permitted by law and officially approved in advance by the University Executive Office).
18. Defacement, vandalism, tagging or using graffiti on University buildings or property.
19. Engaging in arson, blocking emergency exits, or falsely activating the fire alarm system.
20. Breaking into or unauthorized use of any campus facility or building.

21. Theft of University property, or assisting in storing or knowingly using stolen University property, as well as the non-return of borrowed (checked-out) Academy of Art University equipment.
22. Misuse of the University's computer system including hacking into University computer records, or knowingly sending computer bugs or viruses electronically.
23. Falsely using parking spaces designated for persons who are disabled.
24. Destruction of University property, including library vandalism.
25. Obstruction of University buildings, building entrances, school vehicles.
26. Disruption of the campus educational process, administrative process, or other campus sponsored event.
27. Refusal to follow instructions given by University personnel that results or may result in bodily harm to oneself, other students, faculty or staff; including but not limited to emergency evacuation and requests to disassemble and vacate premises.
28. Violation of any published Academy of Art University rules and regulations now or later in effect.
29. Sexual violence and misconduct. Academy of art university prohibits any form of sexual violence on its campus, among Academy of Art University students or at Academy of Art University functions/events. Sexual violence includes domestic violence, dating violence, stalking incidents, or any forms of sexual assault or sexual misconduct. All incidents must be reported to the Campus Security office at 415-618-3911 and/or to the Title Nine Coordinator Christina Petricca at **415-618-8021** or cpetricca@academyart.edu. A fair, confidential and prompt investigation and hearing will occur that protects victims and promotes accountability. Possible sanctions for sexual abuse or violence may include but not be limited to dismissal from Academy of Art University. Please see the University's Title IX Policy, which prohibits sexual misconduct, for more information. You can view the entire policy here: https://www.academyart.edu/disclosures/title_IX.

DEFINITIONS AND DESCRIPTION OF KEY TERMS

"University," "Campus," and **"ACADEMY OF ART UNIVERSITY"** mean Academy of Art University.

"Threat" means intent to do harm either verbally or physically, actual or implied

"Defacing," means to disfigure or mar.

"Weapon" means firearms, including guns of any kind, firing or non-firing; knives, including switchblades, razors and daggers; brass knuckles; metal pipes or clubs of any kind. In addition, any item used in a threatening manner.

"Obstruction" means to block, pile debris, close off or cause hazard.

"School Vehicle" means any Academy of Art University bus, van, car, or courier.

"Dangerous Chemicals" include acids, gasoline, and any other flammable materials not issued by or sanctioned by the University for Classroom Instruction and course assignments.

"Drugs" include non-prescription medication, street narcotics, marijuana and inhalants.

"Obscene or lewd behavior" includes public sex acts, prostitution or sexual solicitation, defecation, urination, personal bodily exposure, and nudity unless sanctioned by Academy of Art University in a classroom setting for model purposes.

"University Property" or **"Campus Facility"** means any University owned or leased vehicles, building, and building contents including plumbing, office equipment, computers, software, electronics, furniture, instructional equipment as well as artwork of current students, faculty and alumni.

"Harassment" includes, but is not limited to written, verbal, psychological or physical abuse, sexual suggestions or acts, or false accusations.

"Hazing" is to initiate or discipline fellow students by forcing ridiculous, humiliating, or painful acts.

"Profanity" refers to derogatory gestures or words specifically directed towards students, staff, faculty, guests or visitors.

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

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

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

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

STATEMENT ON ACADEMIC FREEDOM AND ACADEMIC RESPONSIBILITY

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

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

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

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

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

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

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

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

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

ACADEMIC HONESTY

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

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

PLAGIARISM

All art and design work, and all written work, must be the original work of the student and a result of their independent effort. Any art and design work previously created by the student for another project and/or purpose may not be re-used and claimed as original work. Any quotations, paraphrases, or direct appropriation of imagery or ideas from source material must be properly cited according to university, departmental, and/or instructor policy. All work created in collaboration used in whole (or in part) must be acknowledged as such, and correctly attributed to all co-creators.

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

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

CHEATING

Cheating is defined as accepting or giving aid to another during a written exam or for a written report unless authorized by the instructor, or accepting or giving aid to another for an individual studio project unless authorized by the instructor. This includes representing another person's work, as one's own, or buying or selling written or visual work to be turned in for a class, or using co-created work in whole (or in part), without the permission and/or crediting all co-creators.

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

INTERPRETATIONS OF REGULATIONS

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

FOCUS OF THE PROCEEDINGS

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

VIOLATIONS OF LAW AND DISCIPLINARY REGULATIONS

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

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 or writing to the Office of Educational Services, attention, Sue Rowley, as follows:

SRowley@academyart.edu
Office of Educational Services, Attn: Sue Rowley
Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

Ms. Rowley is the Chief Academic Officer for the University. Ms. Rowley is also the designated Coordinator for the purposes of the University's compliance with Section 504 of the Rehabilitation Act.

Appropriate Administrators: All grievances under this process will be overseen by the Chief Academic Officer/Coordinator. 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 Chief Academic Officer/Coordinator, or in some cases when appropriate, with the Department Director.

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

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

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

If no resolution results, the matter will proceed to the investigation phase to be conducted by the Chief Academic Officer/Coordinator or his/her designee who is appropriately trained in investigating such matters.

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

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

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

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

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

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

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

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

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

Policy Prohibiting Retaliation

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

TITLE IX – POLICY OF THE UNIVERSITY FOR THE PROHIBITION AND ADDRESSING OF SEXUAL ASSAULT, SEXUAL MISCONDUCT, DATING VIOLENCE AND STALKING

Administrative Policies and Procedures

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

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

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

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

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

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

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

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

B. Definitions

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

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

- a. Submission to, or rejection of, the conduct is explicitly or implicitly used as the basis for any decision affecting a student’s academic status or progress, or access to benefits and services, honors, programs, or activities available at or through the University; or
- b. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the student, and is in fact considered by the student, as limiting the student’s ability to participate in or benefit from the services, activities or opportunities offered by the University; or
- c. Submission to, or rejection of, the conduct by a University employee is explicitly or implicitly used as the basis for any decision affecting a term or condition of employment, or an employment decision or action; or
- d. Such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the University employee or third party, and is in fact considered by the University employee or third party, as intimidating, hostile or offensive.

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

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

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

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

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

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

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

Sexual Battery: A form of sexual violence and is any willful and unlawful use of force or violence upon the person of another because of that person's gender or sex.

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

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

Consent: An informed, affirmative, conscious decision by each participant to engage in mutually agreed-upon sexual activity.

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

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

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

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

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

Stalking: A repeated course of conduct directed at a specific person (when based on gender or sex) that places that person in reasonable fear for his/her or others' safety, or to suffer substantial emotional distress. A reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require, medical or other professional treatment or counseling.

Proceeding: Any activity that seeks to invoke the power of the Appeal Committee in order to enforce a university regulation or rule.

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

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

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

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

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

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

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

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

Ongoing Awareness and Prevention Campaigns: Campaigns that are sustained over time focusing on increasing awareness or understanding of topics relevant to sex discrimination, sexual assault, domestic violence, dating violence and stalking prevention. These programs will occur at different levels throughout the institution (i.e. faculty, athletics, incoming students) and will utilize a range of strategies. Ongoing awareness and prevention campaigns may include information about what constitutes sex discrimination, sexual assault, domestic violence, dating violence and stalking, changing social norms, promoting recognition of perpetrator tactics, enhancing understanding of consent, and advancing pro-social behaviors of individuals and communities. Effective ongoing awareness and prevention campaigns will include developmentally appropriate content for the specific audience and their knowledge and awareness level and provide positive and concrete ways for individuals to get involved.

C. Education and Prevention Programs

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



THE CAMPUS SAVE ACT MANDATES TWO KINDS OF EDUCATION PROGRAMS FOR STUDENTS, INCLUDING:

PRIMARY PREVENTION
and awareness programs for
incoming students.

ONGOING PREVENTION
and awareness campaigns for
all students.

Think About It — A Platform For Change —

Educate Students | Empower Faculty & Staff | Change Culture

Think About It is a comprehensive program that prepares students to confront and prevent serious campus problems, and provides administrators important insights into the culture of their campus. Sexual misconduct is fundamentally related to drugs and alcohol, so our program combines

sexual assault and substance abuse prevention in a three-part online training program. By providing students with three separate courses during their first year on campus, *Think About It* addresses the Campus SaVE Act's primary and ongoing program requirements for incoming students.



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

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

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

D. Procedures for Making a Title IX Report

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

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

The procedures set forth below are intended to afford all complainants and the person whose conduct is at issue (referred to as "respondent") a prompt, fair and impartial process for resolving the report of sex discrimination, including, sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

Reporting Options

Complaint to the Title IX Coordinator

A Title IX report can be called a "complaint" and can be brought forward by a complainant who has experienced sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking by contacting the

Title IX Coordinator, or in the event the Title IX Coordinator is absent or unavailable, by contacting the Deputy Title IX Coordinator:

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

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

Employees may contact:

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

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

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

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

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

Responsible University Employee

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

Before a complainant reveals any information to a responsible employee, the employee should ensure that the complainant understands the employee's reporting obligations. If the complainant wishes to maintain confidentiality the employee should direct the complainant to confidential resources (see Section M – Informational Resources; Appendix B Resources).

If the complainant wishes to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the complainant the University will strongly consider the request but cannot guarantee the University will be able to honor the request. When reporting the matter to the Title IX Coordinator the employee will also inform the Coordinator of the victim's request for confidentiality.

Report to Campus Safety or Local Law Enforcement

Any student who has experienced domestic violence, dating violence, sexual assault or stalking may make a report to Campus Safety and/or local law enforcement. Campus Safety will also notify the Title IX Coordinator of the complaint.

After an incident of sexual assault, dating violence and/or domestic violence, the complainant should consider seeking medical attention as soon as possible at a medical facility. Although the University strongly encourages all members of its community to report these types of matters to law enforcement, it is the student's choice whether or not to make such a report. Students have the right to decline involvement with the police.

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

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

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

Timeline for Reports

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

Procedures for University Disciplinary Action

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

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

E. Interim Measures

Once the Title IX Coordinator receives a report of sex discrimination, sexual harassment, sexual assault, domestic violence, dating violence or stalking, the Title IX Coordinator will evaluate the complaint and decide whether to initiate a formal investigation. The Title IX Coordinator and Campus Safety will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible to prevent recurrence of any discrimination and to correct its discriminatory effects on the complainant and others, if appropriate.

The University will also:

- Inform complainants of their right to simultaneously report a crime to Campus Safety and/or local police and provide complainants with assistance if desired.
- Provide interim remedies requested by the complainant, as reasonably available, regardless of whether the complainant chooses to report sexual violence to Campus Safety or local police.
- Assist complainants in accessing available victim advocacy, University support, counseling, medical/health or mental health services, and off campus legal assistance;
- Provide security and support, which could include issuing a no-contact order, security escorts, helping arrange a change of campus-based living, working arrangements or course schedules and assist with adjustments for class assignments, tests, or work duties;
- Work with the San Francisco Police Department to enforce any restraining orders issued as a result of a report of sexual violence, sexual assault or stalking.

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

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

F. Confidentiality

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

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

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

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

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

G. Alternative Resolution Process

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

- Separation of the parties
- Referring the parties to counseling

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

H. Formal Investigation Procedures

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

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

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

Completion of Investigation

Once the investigator completes the investigation, the investigator will make a determination as to whether the alleged prohibited conduct occurred and whether any University policies were violated. A copy of this report will be provided to the Title IX Coordinator. All determinations in the investigation shall be based on a "preponderance of the evidence" standard, i.e. whether it is more likely than not the alleged misconduct occurred. In other words, based on the evidence, the investigator will ask: "is it more likely than not that the respondent violated the University's Student Code of Conduct?" The Title IX Coordinator will forward the investigative report to the appropriate administrator (if the respondent is a faculty or staff member) to determine what, if any, discipline is warranted. If the respondent is a student, the Title IX Coordinator and Deputy Title IX Coordinator will determine the appropriate sanctions, if any. The determination as to whether any sanctions will issue will be made within 10 business days after the completion of the investigation. The Title IX Coordinator will determine sanctions for respondents who are initially enrolled as students and have obtained employment with the University through their status as a student. Human Resources will determine sanctions for respondents who are initially employed with the University and are taking classes as a student, as a benefit of their employment with the University.

Possible Sanctions/Remedies

If, after a formal investigation, the respondent is found to have violated the University's Student Code of Conduct the appropriate administrator will determine the most appropriate sanction or remedy. The goal of sanctions is to eliminate a hostile environment, prevent the reoccurrence of the misconduct and to address any effects of the misconduct. The Title IX Coordinator will work with University departments to impose any sanctions or remedies. Such sanctions and remedies could include, but are not limited to, the following: An order for no contact between the parties, academic probation, alternate housing or class arrangements, limitations for the respondent to attend on-campus classes or enter certain buildings, suspension, expulsion or possible termination from the University. Department heads, the Department of Housing and Residential Life and the Title IX Coordinator will work together to make any necessary changes.

I. Resolution Process

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

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

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

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

1. If a hearing before the Resolution Committee is granted, the complainant and the respondent shall each have the opportunity to attend the hearing. The hearing will be closed to the general student population and public.
2. If either party makes a request and is granted review by the Resolution Committee, both parties are entitled to a copy of the investigator's findings and will be provided timely notice of the date of the hearing.
3. The complainant and the respondent each have the opportunity to be advised by a support person/personal advisor of their choice, at their expense, at any stage of the process and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult with and advise his or her advisee. An advisor is not permitted to speak for or participate on behalf of the advisee at any meeting or hearing. The support person/personal advisor who attends shall not be an attorney in cases involving employees or employment matters. In other cases, an attorney is permitted if there are special circumstances as determined in the sole discretion of the Title IX Coordinator.
4. Each party will be able to present relevant evidence and witnesses. The Resolution Committee can choose to exclude any witnesses or evidence it deems irrelevant. Formal rules of evidence will not apply. Any questions posed to witnesses must be submitted to the Title IX Coordinator in writing one week prior to the hearing. The questions submitted for each witness will be asked by the Resolution Committee members only. The University will make any and all necessary arrangements for victims of sex discrimination, sexual violence or stalking to ensure their safety and to avoid any undue emotional distress. Either the complainant or respondent may choose not to participate in the hearing process.
5. The Resolution Committee will review the information presented at the hearing as well as the information provided in the investigation. At the conclusion, the Committee will make a decision whether to overturn or uphold the findings in the investigation using a preponderance of evidence standard.
6. The complainant and the respondent will be notified simultaneously in writing of the outcome of the Resolution Committee's decision, as well as any changes to those results or disciplinary actions prior to the time that such results become final. The Resolution Committee's decision will be final.
7. Compliance with these provisions does not constitute a violation of section 444 of the General Education Provision Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Extension of Timelines

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

J. Tips for Bystander Intervention

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

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

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

K. Sex Offender Registration

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

L. Timely Warning Reports Policy

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

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

M. Victim/Informational Resources

What should I do if I am the victim of sexual assault, domestic violence, dating violence or stalking?

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

You have the right to decide WHO and WHEN to tell about sexual violence. However, it is very important that you get confidential medical attention after being assaulted. Following the incident, you may be physically injured, there may be a chance you contracted a sexually transmitted disease, or that you may become pregnant.

Who Should I Contact?

Complainants may contact any of the following people or the campus safety department's main line (415)618-3911 or (415)618-3896.

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

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

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

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

Informational Resources on Prevention and Awareness of Sexual Violence and Abuse

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

California State Coalition Against Sexual Assault

<http://www.calcasa.org/>

California Partnership to End Domestic Violence

<http://www.cpedv.org/>

Male Survivors Of Abuse

<http://www.malesurvivor.org/>

Rape, Abuse and Incest National Network

<http://www.rainn.org>

US Department of Justice

<http://www.ovw.usdoj.gov/sexassault.htm>

Department of Education, Office of Civil Rights

<http://www2.ed.gov/about/offices/list/ocr/index.html>

Not Alone Campaign – Together Against Sexual Assault

NotAlone.gov

San Francisco Women Against Rape (SFWAR)

24-hour Rape Crisis Line, collect calls accepted

415-647-RAPE/7273

www.sfwar.org

info@sfwar.org

San Francisco Trauma & Recovery Center/Rape Treatment Center

Medical treatment and counseling, optional police report and evidence collection. Serves adult survivors of trauma, violence and loss through comprehensive care, advocacy and outreach.

Spanish and Asian languages spoken.

2727 Mariposa Street, Suite 100 (at Bryant Street)

San Francisco, CA 94110

(415)437-3000

415-821-3222 (Business Line)

<http://traumarecoverycenter.org/>

Community United Against Violence (CUAV)

Serving gay, lesbian, bisexual, transgender communities. 24-hour hotline and counseling for victims of intimate partner violence and hate crimes. Spanish and Asian languages spoken.

415-333-4357 (24-hour crisis line)

<http://www.cuav.org/>

Child and Adolescent Support Advocacy and Resource Center (CASARC)

Medical treatment, counseling and police report services available. Serves those 17 and under.

Confidential calls accepted. Spanish and Asian languages spoken.

415-206-8386 (24-hour crisis line)

<http://www.casarc.org/>

Woman Organized to Make Abuse Non-Existent (W.O.M.A.N., Inc.)

24-hour domestic violence hotline, in-person counseling, support groups, assistance with restraining orders and acquiring shelter. Spanish and Asian languages spoken.

415-864-4722 (24-hour crisis line)

<http://www.womaninc.org/>

San Francisco 24-hour Hotline for Mental Health Services

415-255-3737 or 888-246-3333

<http://mentalhealthsf.org/help-now/hotline-crisis-supports/>

Appendix A: List of Possible Responsible Employees

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

Appendix B

Community Resources

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

San Francisco Women Against Rape (SFWAR)

24-hour Rape Crisis Line, collect calls accepted
415-647-RAPE/7273
www.sfwar.org
info@sfwar.org

San Francisco Trauma & Recovery Center/Rape Treatment Center

Medical treatment and counseling, optional police report and evidence collection. Serves adult survivors of trauma, violence and loss through comprehensive care, advocacy and outreach. Spanish and Asian languages spoken.
2727 Mariposa Street, Suite 100 (at Bryant Street)
San Francisco, CA 94110
(415)437-3000
415-821-3222 (Business Line)
<http://traumarecoverycenter.org/>

Community United Against Violence (CUAV)

Serving gay, lesbian, bisexual, transgender communities. 24-hour hotline and counseling for victims of intimate partner violence and hate crimes. Spanish and Asian languages spoken.
415-333-4357 (24-hour crisis line)
<http://www.cuav.org/>

Child and Adolescent Support Advocacy and Resource Center (CASARC)

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

Woman Organized to Make Abuse Non-Existent (W.O.M.A.N., Inc.)

24-hour domestic violence hotline, in-person counseling, support groups, assistance with restraining orders and acquiring shelter. Spanish and Asian languages spoken.
415-864-4722 (24-hour crisis line)
<http://www.womaninc.org/>

San Francisco 24-hour Hotline for Mental Health Services

415-255-3737 or 888-246-3333
<http://mentalhealthsf.org/help-now/hotline-crisis-supports/>

Westside Crisis Clinic

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

Asian Pacific Islander Legal Outreach

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

La Casa De Las Madres

1663 Mission Street, Suite 225, San Francisco, CA 94103

Adult Crisis Line: 1-877-503-1850

Teen Crisis Line: 1-877-923-0700

Community served: Domestic violence support for women and children.

Shimtuh

1700 Broadway, Suite 400, Oakland, CA 94612

Domestic Violence Program (510) 547-3258 / Monday-Friday: 9:30am - 5:30pm

Community served: Referrals for shelter, legal services, counseling, translation services, citizenship/legal residency for Korean- community survivors of domestic violence and their families.

Narika

P.O. Box 14014, Berkeley, CA 94712

Helpline: 800- 215-7308

Community served: Advocacy, support, information, and referrals for survivors of domestic violence in the South Asian community- Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka and diasporic communities.

[Back to Table of Contents](#)



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 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.
- **Restitution:** Reimbursement for damage to or misappropriation of school, University, or private property; may be imposed exclusively or in combination with other disciplinary actions. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Restitution may be imposed on any student who, either alone or through group or concerted activities, participates in causing the damages or costs.

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

APPEALS PROCESS

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

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

The student will be notified in writing of the final decision.

[Back to Table of Contents](#)



UNIVERSITY LEARNING OUTCOMES

ACADEMY OF ART UNIVERSITY INSTITUTIONAL LEARNING OUTCOMES

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

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

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

PROGRAM LEARNING OUTCOMES

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

SCHOOL OF ACTING

Undergraduate Program

[AA in Acting Program Learning Outcomes](#)

[BFA in Acting Program Learning Outcomes](#)

Graduate Program

[MA in Acting Program Learning Outcomes](#)

[MFA in Acting Program Learning Outcomes](#)

SCHOOL OF ADVERTISING

Undergraduate Program

[AA in Advertising Program Learning Outcomes](#)

[AA in Studio Production for Advertising & Design Program Learning Outcomes](#)

[BFA in Advertising Program Learning Outcomes](#)

Graduate Program

[MA in Advertising & Branded Media Technology Program Learning Outcomes](#)

[MFA in Advertising Program Learning Outcomes](#)

SCHOOL OF ANIMATION & VISUAL EFFECTS

Undergraduate Program

[AA in Animation & Visual Effect Program Learning Outcomes](#)

[BFA in Animation & Visual Effect Program Learning Outcomes](#)

Graduate Program

[MA in Animation & Visual Effect Program Learning Outcomes](#)

[MFA in Animation & Visual Effect Program Learning Outcomes](#)

SCHOOL OF ARCHITECTURE

Undergraduate Program

[BA in Architectural Design Program Learning Outcomes](#)

[B.Arch Program Learning Outcomes](#)

Graduate Program

[MA in Advanced Architectural Design Program Learning Outcomes](#)

[M.Arch Program Learning Outcomes](#)

SCHOOL OF ART EDUCATION

Undergraduate Program

[BFA in Art Education Program Learning Outcomes](#)

[Art Teaching Credential Program Learning Outcomes](#)

Graduate Program

[MA in Art Education Program Learning Outcomes](#)

[MAT in Art Education Program Learning Outcomes](#)

SCHOOL OF ART HISTORY

Undergraduate Program

[BFA in Art History Program Learning Outcomes](#)

Graduate Program

[MA in Art History Program Learning Outcomes](#)

SCHOOL OF COMMUNICATIONS & MEDIA TECHNOLOGIES

Undergraduate Program

[BA in Communications & Media Technologies Program Learning Outcomes](#)

Graduate Program

[MA in Communications & Media Technologies Program Learning Outcomes](#)

SCHOOL OF FASHION

Undergraduate Program

[AA in Fashion Program Learning Outcomes](#)

[AA in Fashion Journalism Program Learning Outcomes](#)

[AA in Fashion Marketing Program Learning Outcomes](#)

[AA in Fashion Merchandising Program Learning Outcomes](#)

[AA in Fashion Product Development Program Learning Outcomes](#)

[AA in Fashion Styling Program Learning Outcomes](#)

[AA in Fashion Visual Merchandising Program Learning Outcomes](#)

[AA in Knitwear Design Program Learning Outcomes](#)

[AA in Textile Design Program Learning Outcomes](#)

[BA in Fashion Journalism Program Learning Outcomes](#)

[BFA in Costume Design Journalism Program Learning Outcomes](#)

[BFA in Fashion Program Learning Outcomes](#)

[BFA in Fashion Marketing Program Learning Outcomes](#)

[BFA in Fashion Merchandising Program Learning Outcomes](#)

[BFA in Fashion Product Development Program Learning Outcomes](#)

[BFA in Fashion Styling Program Learning Outcomes](#)

[BFA in Fashion Visual Merchandising Program Learning Outcomes](#)

[BFA in Footwear & Accessory Design Program Learning Outcomes](#)

[BFA in Knitwear Design Program Learning Outcomes](#)

Graduate Program

[MA in Costume Design Program Learning Outcomes](#)

[MA in Fashion Program Learning Outcomes](#)

[MA in Fashion Journalism Program Learning Outcomes](#)

[MA in Fashion Merchandising Program Learning Outcomes](#)

[MFA in Costume Design Program Learning Outcomes](#)

[MFA in Fashion Program Learning Outcomes](#)

[MFA in Fashion Marketing and Brand Management Program Learning Outcomes](#)

[MFA in Fashion Merchandising and Management Program Learning Outcomes](#)

[MFA in Fashion Product Development Program Learning Outcomes](#)

[MFA in Footwear & Accessory Design Program Learning Outcomes](#)

[MFA in Knitwear Design Program Learning Outcomes](#)

[MFA in Textile Design Program Learning Outcomes](#)

SCHOOL OF FINE ART

Undergraduate Program

[AA in Fine Art Program Learning Outcomes](#)

[BFA in Fine Art Program Learning Outcomes](#)

Graduate Program

[MA in Fine Art Program Learning Outcomes](#)

[MFA in Fine Art Program Learning Outcomes](#)

SCHOOL OF GAME DEVELOPMENT

Undergraduate Program

[AA in Game Development Program Learning Outcomes](#)

[BFA in Game Development Program Learning Outcomes](#)

[BS in Game Programming Program Learning Outcomes](#)

Graduate Program

[MA in Game Development Program Learning Outcomes](#)

[MFA in Game Development Program Learning Outcomes](#)

SCHOOL OF GRAPHIC DESIGN

Undergraduate Program

[AA in Graphic Design Program Learning Outcomes](#)

[BFA in Graphic Design Program Learning Outcomes](#)

Graduate Program

[MA in Graphic Design & Digital Media Program Learning Outcomes](#)

[MFA in Graphic Design Program Learning Outcomes](#)

SCHOOL OF ILLUSTRATION

Undergraduate Program

[AA in Illustration Program Learning Outcomes](#)

[BFA in Illustration Program Learning Outcomes](#)

Graduate Program

[MA in Illustration Program Learning Outcomes](#)

[MFA in Illustration Program Learning Outcomes](#)

SCHOOL OF INDUSTRIAL DESIGN

Undergraduate Program

[AA in Automotive Restoration](#)

[AA in Industrial Design Program Learning Outcomes](#)

[BFA in Industrial Design Program Learning Outcomes](#)

Graduate Program

[MA in Industrial Design Program Learning Outcomes](#)

[MFA in Industrial Design Program Learning Outcomes](#)

SCHOOL OF INTERIOR ARCHITECTURE & DESIGN

Undergraduate Program

[AA in Interior Architecture & Design Program Learning Outcomes](#)

[BFA in Interior Architecture & Design Program Learning Outcomes](#)

Graduate Program

[MA in Interior Architecture & Design Program Learning Outcomes](#)

[MFA in Interior Architecture & Design Program Learning Outcomes](#)

SCHOOL OF JEWELRY & METAL ARTS

Undergraduate Program

[AA in Jewelry & Metal Arts Learning Outcomes](#)

[BFA in Jewelry & Metal Arts Learning Outcomes](#)

Graduate Program

[MA in Jewelry & Metal Arts Learning Outcomes](#)

[MFA in Jewelry & Metal Arts Learning Outcomes](#)

SCHOOL OF LANDSCAPE ARCHITECTURE

Undergraduate Program

[AA in Landscape Architecture Program Learning Outcomes](#)

[BFA in Landscape Architecture Program Learning Outcomes](#)

Graduate Program

[MA in Landscape Architecture Program Learning Outcomes](#)

[MFA in Landscape Architecture Program Learning Outcomes](#)

SCHOOL OF MOTION PICTURES & TELEVISION

Undergraduate Program

[AA in Motion Pictures & Television Program Learning Outcomes](#)

[BFA in Motion Pictures & Television Program Learning Outcomes](#)

Graduate Program

[MA in Writing & Directing for Film Program Learning Outcomes](#)

[MFA in Motion Pictures & Television Program Learning Outcomes](#)

SCHOOL OF MUSIC PRODUCTION & SOUND DESIGN FOR VISUAL MEDIA

Undergraduate Program

[AA in Music Production Program Learning Outcomes](#)

[AA in Sound Design Program Learning Outcomes](#)

[BFA in Music Production Program Learning Outcomes](#)

[BFA in Music Scoring & Composition Program Learning Outcomes](#)

[BFA in Sound Design Program Learning Outcomes](#)

Graduate Program

[MA in Music Scoring & Composition Program Learning Outcomes](#)

[MA in Sound Design Program Learning Outcomes](#)

[MFA in Music Scoring & Composition Program Learning Outcomes](#)

[MFA in Sound Design Program Learning Outcomes](#)

SCHOOL OF PHOTOGRAPHY

Undergraduate Program

[AA in Photography Program Learning Outcomes](#)

[BFA in Photography Program Learning Outcomes](#)

Graduate Program

[MA in Photography Program Learning Outcomes](#)

[MFA in Photography Program Learning Outcomes](#)

SCHOOL OF VISUAL DEVELOPMENT

Undergraduate Program

[AA in Visual Development Program Learning Outcomes](#)

[BFA in Visual Development Program Learning Outcomes](#)

Graduate Program

[MA in Visual Development Program Learning Outcomes](#)

[MFA in Visual Development Program Learning Outcomes](#)

SCHOOL OF WEB DESIGN & NEW MEDIA

Undergraduate Program

[AA in Web Design & New Media Program Learning Outcomes](#)

[BFA in Web Design & New Media Program Learning Outcomes](#)

Graduate Program

[MA in Web Design & New Media Program Learning Outcomes](#)

[MFA in Web Design & New Media Program Learning Outcomes](#)

SCHOOL OF WRITING FOR FILM, TELEVISION & DIGITAL MEDIA

Undergraduate Program

[BFA in Writing for Film, Television & Digital Media Program Learning Outcomes](#)

Graduate Program

[MFA in Writing for film, Television & Digital Media Program Learning Outcomes](#)

SUPPORT DEPARTMENT: FOUNDATIONS

Undergraduate Program

[Foundations Program Learning Outcomes](#)

SUPPORT DEPARTMENT: LIBERAL ARTS

Undergraduate Program

[Liberal Arts Program Learning Outcomes](#)

Graduate Program

[Graduate Liberal Arts Program Learning Outcomes](#)

[Back to Table of Contents](#)



STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES

STANDARD OCCUPATIONAL CLASSIFICATION (SOC) CODES

Federal agencies use Standard Occupational Classification (SOC) codes to organize workers into occupational categories for statistical purposes. The SOC codes for the employment positions determined to be in field for graduates of the Academy of Art University are listed below by Academic School. To request a list of in field employment positions for a specific major, please email SPFSdatarequest@academyart.edu.

School of Acting

25-1199.00
25-3021.00
25-3099.00
27-2011.00
27-2012.04
27-2099.00

School of Advertising

15-1199.10
11-2011.00
11-2021.00
13-1161.00
25-1199.00
25-3099.00
27-1011.00
27-1024.00
27-1029.00
27-3031.00
27-3043.04

School of Art History

19-3093.00
25-1121.00
25-1125.00
25-1199.00
25-3099.00
25-4012.00
27-1019.00
39-7011.00

School of Animation & Visual Effects

15-1199.00
15-1199.11
25-1121.00
25-1199.00
25-3099.00
27-1013.00
27-1014.00
27-1019.00
27-2012.01
27-4032.00
51-9198.00

School of Art Education

11-9032.00
25-1121.00
25-1194.00
25-1199.00
25-2012.00
25-2021.00
25-2031.00
25-2052.00
25-3099.00

School of Architecture

11-9041.00
17-1011.00
17-3011.01
17-3011.02
17-3019.00
25-1031.00
25-1199.00
25-3099.00

School of Communications & Media Technologies

11-2011.00
25-1199.00
25-3099.00
25-9011.00
27-1014.00
27-2099.00
27-3022.00
27-3031.00
27-3099.00
27-4011.00
27-4032.00

School of Fine Art

25-1121.00
25-1199.00
25-2021.00
25-2031.00
25-3099.00
27-1012.00
27-1013.00
27-1019.00
41-9012.00

School of Fashion

11-1011.00
11-2021.00
13-1022.00
25-1199.00
25-3099.00
27-1013.00
27-1021.00
27-1022.00
27-1024.00
27-1026.00
27-1029.00
27-3022.00
27-3041.00
27-3099.00
27-4021.00
41-1011.00
41-2031.00
41-9012.00
51-6052.00
51-6092.00

School of Game Development

15-1132.00
15-1199.00
15-1199.11
25-1199.00
25-3099.00
27-1014.00
27-1029.00
27-3099.00

School of Graphic Design

15-1134.00
25-1199.00
25-3099.00
27-1011.00
27-1014.00
27-1024.00
27-1029.00
43-9031.00

School of Interior Architecture & Design

17-3011.01
17-3019.00
25-1031.00
25-1199.00
25-3099.00
27-1025.00
27-1026.00
27-1029.00

School of Industrial Design

15-1134.00
17-2141.00
17-3026.00
25-1199.00
25-3099.00
27-1012.00
27-1019.00
27-1021.00
27-1024.00
27-1029.00

School of Illustration

15-1199.11
25-1121.00
25-1199.00
25-3099.00
27-1013.00
27-1014.00
27-1019.00
27-1021.00
27-1022.00
27-1024.00
27-1029.00

School of Jewelry & Metal Arts

25-1199.00
25-3099.00
27-1012.00
27-1013.00
27-1019.00
27-1029.00
51-9071.00
51-9071.01
51-9071.06
51-9071.07
51-9123.00

School of Landscape Architecture

17-1012.00
17-3019.00
25-1031.00
25-1199.00
25-3099.00
27-1029.00

School of Motion Pictures & Television

25-1199.00
25-3099.00
27-1027.00
27-2011.00
27-2012.01
27-2012.02
27-2012.03
27-2012.04
27-2012.05
27-2099.00
27-3022.00
27-3042.00
27-3043.05
27-3099.00
27-4031.00
27-4032.00
51-9198.00

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

25-1121.00
25-1199.00
25-3099.00
27-2041.01
27-2041.04
27-2042.00
27-2042.01
27-2042.02
27-4014.00

School of Photography

25-1121.00
25-1199.00
25-3099.00
27-1019.00
27-1029.00
27-3022.00
27-3099.00
27-4021.00
41-9012.00
51-9151.00

School of Visual Development

15-1199.00
15-1199.11
25-1199.00
25-3099.00
27-1011.00
27-1013.00
27-1014.00
27-1019.00
27-1024.00
27-1029.00
27-3099.00
27-4032.00

School of Web Design & New Media

15-1132.00
15-1134.00
15-1199.00
15-1199.03
15-1199.10
25-1199.00
25-3099.00
27-1014.00
27-1024.00
27-1029.00
27-4032.00

**School of Writing for Film, Television & Digital
Media**

25-1199.00
25-3099.00
27-2012.01
27-3022.00
27-3042.00
27-3043.05

[Back to Table of Contents](#)



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

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

DISTANCE EDUCATION PROGRAM REQUIREMENTS

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

Browser*	Versions	Mac	PC
Mozilla Firefox - Recommended	Latest Version	x	x
Google Chrome - Recommended	Latest Version	x	x
Safari - Recommended	6.0 or higher recommended	x	
*JavaScript must be enabled in your browser.			

Your computer system must meet these minimum requirements:

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

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

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

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

The following required software may be downloaded for free:

- [Adobe Reader](#)
- [Adobe Flash](#)
- [Apple QuickTime Player](#)

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

- <http://www.symantec.com/>
- <http://www.mcafee.com/>
- <http://en.wikipedia.org/wiki/Anti-virus>

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

FACILITIES

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

SCHOOL OF ACTING

[School of Acting Facilities](#)

SCHOOL OF ADVERTISING

[School of Advertising Facilities](#)

SCHOOL OF ANIMATION & VISUAL EFFECTS

[School of Animation & Visual Effects Facilities](#)

SCHOOL OF ARCHITECTURE

[School of Architecture Facilities](#)

SCHOOL OF ART EDUCATION

[School of Art Education Facilities](#)

SCHOOL OF ART HISTORY

[School of Art History Facilities](#)

SCHOOL OF COMMUNICATIONS & MEDIA TECHNOLOGIES

[School of Multimedia Communications Facilities](#)

SCHOOL OF FASHION

[School of Fashion Facilities](#)

SCHOOL OF FINE ART

[School of Fine Art Facilities](#)

SCHOOL OF GAME DEVELOPMENT

[School of Game Development Facilities](#)

SCHOOL OF GRAPHIC DESIGN

[School of Graphic Design Facilities](#)

SCHOOL OF ILLUSTRATION

[School of Illustration Facilities](#)

SCHOOL OF INDUSTRIAL DESIGN

[School of Industrial Design Facilities](#)

SCHOOL OF INTERIOR ARCHITECTURE & DESIGN

[School of Interior Architecture & Design Facilities](#)

SCHOOL OF JEWELRY & METAL ARTS

[School of Jewelry & Metal Arts Facilities](#)

SCHOOL OF LANDSCAPE ARCHITECTURE

[School of Landscape Architecture Facilities](#)

SCHOOL OF MOTION PICTURES & TELEVISION

[School of Motion Pictures & Television Facilities](#)

SCHOOL OF MUSIC PRODUCTION & SOUND DESIGN FOR VISUAL MEDIA

[School of Music Production & Sound Design for Visual Media Facilities](#)

SCHOOL OF PHOTOGRAPHY

[School of Photography Facilities](#)

SCHOOL OF VISUAL DEVELOPMENT

[School of Visual Development Facilities](#)

SCHOOL OF WEB DESIGN & NEW MEDIA

[School of Web Design & New Media Facilities](#)

SCHOOL OF WRITING FOR FILM, TELEVISION & DIGITAL MEDIA

[School of Writing for Film, Television & Digital Media Facilities](#)

SUPPORT DEPARTMENT: LIBERAL ARTS

[Liberal Arts Homepage](#)

[Online Library resources](#)

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

In this building:	Printmaking studio	Book arts studio
Fine Art Painting	Silkscreen studio	Frame shop
Fine Art Open Studios	Letterpress studio	Prop room
Drawing Classrooms	Intaglio and relief studio	Archival room
Student Lounge	Lithography studio	

79 New Montgomery St, San Francisco, CA

In this building:	Campus Tours	Veterans Lounge
Communications & Media Technologies	Classroom Services	Executive offices (satellite offices only)
Graphic Design	Career and Entrepreneurial Services	Housing office
Motion Pictures & Television	Communications and Multimedia studios and labs	Registrar's office
Film post production lab	English for Art Purposes	International student office
Academy Resource Center (A.R.C.)	EAP Support Labs	Student Affairs
ARC Tutorial Labs	Grievance	Campus Life
Atelier Gallery	Human Resources	79 Theater
Admissions office (for High School, Pre-Admissions & Military Admissions only)	Student Copy Center	
	Student Lounge	
	Urban Knights Radio	

180 New Montgomery St, San Francisco, CA

In this building:	Visual Development	eSports Game Room
Animation & Visual Effects	Campus Security	PC Labs
Art Education	Cafe 180	Student Print, Copy, and Scan Stations
Fashion	Student Recreation Center	User experience lab
Game Design	Student ID Distribution	Sound studios
Motion Pictures & Television	EAP Support Labs	Telecine Services
Music Production & Sound	Mac lab	Green screen studio
Design for Visual Media	Cintiq lab	Digital Photography
Web Design & New Media	Library	

540 Powell St, San Francisco, CA

In this building:	Drawing lab	Bradley Hall
Animation & Visual Effects	Cintiq lab	Student Lounge
Visual Development	Prop and costume rooms for Illustration	
Illustration		

601 Brannan St, San Francisco, CA

In this building:	Materials library for Architecture and Interior Architecture & Design	Metal Shop
Architecture	Furniture and model shop	M./Arch Studios
Interior Architecture & Design	Large Live Animal Drawing Classroom	Open Studios
	Basketball court	PC Labs
		Print Lab
		Student Cafe and Lounge

466 Townsend St, San Francisco, CA

In this building:	Acting classrooms	Student Lounge
Acting	Cinematography stages	Writing for Film, Television, and Digital Media
Foundations	Directing stages	Wood Shop
Motion Pictures & Television	Design studios (on the 4th floor and for Architecture students only)]	
Drawing classrooms		
Sound stages		

460 Townsend St, San Francisco, CA

In this building:	Interior Architecture & Design	Student Lounge
Landscape Architecture	Lecture Classrooms	

360 Swift Avenue, South San Francisco, CA

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

Fashion Department:
Lecture Classrooms
Student Lounge

Knitwear lab
Fashion styling
Textile lab

Silkscreening lab
Costume design
Fashion PR & Special events

625 Sutter St, San Francisco, CA

In this building:
Photography
Photography equipment room

Traditional black and white
darkroom
625 Gallery (Photography)

MFA Studios

701 Chestnut St, San Francisco, CA

In this building:
Fine Art Graduate studios

410 Bush St, San Francisco, CA

In this building:
Advertising
Jewelry & Metal Arts
Jewelry MFA Studios

Metal shop for Sculpture &
Jewelry & Metal Arts students
Student Lounge
Wood shop for Sculpture &
Jewelry & Metal Arts students

Tool room for Sculpture &
Jewelry & Metal Arts students
Welding Classroom

1849 Van Ness, San Francisco, CA

In this building:
Industrial Design
Wood shop
Paint shop
740 Taylor St.
740 Taylor St, San Francisco, CA
In this building:
Photography

Metal shop
Cintiq lab
Car Museum
3D Print Lab

Auto Restoration
Firestone Cafe

2340 Stockton St, San Francisco, CA

In this building:
Fashion Merchandising & Visual
Merchandising

Liberal Arts
Motion Pictures & Television
Student Lounge

Wood Shop

2151 Van Ness Ave, San Francisco, CA

In this building:

Photography (Studio/Classroom
in basement)

Cathedral Auditorium

491 Post St, San Francisco, CA

In this building:
Art History

Liberal Arts
Morgan Auditorium

150 Hayes St, San Francisco, CA

In this building:
Accounts Receivable
Accounting offices
Financial Aid
Curriculum

Registration
Student Services
Administrative Support
Web Support

Online Education & Online
Support
Graduate Student Services
Executive offices
VA School Official

Atelier**79 New Montgomery St, San Francisco, CA**

Monday – Saturday: 9AM – 6PM

Featuring the work of students and alumni, the Atelier showcases an ever-changing array of student work, photography, home decor, stationery, books, jewelry, clothing, accessories, and much more. Shop for the latest works from the next generation of artists in a curated gallery space, or attend one of our exciting events.

625 Gallery**625 Sutter Street, San Francisco, CA**

Monday–Friday: 10 a.m.–6 p.m.

Saturday: 10 a.m.–5 p.m.

Located in our main photography building, the 625 Gallery showcases emerging photography and fine art students as well as alumni work. New exhibits open the first Thursday of every month, so stop in and discover the next generation of artists. All proceeds benefit the artist and the Academy of Art University's Scholarship Fund.

The Cannery**2801 Leavenworth St, San Francisco, CA**

Tuesday - Sunday 9AM - 6PM

Adjacent to the Golden Gate Bridge in a historic cannery building, the Cannery Gallery showcases emerging student artists as well as alumni work. New exhibits open the first Thursday of every month, so stop in and discover the next generation of artists. All proceeds benefit the artist and the Academy of Art University's Scholarship Fund.

Landscape Architecture

Ceramics Studio

Student Galleries

Sculpture

Foundations Classrooms

Student Lounge

Admissions

Open Studios

Tool & Wood Shop

Financial Aid

PC Lab

Advertising: Young and Hungry

The Gating Room (Wax Studio)

Print Lab

Agency

688 Gallery**688 Sutter St, San Francisco, CA**

Monday – Friday: 9AM – 6PM

Adjacent to the Edgar Degas Apartment Building, the 688 Gallery is a non-profit gallery showcasing fine art, photography and mixed media art by student, faculty and alumni. New exhibits open the first Thursday of every month, so stop in and discover the next generation of artists. All proceeds benefit the artist and the Academy of Art University's Scholarship Fund.

1071 Pine St, San Francisco, CA

Visit Fitness & Recreation for current hours.

Just steps from the Rodin Residence Hall, the gym at 1071 Pine St. offers a full complement of weights, stationary bikes, treadmills, elliptical machines, and other exercise equipment. Stay healthy and happy with a range of classes designed to improve your fitness and keep you energized.

You must fill out a safety waiver to attend Campus Recreation classes and workshops, or to use the gym, pool, basketball courts and/or skateboard ramp. You can find the safety waiver here.

601 Brannan St, San Francisco, CA

Visit Fitness & Recreation for current hours.

When you need some sun with your workout, take advantage of our basketball courts at 601 Brannan Street.

Adjacent to our Interior Architecture & Design/Architecture building, there are batting cages and you can even join a pickup game or compete in regular tournaments on either of our regulation-sized basketball courts.

Take a break to get some sun and sweat in your eyes before getting back to your projects and stay healthy and fit.

You must fill out a safety waiver to attend Campus Recreation classes and workshops, or to use the gym, pool and/or basketball courts.

620 Sutter St, San Francisco, CA

Pool Hours:

Monday: 9am - 9pm

Thursday: 9am - 9pm

Sunday: 9am - 9pm

Tuesday: 9am - 9pm

Friday: 9am - 9pm

Gym Hours:

Wednesday: 9am - 9pm

Saturday: 9am - 9pm

Open Daily: 6am - 10pm

Visit Fitness & Recreation for current hours.

Located in the Clara Gil Stephens "Health and Wellness" Hall, the facilities at 620 Sutter St. include a six-lane indoor pool with lifeguards and a well-equipped gym with adjacent locker rooms. It's a great way to stay healthy and happy, and both the gym and pool are open to students with a valid ID card.

To use the 620 Sutter Pool or Gym, you must check in at the front desk prior to using the gym or pool. A recreation safety waiver must also be signed before initial use of the gym.

Acting Ticket office

Dance Studio

Theater

Cafe Rodin

1055 Pine St, San Francisco, CA 94109

Monday–Thursday:

Breakfast: 7–9 a.m.

Lunch: 11 a.m.–1:30 p.m.

Dinner: 5–8:30 p.m.

Friday:

Breakfast: 7–9 a.m.

Lunch: 11 a.m.–1:30 p.m.

Dinner: 5–8 p.m.

Saturday:

Brunch: 11:30 a.m.–1:30 p.m.

Dinner: 5–8 p.m.

Sunday:

Brunch: 11:30 a.m.–1:30 p.m.

Dinner: 5–8:30 p.m.

Cafe Rodin in the Rodin Residence Hall serves up hot and fresh meals daily using quality ingredients designed to keep you energized throughout the day. Sample our delicious offerings including:

Fresh fruit and salads

Delicious, hot, home-style

entrées

Delectable baked pizza and
pasta

Daily specials created by our
chef

Freshly baked desserts

Homemade soups

This Week's Menu (Monday -
Sunday)

Next Week's Menu (Monday -
Sunday) (no link)

I-House Cafe

860 Sutter St, San Francisco, CA 94109

Monday–Friday:

Breakfast: 7–9 a.m.

Lunch: 11 a.m.–1:30 p.m.

Marketplace: 3–5 p.m.

Dinner: 5–8 p.m.

Saturday–Sunday:

Brunch: 11:30 a.m.–2:30 p.m.

Dinner: 5–8 p.m.

Located in the International House residence hall, the I-House Cafe offers healthy and delicious meals in a comforting environment. Grab a quick bite, study with friends, or linger over any of our tasty meals including:

Fresh fruit and salads

Delicious, hot, home-style

entrées

Delectable baked pizza and
pasta

Daily specials created by our
chef

Freshly baked desserts

Homemade soups

Sutter Cafe

620 Sutter St, San Francisco, CA 94105

Monday–Friday:

Breakfast: 7–9 a.m.

Lunch: 11 a.m.–3 p.m.

Dinner: 5–8 p.m.

Brunch: 11:30 a.m.–1:30 p.m.

Dinner: 5–8 p.m.

With daily specials and delicious made-to-order dishes, the 620 Cafe is designed to keep you healthy and full during your studies. Stop in and recharge with any of our offerings including:

Fresh fruit and salads

Delicious, hot, home-style

entrées

Delectable baked pizza and
pasta

Daily specials created by our
chef

Freshly baked desserts

Homemade soups

Art Café

655 1/2 Sutter St, San Francisco, CA 94102

Hours: 11 a.m.–12 a.m. daily

Adjacent to the Brodie Residence Hall, the Art Café offers a wide selection of grab-and-go meals including sandwiches, salads, desserts, and hot microwaveable meals as well as coffee, tea, and food options.

Cafe Dior

625 Polk St, San Francisco, CA 94109

Monday–Thursday:

7:30 a.m.–10 p.m.

Friday:

7:30 a.m.–8 p.m.

Located in the Fashion building at 625 Polk St., Cafe Dior offers a wide selection of grab-and-go meals including sandwiches, salads, desserts, and hot microwaveable meals as well as an on-site Starbucks with a full complement of coffee, tea, and food options.

Cafe 180

180 New Montgomery St., San Francisco, CA

Monday–Friday:

9 a.m.–4:30 p.m.

Located inside our main academic building at 180 New Montgomery St, Cafe 180 offers a wide selection of grab-and-go meals including sandwiches, salads, desserts, and hot microwaveable meals as well as an on-site Starbucks with a full complement of coffee, tea, and food options.

Auguste Rodin Men's Residence Hall

1055 Pine St, San Francisco, CA

Notes: Male-only 24-hr security Mandatory meal plan

Amenities:

Computer lab, Pool table, Dining hall (The Rodin Café), Cable TV in the lounge

Room types available:

DDFB, DDHB, DDNB, DSFB, DSHB, DSNB, DPFB, DPHB, DPNB

The Auguste Rodin Residence Hall at 1055 Pine Street is a turn-of-the-century building located in the Nob Hill area of San Francisco and is our only all-male residence hall.

Offering shared rooms with shared and private bathrooms, Auguste Rodin Hall has study rooms with computers available for student use as well as ping-pong, pool and foosball tables, video game equipment, and cable television programming in the common area lounge.

The residence hall has an outdoor basketball court and garden area with tables and umbrellas for outdoor dining and relaxation, with the option of an in-house dining hall. The Rodin Café is located in the basement of the building and is open to any student with a valid meal plan.

The Commodore

825 Sutter St, San Francisco, CA

Notes: Co-ed Freshmen only Under 21 only

24-hr security Mandatory meal plan

Amenities:

Computer lab, Pool table, Dining hall (I-House Café), Cable TV located in the lounge

Room Types Available:

DDFB

The Commodore is located at 825 Sutter, across the from International House at 860 Sutter. Offering mostly double occupancy rooms, this building houses both men and women under 21-years old, and requires a meal plan.

Each student room features standard furnishings, a walk-in closet, and full bath and shower. The entire building (student rooms and common areas) is Wi-Fi enabled, and common areas include a study room, a recreation room with big screen TV and video games, computer kiosks, two common microwaves, a common refrigerator, coin-operated laundry, and a large lobby with seating areas.

Built in 1928 as a merchant seaman hotel, the Commodore has a whimsical eye for Neo-Deco styling and luxury liner details. Dramatic mosaics, murals and playful custom furnishings give The Commodore an air of sophisticated fun—spin the "Wheel of Fortune" when you check-in and see which of San Francisco's hidden treasures you will be your next adventure.

Located in the heart of the downtown area, three blocks west of Union Square and at the foot of Nob Hill, The Commodore is a short walk to the world famous cable cars, shopping, restaurants and theaters. Nearby are many Academy buildings in Nob Hill and downtown, including three dining halls, our gym, and a shuttle stop.

Howard Brodie Women's Residence Hall

655 Sutter St, San Francisco, CA

Notes: Female-only 24-hr security Mandatory meal plan

Amenities:

Computer lab, Pool table, Dining hall (Art Café), Cable TV located in the lounge

Room Types Available:

DDNB, DSNB, DPNB

The Howard Brodie Residence Hall at 655 Sutter is a modern building located in the heart of Nob Hill, two blocks from Union Square, and is our largest all-female 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 locked cabinet space and refrigerator space for student groceries.

Ansel Adams

2211 Van Ness Ave, San Francisco, CA

Notes:

21 and over only

Amenities:

Cable TV

Room Types Available:

DDNB, DDFB, DRU, DCL, PRU

The Ansel Adams building offers a unique blend of apartment style housing and residence hall style rooms. Tropical foliage and a koi fish-filled pond surround the exterior of this modern building, and an industrial kitchen with cabinet and refrigerator space is available for student use. The student lounge offers access to cable TV and video game equipment.

An intimate residence hall, students benefit from a tight-knit community of artists.

Located next door to the Mary Cassatt residence hall, both halls are staffed by the same Resident Director and Resident Assistants.

Clara Gil Stephens

620 Sutter St, San Francisco, CA

Notes:

Co-ed

Under-21 only

Mandatory meal plan

Amenities:

Big screen TV, Pool table, Gym, Pool, Dining hall

Room Types Available:

DDFB, DPNB, DPFB

Clara Gil Stephens Hall is located in the heart of Union Square.

This historic landmark was originally designed by famed Bay Area architect Lewis Parsons Hobart, who also designed Grace Cathedral on San Francisco's Nob Hill. Originally housing the San Francisco YWCA, it was later used as a hotel and features high vaulted lobby ceilings, a beautiful indoor pool area, grand entrance doors, and an exterior adorned with an array of international flags.

Today, the building offers co-ed housing for Academy students who are under 21. The building is also home to the Academy's fitness gym and indoor swimming pool with locker rooms, and campus recreation offering fitness classes to students.

Coco Chanel "Women's Empowerment" Hall

1916 Octavia Blvd, San Francisco, CA

Notes:

Female-only

Amenities:

Study room with computers, Ping-pong table, Cable TV in the lounge, Large common kitchen

Room Types Available:

DDFB, DDNB, DSFB, DPFB, DPNB, DSNB

This community centers its identity in promoting the awareness of gender equity and women's rights through student programming, open discussion, interactive learning, and empowering residents to embrace leadership opportunities on campus and in the community. The staff is dedicated to the advocacy, education, and support of both women and men with the interest of sustaining an inclusive and equitable campus and community.

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

Notes: Under 21 only Continuing students only

Amenities:

Study area, Ping-pong table, Pool table, Foosball table, Cable TV in the lounges, Half basketball court

Room Types Available:

DPNB, DDNB, DDHB, DSNB, DSHB, DSFB

Designed as an intentional living community for lesbian, gay, bisexual, transgender, intersex, and questioning residents as well as their allies, you'll have the opportunity to create what a gender neutral living community means to you.

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: 21 and over only Co-ed

Amenities:

Public computers, Ping pong table, Pool table, Cable TV in the lounge, Common kitchen

Room Types Available:

DSNB, DDNB, DDFB

The Mary Cassatt Residence Hall at 2209 Van Ness is an impressive classical Victorian building and a historical landmark featuring a carved oak spiral staircase, a beautiful hallway, hardwood floors, and stunning architectural details.

Each room has its own distinctive style and features shared and community bathrooms. The residence hall has computer kiosks, ping pong and pool tables, along with cable television and video game equipment are available in the student lounge.

The Star

1727 Lombard St, San Francisco, CA

Notes: Co-ed Continuing students Over 21

Amenities:

Cable TV in the lounge, Common kitchen

Room Types Available:

DDFB, DSFB, DPFB

This 1950's building was converted from a California surf-style motel, and is located in the Marina – one of San Francisco's most sought-after neighborhoods. Run, bike, or walk along the Marina and Crissy Field with stunning views of the Golden Gate Bridge hanging in the horizon.

The Star is a co-ed community open to continuing students under 21, offers a full kitchen and cable TV with video game equipment in the common lounge.

Bluxome Lofts

168 Bluxome St, San Francisco, CA

Note: 21 and over only

Amenities:

Laundry room, Laundry in unit, Residents at Bluxome can connect to internet via Ethernet cord/port.

Room Types Available:

ASSK, DCL, PRU, DRU

These newly renovated loft-style apartments are located in the desirable South of Market (SoMa) neighborhood just steps from the Academy's academic buildings at 466 Townsend and 601 Brannan and San Francisco's Design Center, Flower Market, and Gift Center.

Offering a unique living experience to students over 21 years of age, the hardwood floors and stainless steel kitchens give these apartments a modern and airy feel. The kitchen facilities are equipped with large appliances (refrigerator, range, and oven), but students are responsible for providing their own pots, pans, and dishes. Students will also need to bring an Ethernet cord as the building does not have wi-fi.

Edgar Degas Apartments

680 Sutter St, San Francisco, CA

Note:

21 and up Only

Amenities:

Foosball table

Ping-pong table

Big screen television with cable

Room Types Available:

ADSK, DCL, PRU

The Edgar Degas Apartments at 680 Sutter are located in the heart of Nob Hill, next to our 688 Gallery and across the street from our 625 Sutter academic building. The building is also minutes away from Union Square, the gallery district, and Chinatown with countless cafés, restaurants, parking garages, and grocery stores in the surrounding area.

Residents enjoy the ping-pong and foosball tables, video game equipment, a big screen television, and cable television programming in the common lounge as well as computer kiosks for use. Social events such as barbecues are sometimes held outside in the courtyard area, with programs and activities geared towards the over 21 and graduate student community.

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

Note:

Over-21 Only

Amenities:

Big screen television with cable

Room Types Available:

ADSK, PRU, DCL

This beautiful turn-of-the-century apartment building is located next door to the Academy's 540 Powell academic building and steps from the vibrant Union Square, Chinatown, and North Beach districts in San Francisco. Catch an iconic cable car right outside your door in this centrally-located apartment building. Residents enjoy the ping-pong and foosball tables, video game equipment, a big screen television, and cable television programming in the common lounge as well as computer kiosks for use. Programs and activities are geared towards the over 21 and graduate student community. The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

Half Moon Lofts

575 Harrison St, San Francisco, CA

Note:

Co-ed

Over-21 Only

Amenities

Laundry in unit

Room Types Available:

ASSK, DCL, PRU, SGL

These newly renovated artist lofts are located in the desirable South of Market (SoMa) neighborhood just a few blocks from the main academic buildings on New Montgomery Street, and offer a unique living experience to continuing residents.

Hardwood floors and stainless steel kitchens give these lofts a modern feel, and a pool table and video game equipment provide hours of entertainment and relaxing.

Programs and activities are geared towards a co-ed community of 21 years or older.

Johannes Vermeer Apartments

736 Jones St, San Francisco, CA

Note: 21 and over only
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 of 21 years or older. The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

John Singer Sargent Apartments

1900 Jackson St, San Francisco, CA

Note: Over-21 Only
Room Types Available:
ADSK, PRU, DCL, DRU

The John Singer Sargent Apartments at 1900 Jackson are housed in a modern building in the clean, lively, and beautiful Pacific Heights neighborhood. Located near Lafayette Park, you'll enjoy jogging, relaxing, picnics, sketching, drawing, or taking photographs. Well-known celebrities such as Danielle Steel and former First Lady of the Philippines Imelda Marcos own homes and live nearby.

Programs and activities are geared towards the graduate student 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

Notes: Co-ed Over 21 only
Amenities:
Ping-pong table, Pool table, Foosball table, Cable television in the recreation room
Room Types Available:
APSK, APSNK, PRU, ADSK, DRU, DCL, ASSK

The Leonardo da Vinci Apartments at 1080 Bush are located in our largest apartment building combining history and modernity. Within walking distance to most Academy campus buildings, as well as grocery stores, cafés, and restaurants, the apartments are located near the California Cable Car line and is only a 10-minute walk from Chinatown.

With a study room and computer kiosks available for student use, residents enjoy the ping-pong, pool, and foosball tables, as well as cable television programming in the recreation room. Programmed activities are geared toward the co-ed residents, who are 21 years old or older. The apartments have fully functional kitchens, however, students are responsible for bringing their own pots, pans, and dishes.

International House

860 Sutter St, San Francisco, CA

Notes: Co-ed Mandatory meal plan
Amenities:
I-House diner in the building, Pool table and foosball tables, cable TV
Room Types Available:
DDFB, DDHB, DDNB, DSFB, DSHB, DSNB

Come experience and learn from other cultures at the International House residence hall. Located in a six-story turn-of-the-century building in downtown San Francisco, you'll meet other students from around the world and improve your conversational and art-focused English skills together. Enjoy a hot meal in the I-House Cafe located in the building, and take a break from studying in our recreation or TV rooms with friends.

Shuttles

Free for all students and staff members, our shuttle service is designed to get you efficiently and safely around our urban campus in San Francisco. Shuttle stops are located near all university buildings—all you need is your ID card. Login to plan your trips for the day and enjoy the ride.

SIGNIFICANT EQUIPMENT

Department Name: Acting

Item #	Equipment/Facility Description:
1.	Classrooms with stages: Four classrooms offer theatrical stage setting, which allows our Acting students furniture and props to rehearse and perform scene work. Students use these rooms for private rehearsal space when not being used for instruction.
2.	200 seat theater at 620 Sutter St.: The theater space used for two theatrical productions per semester. Acting classes including voice, singing, speech, as well as auditions. Performances include plays, musical theater, improv shows, and a musical showcase.
3.	Alexander Technique Private Lessons: When enrolled in one of the ACT Alexander Technique classes, students are
4.	able to participate in private lessons with the instructor. This private lesson is conducted in a private space, used solely for these sessions.
5.	Industry Standard Demo Reels: The actors take three on-camera classes during their studies. Students act in three scenes per class each semester to be used in their demo reels. Students leave The Academy with a portfolio to seek professional work in the industry. Each scene is edited by our team of editors.
6.	The Audition Class offers Professional Headshots: The final audition class offers professional headshots, taken by a professional photographer, to be used for the students' acting resumes to get work in the industry.
7.	Casting directors give two day seminar: The casting seminar is offered over two days for students in their last year where they meet with and get feedback from professional casting directors from Los Angeles.
8.	180 seat theater at 79 New Montgomery: To screen films during the semester, and is also used for special events.
9.	A voice over demo reel from Voice Over classes: Voice Over classes offer a demo reel of student work created in a professional environment.
10.	Private singing coaching during Singing 1: Singing 1 offers private coaching during the semester.
11.	4 Theatrical productions put on per year: These performances include three plays and one musical. Two of these

Department Name: Advertising

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

Department Name: Architecture

Item #	Equipment/Facility Description:
1.	Print Lab: 1 Ricoh C901 printer, 1 ColorWave 650 color plotter, 2 Ricoh W3601 black & white plotters
2.	Room 112: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Impero Education Pro
3.	Room 225: computer lab. 24 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, 2 flatbed scanners

4.	Room 221: computer lab. 11 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray
5.	Room 466: computer lab. 18 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray
6.	2 100W Laser Cutters: Trotec 100W CO2 Laser Cutter, Ventilation System, 2 Dell Workstations - preloaded software - Job Control, AutoCAD 2015, Rhino5, Adobe CC 2015
7.	Robotic Arm: Kuka R900 sixx, 1 Dell Workstation Preloaded software- Robots in Architecture PRC, Grasshopper
8.	CNC Router: ShopBot PRSAlpha 96" x 48", 2HP Portercable Router, Vacuum table, and dust collection system, Dell Workstation preloaded software - RhinoCAM, Partworks 2D and 3D
9.	Vacuum Former: Formech 508FS, Speedaire 20 gallon air compressor
10.	Tool Room: Tools and consumables available for student use including, but not limited to the following- Jigsaws, Sanders, Angle grinders, Cordless drills, a variety of model making tools, hand chisels, clamps, glues, sand paper etc.
11.	Wood Shop: 2 Sawstop industrial cabinet saws, Milwaukee vertical panel saw, Robland horizontal panel saw, 2 Micromark desktop tablesaws, Powermatic drill press, Jet 14" Bandsaw, Rikon 18" Bandsaw, Makita compound mitersaw, Excalibur scroll saw, Oliver jointer, Powermatic planer, Vicmarc Wood lathe, dust collectors.
12.	Metal Shop: Millermatic 140 MIG Welder, Miller Syncrowave 200 TIG Welder, Ellis Drill Press, Ellis belt grinder, Dayton vertical bandsaw, Dayton horizontal bandsaw, Milwaukee abrasive chopsaw, Dayton combination - brake, shear, and roller, Dayton bench grinder, 2 fume extractors

Department Name: Communications and Media Technologies

Item #	Equipment/Facility Description:
1.	2 x Professional Audio Production Studios: Equipment includes: Apple MacPro Computers w/ sound editing/recording software: Adobe Audition CS 6, Professional Microphones and Mixing Boards
2.	1 x Profession Audio Production Studio / Radio Station. This Audio studio is the home of "Urban Knights Radio" our 7day -24 hour Radio station: Equipment includes: 1 PC w/ NexGen/Selector radio programming software + Professional automated playout software, Industry standard radio broadcasting automated soundboard + 1 MacPro w/Adobe Audition CS 6 + mixer + 6 professional microphones.
3.	1 x Professional Audio Production Studio (small): Equipment includes: Apple MacPro Computer w/ sound editing/recording software: Adobe Audition CS 6, Professional Microphone and Mixing Board.
4.	4 Computer Lab Classrooms: Each Classroom has 21 iMacPro computers. (84 total) Software includes: The Adobe Creative Suite, The Microsoft Office, Final Cut Pro
5.	1 Newsroom Classroom (21 seats) PC based classroom with specialized professional Newsroom Software (Associated Press - ENPS news writing software)
6.	1 Professional Television Studio / Classroom (large) Facility includes: Green Screen Cyclorama for Virtual Sets, Complete Lighting Grid with over 4 dozen lighting fixtures, Black curtains, 4 Robotic Cameras on pedestals with Teleprompters, 4 Person Operated Cameras on tripods, a camera jib and several wall mounted video monitors. Studio Control Room contains TriCaster 8000 studio switching system, HD Monitors, 8 Sennheiser wireless microphone systems, a 16 channel Audio Mixing board, Robotic Camera controller and a Clear Com communications system. There are also 21 seats, and whiteboards, and instructor computer.
7.	1 Professional Television Studio / Classroom (small): Facility includes: A Newsroom Set Green Screen Cyclorama, Complete Lighting Grid with over 2 dozen lighting fixtures, Black curtains, and 4 Robotic Cameras on pedestals with Teleprompters. Studio Control Room contains a TriCaster 450 studio switching system, 4 Sennheiser wireless microphone systems, a 16 channel Audio Mixing board, Robotic Camera Controller and a Clear Com communications system. There are also 21 seats, and whiteboards, and instructor computer.
8.	1 MASTER CONTROL ROOM Facilities include: 4 Video Tape Recorders(Digital Betacam, Betacam SP, 3/4" and VHS), 2 Digital Recorders, A 48 x 48 Digital Routing System. 2 Satellite Dish Receivers. (Satellite Dishes and Antennas on the roof of 79 New Montgomery.)
9.	Equipment Room Facility: For Student Equipment Check out. Equipment for check out includes: 18 Media Journalist Location Packages. Each Package contains a Panasonic HD Camera, Sennheiser Wireless Microphone, LED light, and Tripod.
10.	LIVE Broadcast / Webcast Remote Package: For student Produced Live Sports Programming and University Webcasts of LIVE events. Package includes: A TriCaster 850 studio switching system, 8 Panasonic HD cameras, Tripods, 16 channel Audio Mixing Board, Video Monitors, 8 Wireless Microphone systems, A Clear Com communications system, cabling and professional cases for transport.

Department Name: Fashion - Merchandising, Visual Merchandising, Product Development and Fashion Marketing

Item #	Equipment/Facility Description:
1.	Room 200, 2300 Stockton, Fabric Library used by Merchandising - Fabrics and Raw materials class and various Product Development classes. - Fabric swatches in racks and shelves - Fabric Tearing Tester - Trend Forecasting Books (over 100)
2.	Fabric Closet, 2300 Stockton - Fabric swatches in racks and shelves
3.	Visual merchandising studio, 2300 Stockton, used by Visual Merchandising classes and workshops - 9 Shadow Boxes - PhotoFlex backdrop kit (for seamless rollout) - 1 Light table top
4.	Visual Merchandising Closet, 2300 Stockton - 24 Mannequins - 31 Bodies and Dress Forms
5.	Fashion Design Room 110, 625 Polk Stoll Computer Room 1 Stoll CMS 330.6 7 Gage Computerized Knitting Machine 1 Stoll CMS 311 12 Gage Computerized Knitting Machine 20 Dell Monitors 10 Dell P.C. Computers
6.	Room 111, 625 Polk Knitwear Classroom 6 Dress Forms 16 Double Bed Domestic Knitting Machines 5 Industrial Linkers 3 Industrial Overlock sewing Machines 1 Industrial Buttonhole machine 2 Industrial Sewing Machines 2 Pattern Cutting Tables 5' x 16' 1 Yarn Winder 1 Storeroom 15' x 20' full of Foreign and Domestic Yarn Cones
7.	Room 118, 625 Polk Knitwear Classroom 16 Domestic Knitting Machines, Silver Seiko 10 Dress Form 9 Dubied Industrial Knitting Machines
8.	Room 119, 625 Polk Knitwear Classroom 18 Domestic Knitting Machines, Silver Seiko 1 Dress Form 1 industrial Iron Station
9.	Room 310, 625 Polk Sewing Room 3 Industrial Steam Iron Stations 19 Juki Sewing Machines
10.	Room 311, 625 Polk Pattern Cutting Room 1 Juki Industrial Sewing Machine 2 Pattern Tables 1 Industrial Steam Ironing Station 20 Dress Forms
11.	Room 312, 625 Polk Pattern Cutting Room and Sewing Room 22 Juki Sewing Machines 2 Industrial Overlock Sewing machines 4 Industrial Steam Iron Stations 3 Pattern Cutting Tables 19 Dress Forms
12.	Room 401, 625 Polk, Textile Design Classroom 2 Light Tables 8 classroom Tables 1 Dust Filtration cabinet 1 Heat Transfer Press
13.	Room 409, 625 Polk, Darkroom 1 U.V. Exposure Light 1 Vacuum Table
14.	Room 410, 625 Polk, Textile Design Classroom 1 Light Table 6 Classroom Tables 1 Heat Transfer Press

	<p>1 Jet Steamer 1 Backlit Wash Off Trough/Sink 1 Power Wash</p>
15.	<p>Room 411, 625 Polk, Textile Printing Studio 2 Printing tables 5' x 30' 5 Classroom Tables 7 Shelving Units</p>
16.	<p>Room 412, 625 Polk, Textile Printing Studio 1 11 Yard Fabric Steamer 2 Repeat Yardage Tables 1 Backlit Wash Off Trough/Sink in Sink Room 1 Power Wash</p>
17.	<p>Room 419, 625 Polk, Textile Printing Studio 2 Repeat Yardage Table 5 x 20' 1 U.V. exposure Unit 5 Shelving Units</p>
18.	<p>Room B35, 625 Polk, Pattern Making and Construction 20 Dress Forms 3 Patterning Tables 5' x 24' 3 Industrial Ironing Stations 19 Industrial Sewing Machines 2 Industrial Overlock Sewing Machines</p>
19.	<p>Room B50, 625 Polk, Pattern Making and Construction 17 Dress Forms 19 Juki Industrial Sewing Machines 3 Patterning Tables 5' x 16' 1 Industrial Overlock Sewing machine 4 Industrial Ironing Stations</p>
20.	<p>Room B60, 625 Polk, MFA Studio 4 Patterning tables 8' x 16' 19 Industrial Sewing Machines 3 Industrial Ironing Stations 1 industrial Fusing Press 29 Dress Forms</p>
21.	<p>Room 503, 625 Polk, Design Classroom and Sewing Lab 5 pattern cutting tables 22 Juki Industrial Sewing Machines 1 Juki Industrial Overlock Sewing machine 1 Industrial Blind Stitch Sewing Machine 1 Hashima Industrial Fusing Press 1 Industrial Vacuum Press 30 Dress Forms</p>
22.	<p>Fashion and Fashion Journalism 1st Floor, 180 New Montgomery, Pattern Making and Construction Sewing Machines: 1 Industrial Sewing Machines - Juki DDL-555: 1 14 Industrial Sewing Machines Judi DDL-8700: 14 2 Industrial Sewing Machines Judi DB2-B735-3: 2 5 Industrial Sewing Machines Judi 8500: 5 1 Industrial Sewing Machines Singer W7: 1 1 Industrial Sewing Machines Liamato Z 365: 1 1 Industrial Sewing Machines Brother 500: 1 1 Industrial Sewing Machines Judi MO-6700: 1 1 Light Table 3 Industrial Ironing Stations 24 Dress Forms 4 Patterning Tables</p>
23.	<p>Room B40, 180 New Montgomery, Pattern Making and Construction 17 Industrial Sewing Machines, Juki DDL-8700 1 Industrial Sewing Machines, Juki MO 6700 3 Patterning Tables 3 Ironing Stations 22 Dress Forms</p>
24.	<p>Room B45, 180 New Montgomery, Pattern Making and Construction 18 Industrial Sewing Machines, Juki DDL-8700 3 Pattern Tables Long Tables</p>

	3 Ironing Stations
25.	Room B81 Gerber Suite 18 Computer Stations 3 Servers 1 Digitizer 1 Plotter Printer Product Development Management software

Department Name: Fine Art Painting and Printmaking - Shop Equipment/Facility Description:

Item #		Equipment/Facility Description:
1.	305/307 sq. ft. presses equipment rollers tables	Intaglio and Relief Studio 2100 sq. ft. American French Tool (24"x 48") (2) Griffins (26"x 48") Takach-Garfield (33"x 57") Rosin box (23.5" x 19") vertical etching tank (23" x 20") 2 acid bath trays (25" x 21") water bath (31" x 42") Pexto 52" plate shear large drying rack (68" x 44") 4 comp. rollers (largest =16.75" x 6.5" dia.) assorted Takach brayers 2 glass inking stations (23" x 48") 2 glass inking stations (22.5" x 70") 4 large 8' x 5' work tables
2.	304 sq. ft. presses equipment stones rollers tables	Lithography Studio 1100 sq. ft. Thomas W. Hall (25"x 33") Fuchs & Lang (25" x 36) Brand? (32"x 56") Brand? (25"x 42") Graining sink w/ 2 levigators 660 lb. hydraulic lift AmerGraph photo plate exposure unit (27" x 23.5" approx.) (2) plate bases (24" x 36") 80 + 24" x 36" largest assorted leather rollers Assorted comp. rollers (largest = 24" x 8.5" dia.) 4 medium work tables (4'x8", 6'x5', 2.5'x12')
3.	302 sq. ft. presses	Letterpress Studio 2700 sq. ft. Vandercook SP20 Proof Press (max sheet 19"x25.5") Vandercook No. 4 Proof Press (max sheet 14.5" x 17.75") (2) Universal 1 Proof Presses (max sheet 15" x 21.75") 8 x 12 Golding No. 6 Jobber motorized platen 8 x 11 Challenge Gordon treadle platen 10 x 14 Colt's Armory motorized platen (die cutting)
4.	equipment tables	AZ Photopolymer platemaker (13.5" x 9.5" washout area) assorted Patmag bases (12" x 16" largest) (2) Ideal Kutrimmer hand paper cutters 31" large drying rack (32"x48") 5 large 5'x8' work tables
5.	301 sq. ft. screens equipment tables	Silkscreen Studio 1500 sq. ft. assorted (largest = 25" x 30") AmerGraph exposure unit (41" x 32" glass) fully equipped dark room large drying rack (32"x48") 19 work stations 36" x 60" w/ hinge clamps
6.	120 sq. ft. presses equipment tables	Printmaking Studio 2160 sq. ft. Takach (60" x 32") Griffin (44" x 23") Takach Litho press (18" x 36") 2 acid bath trays (25" x 21") water bath (31" x 42") large drying rack (44'x68") 4 glass inking stations (36" x 72") 4 large 4'x8' work tables
7.	400 sq. ft. equipment tables	Book Arts Studio 3100 sq ft. Challenge Diamond 30.5" motorized paper cutter Jaques Board Shear 45" (2) Ideal Kutrimmer hand paper cutters 44" Table top drill press hand perforator 4 large work tables (3'x9' & 3.5'x6')

8.	701 Chestnut Studios	44 private painting studios
9.	room 303	framing room/ mat cutter/miter saw/saw photo room/ lighting/cyclone/light stands

Department Name: Fine Art Sculpture

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

Department Name: Game Development

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

Department Name: Illustration

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

Department Name: Industrial Design

Item #	Equipment/Facility Description:
1.	Laser Room - (1) Stratasys Eden 260V, (1) Stratasys Support High Pressure Wash-out Station (2) Epilog Fusion 32, (2) Morn Laser 960, (1) Graphtec CE-5000 vinyl plotter, (1) Zcorp 650
2.	FDM lab - (1) Afinia H800, (4) Afinia H480, (1) MakerBot Replicator, (1) Makerbot Z18, (1) Othermill, (1) FormLabs Form 1
3.	Metal Shop - (1)Horizontal Bandsaw, (2) Variable Speed Vertical Bandsaws, (7) Grizzly Engine/Gunsmithing Lathes, (1) Brobo Coldsaw, (1) Delta Variable Speed Drill press, (5) Bridgeport/Grizzly Knee Mills, (1) Miller TIG welder, (1) Miller MIG welder, (1) Lincoln CNC plasma cutter, (1) 20" disc sander, (2) Tool Grinding Stations, (1) 20" disc sander, (1) vertical belt sander, (1) Delta buffing station
4.	Wood Shop - (4) SawStop Tablesaws (3) Westward/ Delta Drill Presses, (3) Delta Bandsaws, (1) Grizzly Resaw Bandsaw, (1) Dewalt Chopsaw, (1) Vertical Panel Saw
5.	Paint Mixing Room - (1) Pneumatic Paint Shaker (1) Fume Hood
6.	Paint Facilities - (1) Fullsize Downdraft Booth, (1) Partitioned Spray Booth - 6 stations, (1) Crossdraft Spray booth
7.	Computer Lab Equipment/Facility Description: Computer Labs – (120) computers, (107) Wacom Cintiq
8.	Large Format Printer Room - (3) Epson Large format printers, (1) HP large format printer
9.	(5) Ricoh multifunction color laser printers
10.	(3) Projectors
11.	(3) Dell Mobile Workstations

Department Name: Interior Architecture and Design

Item #	Equipment/Facility Description:
1.	Print Lab: 1 Ricoh C901 printer, 1 ColorWave 650 color plotter, 2 Ricoh W3601 black & white plotters/scanners
2.	Room 110: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Impero Education Pro, Television, speakers
3.	Room 111: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Impero Education Pro, Television, speakers
4.	Room 105: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Robotel
5.	Room 121: computer lab. 26 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray
6.	Room 209: computer lab. 19 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, 2 flatbed scanners
7.	Room 206: classroom and computer lab. 21 Dell Precision Workstations. Autodesk Building Design Suite, Adobe Creative Suite, Rhino3D, V-Ray, Television, speakers
8.	IAD Materials Library: IAD materials library houses material samples including, wood, stone, fabrics, tiles, etc. which are available for onsite student reference and use.
9.	Wood Shop: 2 Sawstop industrial cabinet saws, Milwaukee vertical panel saw, Robland horizontal panel saw, 2 Micromark desktop tablesaws, Powermatic drill press, Jet 14" Bandsaw, Rikon 18" Bandsaw, Makita compound mitersaw, Excalibur scroll saw, Oliver jointer, Powermatic planer, Vicmarc Wood lathe, dust collectors.
10.	2 100W Laser Cutters: Trotec 100W CO2 Laser Cutter, Ventilation System, 2 Dell Workstations - preloaded software - Job Control, AutoCAD 2015, Rhino5, Adobe CC 2015
11.	Tool Room: Tools and consumables available for student use including, but not limited to the following- Jigsaws, Sanders, Angle grinders, Cordless drills, a variety of model making tools, hand chisels, clamps, glues, sand paper etc.
12.	IAD Archiving Rooms: used for collection and storage of BFA & MFA student work for the CIDA, NASAD, & WASC accreditations.

Department Name: Jewelry and Metal Arts

Item #	Equipment/Facility Description:
1.	3 Jewelry and Metal Fabrication Studios 18 Soldering stations equipped with: - 11 Meco Midget Natural Gas/Oxygen torches - 8 Smith Silversmith Acetylene and Air torches - 2 Smith "Little Torch" Oxygen/Acetylene torches 6 Baldor Benchtop Polishing Lathes with Dust Collectors 2 Benchtop Single Speed Drill Presses 1 Cameron Micro Precision Variable Speed Drill Press 7 Freedom Flex Shafts 1 Copper Electroforming Bath with Rectifier 1 20-ton Hydraulic Jewelry Press & Accessories 2 Rolling Mills

	<p>2 Platen Hammers 2 Benchtop Guillotine Metal Shears 3 Beverly Shears 3 Bench Mounted Bolt Cutters 3 Bench Grinders 2 75lb. Anvils 1 50lb. Anvil 4 Tool Cabinets with over 120 metal fabrication and goldsmithing hammers, stakes, mandrels, small anvils and files</p>
2.	<p>Metal Shop 2 TIG Welders 3 MIG Welders 3 Oxygen/Acetylene Gas Welders 1 Plasma Cutter 1 Stick Welder 1 Treadle Hammer 1 MIFCO F100-A Round Flat Hearth Forge 2 100 lb Anvils 2 Patina Booths with Natural Gas/Oxygen Torches 5 Ventilated Grinding Booths 1 Large Floor Standing Sandblasting Cabinet 1 Powder Coating Booth with Lights 2 Vertical Bandsaws, 2 Horizontal Bandsaws 3 Burr King Belt Sanders 1 Combination Belt/Disc Sander 1 Beverly Shear 1 Bench Mounted Bolt Cutter 1 Bench Grinder 1 Tool Cabinet with Forging Hammers, Swages and Tongs</p>
3.	<p>Wood Shop 3 Floor Mounted Variable Speed Drill Presses 2 Vertical Band Saws 1 Horizontal Panel Saw 1 Sawstop Table Saw 1 Jointer 1 Router Table 2 Mitering Chop Saws 2 Combination Belt/Disc Sanders 1 Planer, 1 Oscillating Spindle Sander, 1 Scroll Saw</p>
4.	<p>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</p>
5.	<p>Enameling 2 Paragon XPRESS-Q-11A Digital Control Enameling Kilns 1 StencilPro Screenprinting Kit</p>
6.	<p>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</p>
7.	<p>Laser Cutting and CNC 2 Epilog Fusion 60 Watt Laser Cutters 1 Eplilog Helix 25 Watt Laser Cutter 1 Othermill Desktop CNC Milling Machine</p>

	2 Acrylic Heat Benders Digital Design Lab with 30+ Cintiq Workstations running Adobe Creative Suite
8.	3D Printing Lab 4 Afinia H480 3D Printers 1 Afinia H800 3D Printer 1 Formlabs Form1+ 3D Printer 2 Makerbot Replicator 3D Printers 1 Stratsys Objet 3D Printer Digital Design Lab with 30+ Cintiq Workstations running Rhino and Keyshot
9.	Small Metals Machining 3 Sherline 4000C Benchtop Lathes 1 Grizzly Benchtop Metal Lathe 1 Grizzly Mini Milling Machine 1 Jet JVM Vertical Mill and Accessories
10.	Stonesetting and Waxworking 16 5" Engraving Block Ball Vices 2 Matt Mini-Lathe Wax Lathes with Milling Tables

Department Name: Landscape Architecture

Item #	Equipment/Facility Description:
1.	Computer Lab with 21 computers with key software, including: Adobe Creative Suite, Autodesk, Revit, AutoCAD, 3ds Max and Plugins, Rhino3d, Sketchup, Lumion, Google Earth.
2.	Print Lab with OCE Colorwave Large Format Printer, Ricoh Large Format Scanner, Small Format Color Printer.
3.	Assigned Drafting Tables with Mayline and Studio Space that is well-lit.
4.	Pin-up and Presentation Area that is well lit.
5.	Lecture Presentation/Seminar Rooms with state of the art presentation equipment.
6.	The Cannery's proximity to historical sites and public space designed by world renowned landscape architects. For Example: Levi Plaza, Union Square, Crissy Field, Joseph Conrad Park, Presidio.
7.	Reference Books and Slide Collection (20,000 slides)
8.	The Cannery's Courtyard and other public areas for observation, survey and temporary installations.
9.	School Nursery with native plants and succulents.
10.	Model Building Shop.

Department Name: Motion Pictures and Television

Item #	Equipment/Facility Description:
	The Equipment Facility has more than 6,000 resources for students to checkout and use throughout each semester. According to the level of the class the student can reserve and use the equipment between 3-5 days a week.
1.	Digital Cameras The Equipment Facility has various different digital camera's for homework, projects and thesis projects: 35 HD DSLR Camera's - Canon 5D, Canon 7D, and Canon T5i's. x130 Small HD Camcorders - Canon H- FM500's and Sony CX-160's 20 Large SD/HD Camcorders - Panasonic DVX, HPX170 & HVX200 (which all come with a follow-focus and mattebox kit). 3 High-End HD Digital Camera's - Sony F5, Arri Alexa, and Red Epic Dragon. (which all come with a set of lenses, mattebox/follow-focus, Tripod/support and filters).
2.	Film Cameras The Equipment Facility has various different film camera's for homework, projects and thesis projects: 55 16mm film cameras - Bolex (mechanical), Aaton LTR7 (electric), Arri-S (electric), and Arri-SR (electric), which all comes with a set of lenses. 3 Super 16mm film camera's: Arri-SR2 and the Arri-SR3, which comes with lenses and tripod/support. 4 35mm film cameras: Arri-BL2, Arri-BL3, Arri-35III, and the Arri-435, which all of these camera's come with set of lenses, tripod/support, mattebox/follow-focus and filters.
3.	Sound Equipment 15 Lavalier Microphones - AudioTechnica and Sennheiser kits are provided. 45 Shotgun Microphones. 50 Recorders - We have really basic Zoom H4n Recorders to 2-Channel and 5- Channel mixers/recorders. 90 accessories to support sound - from Headphones, to adapters/cables, and support/mounts for microphones.
4.	Lighting Equipment The Equipment Facility has a few different types of lighting that students utilize for their projects, homework and thesis projects. 50 Arri Lights - Ranging from 300w to 2000w lights. 40 Mole-Richardson Lights: Ranging from 200w to 2000w lights. 20 Kinoflo lights (soft lighting) - Ranging from 2-bank lighting to 4-bank lighting. x100 lighting accessories- Stingers, scrims, dimmers, junction boxes, etc.
5.	Grip Equipment

	The Equipment Facility has a several different types of grip gear that students utilize for their projects, homework and thesis projects. 300 Light Stands - Baby light stand, C-Stand, High Roller Stands, Combo Stands, etc x200 Light Modifiers - Flags, nets, silks (to manipulate and control lighting).
6.	MPT Computer Labs (180 NM) The Computer Lab provides over 80 computers for students ranging from Lower to Upper Division to use for their homework and class projects for editing as well as for class use. The Computer Lab provides different programs used for editing projects: Avid Media Composer Adobe Premiere Pro Any other necessary programs for editing
7.	MPT Studios (466 Townsend) All the studios are to be used for class. When the studios are not being used for class, the students are allowed to reserve the studio and use it for class projects or final thesis. In addition, most studios are open during the weekends for the students. Each studio has its own lighting, grip, etc. equipment. Occasionally students will have to bring camera and sound from the equipment facility for their projects. Each set has a production design with walls, furniture, professional lighting, etc. Studio 100 Studio 100 is the largest of the studios with its own set design, sound system, grip gear and a set design with their own props. 31 Stands- C-Stands, baby light stands, high roller stands, etc. 32 Arri Lights- Ranging from 300w to 5000w lights 8 Mole-Richardson Lights- Ranging from 1000w to 2000w 450 accessories - Grip, stingers, light modifiers, and any other accessories that support making motion pictures.
8.	Studio 103 Studio 103 is a medium size studio with its own set design, not as many props as the larger studios, with some lighting and grip gear. 70 stands- C-Stands, baby light stands, high roller stands, etc. 30 Mole-Richardson Lights - Ranging from 650w to 2000w. 350 accessories - Grip, stingers, light modifiers, and any other accessories that support making motion pictures.
9.	Studio 106 Studio 106 is the second largest of the studios with its own set design, sound system, grip gear and a set design with their own props. 66 stands- C-stands, baby light stands, high roller stands, etc. 15 Arri Lights - Ranging from 150w to 2000w lights. 30 Mole Richardson Lights - Ranging from 200w - 1000w lights. 500 accessories - Grip, stingers, light modifiers, and any other accessories that support making motion pictures.
10.	Studio 107 Studio 107 is a medium size studio with its own set design, not as many props as the larger studios, with some lighting and grip gear. 10 Stands - C-Stands, baby light stands, high roller stands, etc. 20 Mole Richardson Lights - Ranging from 300w to 2000w lights. 100 accessories - Grip, stingers, light modifiers and any other accessories that support making motion pictures.
11.	Studio 109 Studio 109 is a medium size studio with its own set design, not as many props as the larger studios, with some lighting and grip gear. 50 Stands - C-Stands, baby light stands, high roller stands, etc. 40 Mole Richardson Lights - Ranging from 300w to 2000w lights. 150 accessories - Grip, stingers, light modifiers, and any other accessories that support making pictures.
12.	Virtual Reality Equipment Ricoh Theta Camera is a cutting edge camera used in Virtual Reality/360 film production. Students can use these cameras to create their own Virtual Reality films in the VR Class

Department Name: Music Production and Sound Design for Visual Media

Item #	Equipment/Facility Description:
1.	Room 105 Mac Pro Omnirax desk Impulse 61 Midi Controller iLok Dongle Vienna Dongle Pro Tools Logic Sibelius Vienna Suite Vienna Ensemble Yamaha Hs5 Monitor System McDSP
2.	Classroom 110 17 Stations iMac

	61 Key Controller Pro Tools logic iLok Dongle Vienna Dongle Vienna Ensemble Headphones McDSP
3.	Classroom 140A 17 stations Logic Sibelius iMac x 17 QSC Speakers 61 Key Controller Headphones McDSP Logic Sibelius
4.	Classroom 140B 17 Stations iMac 61 Key Controller Logic Pro Tools Headphones Sibelius Adobe Creative Suite
5.	Classroom 254 Avid S6 Mac Pro & Thunderbolt Display Genelec 5.1 McDSP Izotope Pro Tools HDX iLok Dongle 70" Television
6.	Classroom and Studio 712 D-Command Mixing Surface Pro Tools HDX Dynaudio 5.1 Monitor System Focusrite 8 Channel Pre UA Audio 4-710d Distressor Compressor Mac Pro x 2 iMac x 3 iLok Dongle x 5 M-Audio Speakers M-Box Pro McDSP 64 Pin Point Patch Bay Vocal Booth Pro Tools x 4 Logic x 5 ATHM20 Headphones x6 Electric Piano
7.	Class & Studio ADR 701/702 C24 Pro Tools HD Native with 8x8x8 Avalon Dual Pre Mac Pro Dynaudio Speakers Thunderbolt Hub Waves McDSP iLok Dongle 64 Pin Point Patch Bay Vocal Booth
8.	B20 Foley Stage Mac Pro & Thunderbolt Display Dynaudio Speakers 80" Sharp Television M-Audio Speakers Mackie Big Knob Presonus Interface 61 Key Controller Pro Tools logic iLok Dongle
9.	Pro Tools Edit Rooms 2nd Floor: 2008,2009,2010,2011,2012,2022,2023,2024 (8 Rooms) Mac Pro Pro Tools Logic McDSP Izotope Focusrite Interface Blue Sky Monitoring System Avid Artist Control Alesis Speakers
10.	Virtual Instrument Room 109 Mac Pro 2 x Thunderbolt Displays Omnirax desk Behringer X-Touch Apollo Thunderbolt Focal CMS 65 2.1 Monitor Speakers

	3TB Disk Drive Pro Tools Logic Sibelius Vienna Suite Vienna Ensemble Pro Vienna Suite Plug-in Bundle Vienna Instruments Pro Vienna MIR Pro Vienna Dimension Strings Vienna Appassionata Strings Vienna Dimension Brass Vienna Woodwinds I Vienna Percussion – Standard Library Vienna Percussion – Extended Library Vienna Special Edition 1 – Extended Library Vienna Konzerthaus Room Pack East West Orchestra Gold East West Stormdrum 2 East West Ra Omnisphere Vienna Solo Strings Vienna Solo Strings - Extended Vienna Choir
11.	Room 108 iMac Studio Desk M-Audio Speakers Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle
12.	Room 113 iMac Studio Desk Dynaudio Speakers Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle
13.	Room 116 iMac Studio Desk M-Audio Speakers Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle
14.	Room 117 Mac Pro & Thunderbolt Display Studio Desk Genelec Monitor System Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle Vienna Dongle Sibelius Vienna Ensemble
15.	Room 118 Mac Pro & Thunderbolt Display Studio Desk Genelec Monitor System Focusrite Interface 61 Key Controller Pro Tools logic iLok Dongle Vienna Dongle Sibelius Vienna Ensemble

Department Name: Photography

Item #	Equipment/Facility Description:
1.	Digital Computer Labs for Editing and Printing: 44 Mac workstations with Adobe Creative Suite, CaptureOne Pro, and Premier. 9 Epson 4900 Printers and 8 Epson 7900 Printers
2.	Digital Computer Labs for Scanning and Editing and Advanced Printing: 22 Mac workstations. 2 Epson 1000XL scanners, 5 Nikon 9000 scanners, 1 Imacon flextight 646, 1 Hasselblad flextight x1 scanner for film and photo scanning and 2 3880 Epson Piezo negative printers, 2 4880 Epson piezo printers, 1 7880 Epson printer, and 1 9900 Epson XL 44-inch blotter printer.
3.	Lighting Studios for Portraits, Still life and Studio Demos. Each Studio has the following equipment: hot lights, seamless backdrops, apple boxes, light stands, heavy duty tripods, and grip equipment. Students also have access to the

	following equipment to utilize in studios: Porofoto Strobe lighting, light modifiers, softboxes, umbrellas, reflectors, gels, and still-life seamless tables
4.	Large Lighting Studio: used by commercial and fashion photography students working with models and vehicles in their shoots. The studio has the following equipment: broncolor strobe lighting systems, parabolic reflectors, large flats, seamless cove backdrop, pre-made sets for backdrops, light-modifiers, hair & makeup stations, studio grip equipment (apple boxes, light stands, stand adapters, gels, screens, flags, tape etc.)
5.	Location Lighting Equipment: Students have access to Canon cameras, lenses, accessories, and Profoto lighting equipment, light modifiers, grip equipment, light stands, umbrellas, softboxes and tripods to learn on- location photography lighting.
6.	Phase One Kits. Commercial Photo studio standard. Advanced students have access to the following equipment in studio: PhaseOne IQ140 Kit, and a PhaseOne XF160 kit, Hasselblad Mount digital Blacks with charger and battery. Students have access to the following for on location: 3 Digital Leaf backs mount for manual and digital Hasselblad cameras.
7.	Motion for Photographers Equipment. Students use the following equipment to film motion work with Canon DSLR's: Zoom H4n 4-Channel Handy Recorder (2015) H5 Portable Digital Audio Record, SM58 Vocal Microphone, Sennheiser ME66/K6 Shotgun Microphone Kit, Manfrotto 502HD Pro Video tripods with 75mm Half-Ball , Zacuto Z-Finder Pro 3.0x for 3.2 optical viewfinder.
8.	Black and White Darkrooms: used by fine art and documentary students working on traditional photography processes. Students that use the black and white darkrooms have access to the following equipment: enlargers, easels, lenses, trays, tongs, darkroom sinks, and film developing tanks.
9.	Mixed Media and Alternative Studios: used by fine art students working on historical, antiquated and contemporary photography processes. Students that use the alternative darkrooms have access to the following equipment: enlargers, mural enlargers, exposure units, easels, lenses, flat irons, darkroom sinks, film developing tanks, trays, tongs, glass pitchers, and graduated cylinders.
10.	Private MFA Photo Studios: used by commercial and fine-art students post midpoint to work on-campus to complete their thesis portfolio. Students use these spaces to edit work, matting, framing, working on final presentation of photo work, extensive photoshoot setups, space to build sets, fine-art photo processes, consistent lighting, etc. Students have access to the following equipment: chemical and photo process storage, trays, tons, lighting equipment and modifiers, seamless backdrops, hot press, paper cutters, mat- cutters.
11.	Phase One Kits. Commercial Photo studio standard. Advanced students have access to the following equipment in studio: PhaseOne IQ140 Kit, and a PhaseOne XF160 kit, Hasselblad Mount digital Blacks with charger and battery. Students have access to the following for on location: 3 Digital Leaf backs mount for manual and digital Hasselblad cameras.

Department Name: Visual Development

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

Department Name: Web Design and New Media

Item #	Equipment/Facility Description:
1.	Motion Graphics Lab Room 415: 21 MacPro Workstations 21 Cinema Display Monitors
2.	12 iPads available for UX testing
3.	Digital Capture Equipment: 8 DSLR Canon Rebel xTi 12 50mm Portrait 3 tripods PowerPack strobe Power Supply (90-260V) softboxes and lights
4.	Software: Adobe CC, Sketch, Coda, MAXON Cinema 4D Studio, FontLab, Adobe Type Library, 3rd Party Plugins

[Back to Table of Contents](#)



A

Academic Probation, 47, 48, 50, 128
 Academic Standing, 47, 48, 51, 57, 85, 86, 88
 Academy Resource Center, 59, 61, 64, 101, 151
 Access for Students with Disabilities, 64, 65
 Accounts Receivable, 34, 35, 58, 59, 95, 97, 152
 Accreditation, 8, 9, 62, 166
 CIDA Accreditation, 8
 NAAB Accreditation, 8
 NASAD Accreditation, 9
 WSCUC Accreditation, 8
 Add Classes, 58
 Admissions Requirements, 11
 Appeals and Grievances, 97
 Application, 11, 12, 13, 24, 25, 28, 29, 30, 33, 34, 36, 37, 39, 42, 60, 62, 102, 103, 104, 105, 113
 Architecture Students, 71, 84, 151
 Art Teaching Credential, 8, 9, 11, 27, 41, 46, 138
 Articulation Agreement, 14
 Associate of Arts, 9, 13, 40, 46, 51, 53
 Attempted Units, 52
 Attendance, 9, 15, 36, 50, 52, 59, 60, 61, 62, 64, 80, 81, 83, 95, 100, 102, 103

B

B.Arch, 8, 40, 138
 Bachelor of Architecture, 8, 53
 Bachelor of Fine Arts, 9, 13, 53, 84

C

Campus Security, 96, 114, 132, 135, 151
 Change of Final Grade, 88
 Changing Degree Programs, 39
 Changing Majors, 39
 Classroom Services, 64, 65, 151
 Complaints, 97, 98, 119, 124, 125
 Completed Units, 47, 48, 52
 Completion Rate, 45, 48, 50, 51, 52, 53, 54, 59, 60, 85, 86
 Course Cancellation, 58
 Course Learning Outcomes, 83, 88
 Course Numbers, 43
 Credit Hours, 43, 44, 45
 Curriculum Changes, 39

D

Declaring a Major, 39
 Directed Study, 44, 45, 62, 65, 85, 109, 110
 Dismissal, 47, 48, 61, 62, 101, 113, 114, 116, 135
 Dress Code, 96
 Drop, 28, 35, 36, 48, 52, 58, 59, 60, 61, 62, 64, 75, 80, 81, 87, 88, 100, 101, 104, 105, 162, 171, 172

E

English as a Second Language, 12, 16, 35
 Enrollment, 9, 15, 25, 26, 28, 29, 30, 33, 34, 36, 37, 39, 40, 45, 47, 48, 50, 53, 56, 57, 58, 59, 60, 62, 85, 86, 87, 90, 91, 92, 95, 101, 102, 107, 148
 Enrollment Agreement, 9, 37, 56, 58, 59, 60, 95
 Equipment, 39, 64, 77, 86, 114, 149, 151, 152, 153, 155, 156, 157, 158, 159, 160, 161, 162, 164, 165, 166, 168, 169, 171, 172
 Excused Absences, 80, 81

F

Facilities, 34, 64, 67, 86, 148, 149, 150, 153, 157, 161, 166
 Failed Prerequisite, 48, 58
 Federal School ID, 24
 Fee, 6, 12, 13, 26, 27, 28, 29, 30, 33, 34, 35, 36, 57, 59, 60, 61, 76, 77, 90, 95, 97
 FERPA, 90, 91, 92, 93, 129
 Final Grade, 47, 48, 52, 59, 80, 83, 84, 85, 87, 88
 Final Review, 41, 62, 65, 77, 109, 110
 Financial Aid, 24, 25, 26, 27, 34, 35, 36, 37, 45, 46, 47, 48, 50, 51, 52, 53, 54, 57, 59, 60, 61, 85, 86, 91, 97, 152, 153
 Foundations, 11, 44, 45, 142, 151, 153
 Full-Time, 7, 29, 45, 53, 57, 59, 100, 101, 103, 104, 105, 106

G

GPA, 11, 13, 25, 41, 45, 46, 47, 48, 50, 51, 52, 53, 54, 59, 62, 83, 85, 86, 88, 101, 104
 Grade Change, 87, 88
 Grade Exclusion, 51, 85, 86
 Grade of Incomplete, 86, 87
 Grades, 36, 45, 47, 48, 51, 52, 59, 61, 80, 83, 84, 85, 86, 116
 C-, 51, 83, 84, 85
 D-, 52, 83, 85
 F, 53, 59, 60, 80, 81, 84, 87, 115
 W, 51, 52, 53, 59, 60, 85
 WF, 51, 52, 53, 59, 60, 85, 88
 Grading Criteria, 83
 Grading Policy, 80, 81, 88
 Graduate Students, 25, 27, 40, 41, 44, 45, 46, 53, 57, 62, 65, 76, 84, 100, 109
 Graduation, 7, 11, 12, 14, 39, 40, 41, 45, 46, 51, 56, 57, 78, 92, 137
 Gramm-Leach-Bliley Act (GLBA), 92
 Grievance Committee, 48, 64, 88, 91, 97, 112

H

Health Insurance, 96, 97, 106
 Holidays, 22, 59, 121

I

Incomplete Grades, 45, 51, 52, 84
 Installment Plan, 28, 35
 International Student, 11, 16, 28, 29, 33, 39, 56, 59, 61, 62, 65, 100, 101, 102, 103, 104, 105, 106, 107
 International Transcripts, 13
 Internship, 44, 45, 62, 85, 104, 105, 109, 118, 137
 Intersession, 22, 34, 36, 40, 56, 58, 84, 101, 110

L

Landscape Architecture Students, 84
 Liberal Arts, 13, 16, 20, 142, 150, 152
 Library, 28, 34, 65, 66, 67, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 114, 150, 151, 162, 165, 166, 171, 172

M

M.Arch, 8, 11, 12, 41, 46, 51, 62, 138
 Make-Up Work, 81
 Master of Architecture, 8, 11, 41, 53
 Master of Arts, 9, 11, 41, 53
 Master of Fine Arts, 8, 10, 41, 53
 Maximum Timeframe, 50, 51, 52
 Mid-Semester Grades, 84
 Military Students, 14, 57, 107
 Minimum Grade Requirements, 45, 52, 84
 Mission Statement, 7

O

Official Grades, 47, 84
Online Class Search and Registration, 27, 56
Online Student Identity Verification, 62

P

Part-Time, 7, 40, 41, 45, 92, 101, 103, 104, 105, 106
Payment, 25, 26, 27, 28, 34, 35, 36, 60, 61, 77, 93, 95, 113, 135
Placement, 12, 15, 16, 17, 18, 19, 56, 84
Plagiarism, 113, 116
President, 45, 46, 57, 71, 93, 115, 117, 130, 135
President's Honor Roll, 45, 46
Program Learning Outcomes, 138, 139, 140, 141, 142
Progress Grades, 84
Proof of High School Graduation, 11, 14

R

Reapply, 110
Re-Entry, 14, 42, 47, 48, 56, 57, 58, 102, 106
Refund, 26, 28, 29, 30, 33, 35, 36, 37, 59, 60, 61, 62, 102
Registration, 8, 9, 12, 14, 15, 22, 27, 28, 29, 30, 34, 35, 36, 48, 56, 58, 59, 60, 104, 109, 118, 129, 152

S

Satisfactory Academic Progress (SAP), 46, 47, 48, 50, 85, 86
Satisfactory Progress Appeal, 50, 54
School of Acting, 9, 138, 144, 149
School of Advertising, 138, 144, 149
School of Animation & Visual Effects, 138, 144, 149
School of Architecture, 9, 12, 138, 144, 149
School of Art Education, 138, 144, 149
School of Art History, 139, 144, 149
School of Communications & Media Technologies, 139, 144, 149
School of Fashion, 139, 145, 149
School of Fine Art, 139, 144, 149
School of Game Development, 9, 140, 145, 149
School of Graphic Design, 140, 145, 149
School of Illustration, 140, 145, 149
School of Industrial Design, 9, 140, 145, 149
School of Interior Architecture & Design, 140, 145, 150
School of Jewelry & Metal Arts, 140, 145, 150
School of Landscape Architecture, 9, 141, 145, 150
School of Motion Pictures & Television, 141, 146, 150
School of Music Production & Sound Design for Visual Media, 9, 141, 146, 150
School of Photography, 141, 146, 150
School of Visual Development, 141, 146, 150
School of Web Design & New Media, 141, 146, 150
School of Writing for Film, Television & Digital Media, 9, 142, 146
Standard Occupational Classification (SOC) Codes, 144
State Aid, 13
Student Advisor, 16, 35, 39, 40, 41, 45, 48, 56, 58, 59, 61, 62, 87, 90
Student Code of Conduct, 74, 95, 112, 113, 128, 135
Student ID, 35, 62, 95, 103, 112, 113, 151

T

Third Attempt Courses, 53
Title IX Policies, 114, 117, 118, 119, 120, 122, 123, 124, 125, 126, 127, 128, 129, 130
TOEFL, 15
Transcripts, 11, 12, 13, 14, 19, 20, 28, 35, 46, 48, 57, 59, 60, 77, 90, 116
Transfer Policies, 13, 14
Transfer Students, 57
Transferability, 15
Tuition, 22, 24, 26, 27, 28, 29, 30, 33, 34, 35, 36, 37, 57, 58, 59, 60, 61, 62, 93, 107

U

Undergraduate Architecture Students, 84
Undergraduate Grade Levels, 43
Undergraduate Residency Requirement, 15
Undergraduate Students, 11, 13, 14, 25, 39, 41, 45, 53, 76, 84, 86, 100, 101
Unexcused Absences, 80
Use of Student Likenesses and/or Images, 95

V

Veteran Records, 90
Vocational Rehabilitation and Employment Benefits (CH31) or Post-9/11 G.I. Bill ® (CH33), 34

W

Withdrawal, 35, 36, 47, 48, 51, 52, 59, 60, 61, 62, 83, 85, 88, 101, 102