



art academy of cincinnati

**STUDENT
CALENDAR
HANDBOOK
& CATALOG
2011-2012**

Art Academy of Cincinnati

Academic Calendar 2011-2012

Fall 2011 Semester

August 25 – December 14, 2011

August 25:	New Student Orientation Begins
August 25:	Dorm Move-in
August 26 - 28:	Student Orientation Continues
August 29:	Classes Begin
September 5:	Labor Day Holiday
September 23:	Last Day to Withdraw without a Grade
October 14:	Midterm Grades Due @ Noon
Oct. 25 – Nov. 4:	Spring Advising
November 9-10:	Spring Registration Priority Drop-off
November 11:	Last Day to Withdraw
November 23 -25:	Thanksgiving Break
December 9:	Classes End
December 12-14:	Final Critiques & Exams
December 16:	Final Grades Due at Noon
Winter Break:	December 19, 2011 – January 8, 2012

Spring 2012 Semester

January 5 – May 3, 2012

January 5:	New Student Orientation
January 9:	Classes Begin
January 16:	Martin Luther King Holiday
February 3:	Last Day to Withdraw without a Grade
February 20:	Presidents' Day Holiday
February 24:	Midterm Grades Due @ Noon
March 5-9:	Spring Break
March 19-30:	Fall Advising
March 30:	Last Day to Withdraw
April 4-5:	Fall Registration Priority Drop-off
April 24:	Classes End
April 26-27:	Final Critiques & Exams
TBA:	3rd Year Reviews and Scholarship Judging
TBA:	2nd Year Reviews and Scholarship Judging
TBA:	1st Year Reviews and Scholarship Judging
May 4:	Final Grades Due @ Noon
May 5:	Commencement Rehearsal
May 11:	Art Academy Awards
May 12:	Commencement

Welcome to the Art Academy Community

On behalf of the members of the board of trustees, faculty, and staff, I welcome you to the Art Academy of Cincinnati community. As the playwright George Bernard Shaw noted, “Without art, the crudeness of reality would make the world unbearable.” As our new or returning students will discover during this academic year, the critical-thinking and problem-solving skills that they will acquire distinguishes them from other art and design students who did not receive such an educational experience. You should be proud to join a rich tradition of excellence that includes painter John Twachtman from the 1870s and sculptor Petah Coyne from the 1970s. As you embark on this new phase of your lives, remember photography curator Anne Tucker’s advice, “All art requires courage.” We are confident that you have the talent and skills to discover the right path for your college career.

David T. Johnson
Interim President

This is our first year to provide an AAC student calendar and handbook for faculty, staff, and students. Our community’s important dates and deadlines are highlighted on the daily calendar. The student handbook and policies are in the back of the calendar for your reference. We are pleased to publish artwork by two AAC students: Maureen Fellingner, (front cover) and Kristen Lundberg, (back cover.) This has been an energetic project, and Denise Watson’s guidance has been extremely invaluable.

We are looking forward to an exciting 2011-2012 academic year. We are glad that you are part of our AAC culture. Be inspired, be curious, and never stop wondering!!

Have a great year,

Diane K. Smith
Professor of Art History
Interim Academic Dean

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This version of the Art Academy's Catalog/Student Handbook is in effect for the 2011–2012 academic year, August 2011 – May 2012. The current catalog and all of its contents supersede all prior versions of the student handbook and any contents therein.

The Art Academy reserves the right to make changes to this publication at any time. Any such changes will be communicated to students and will be made accessible electronically. All Art Academy students are responsible for knowing, understanding, and abiding by the terms of this catalog. By receiving this publication, students agree to comply with all Art Academy policies, procedures, and mandates herein. Further, by receiving this document, all students attest to their full and complete understanding of the consequences of failing to abide by the regulations and other information in this catalog.

Each student must sign an affidavit of receipt and understanding, certifying that he or she has received this publication and that he or she fully and completely understands its contents, consequences, applications, ramifications, and scope.

This publication is also available online at www.artacademy.edu.

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About the College

History of the Art Academy of Cincinnati:

The Art Academy of Cincinnati began in January 1869 as the McMicken School of Drawing and Design, one of the first established departments of the University of Cincinnati. In 1881 the Cincinnati Museum Association persuaded the school to relocate to the Cincinnati Art Museum to become one of few museum schools in the nation. In 1887 the McMicken School of Drawing and Design formally became the Art Academy of Cincinnati and was no longer affiliated with the University of Cincinnati.

In 1948 the Art Academy became a charter member of the National Association of Schools of Art and Design, and two years later the college introduced a four-year curriculum.

Under the leadership of Academic Dean Jerry McDowell, the Art Academy's administration separated from the Cincinnati Art Museum's administration in 1973. The only museum school in the region, the Art Academy offered a Certificate of Arts in fine art and design. In 1979 the Ohio Board of Regents authorized the Art Academy to confer the Bachelor of Fine Arts degree.

As enrollment grew beyond the capacity of its Eden Park campus, the Art Academy acquired a three-story building in Mount Adams in 1979. As the demand for graduate study in arts and education increased, the Art Academy began offering the Master of Arts in Education degree in 1995.

In 1998 the Art Academy ended its tenure as a museum school when it fiscally separated from the Cincinnati Art Museum. The move toward self-governance launched the Art Academy's presence as the only independent college of art and design in the Greater Cincinnati area.

In 2005 the Art Academy moved from its Eden Park and Mount Adams locations to its current campus in historic Over-the-Rhine, a move that enabled the college to provide 24-hour access to over 100 student studio spaces, instructional studios, and other campus facilities. In 2006, the college acquired apartment-style dormitories for freshmen.

Mission Statement:

Our mission as an independent college of art and design is to provide personalized education in the visual arts.

Vision Statement:

Our vision is to excel and to be recognized as a vibrant, creative community dedicated to engaging innovative visual artists who make meaningful contributions to the world.

Core Values and Associative Values:

Integrity

- Excellence
- Reliability
- Dedication
- Ethics
- Responsibility
- Sustainability

Innovation

- Creativity
- Curiosity
- Risk-taking
- Open-mindedness
- Critical thinking
- Inspiration
- Personal vision

Community

- Collaboration
- Diversity
- Partnerships
- Stewardship
- Local/global cultures

Experience

- Heritage
- History
- Contemporary practice
- Distinction
- Professionalism
- Life-long learning

Universal Educational Goals:

- Become practicing visual artists.
- Develop a personal creative voice.
- Use visual, written, and spoken language effectively.
- Become self-directed learners.
- Value and sustain intellectual and creative growth.
- Understand their role in the context of the global community.

Universal Educational Objectives:

- Students learn, practice, and integrate the strategies, methods, and skills needed to conceive, develop, and execute works of art and design.
- Students learn ideation, research skills, exploration, and investigation as part of the creative process.
- Students learn to describe, analyze, interpret, and evaluate their work and the work of others in the context of relevant cultural, historical, and global influences.
- Students learn to develop, articulate, and express personal content.
- Students learn to see and make connections between their studio practice and their academic studies including the humanities, social and natural sciences, and art history as a means of driving and supporting the artistic process and developing content.
- Students demonstrate critical thinking in their verbal and written communication through writing assignments, presentations, participation in class discussions, and critiques.
- Students learn to be self-directed and to sustain intellectual and creative growth.

Affiliations and Authorizations:

The Art Academy of Cincinnati is a private independent college of art and design. It is accredited by the National Association of Schools of Art and Design (NASAD) and is a charter member of NASAD. The Art Academy is also accredited by North Central Association of Colleges and Schools (NCA/HLC). The college has been issued a certificate by the Ohio Board of Regents under Section 1713.03 of the Ohio revised code. It is authorized under federal law to enroll non-immigrant alien students.

Statement of Compliance:

The Art Academy of Cincinnati maintains an atmosphere that is welcoming to all students and that is conducive to their academic and personal success. The Art Academy provides an environment free of all forms of harassment – an environment in which all students and employees are treated with dignity and respect. The Art Academy subscribes to Title VI of the 1964 Civil Rights Act. It is the policy of the college that no person shall be subject to discrimination as a student or employee because of race, color, national origin, sex, handicap, sexual orientation, marital status, or age in enrollment, access, treatment or employment. The Ohio State Board of Education and the State Approving Agency for Veterans Training have authorized the college to enroll students under the G.I. Bill.

In compliance with the Americans with Disabilities Act of 1990, the Art Academy will provide reasonable accommodations to persons who identify themselves as having a disability provided that documentation of the disability is on file with the Art Academy. Such accommodations are

intended to ensure that all persons who need access to services, programming, instruction and facilities are not unfairly excluded from such access due to a disability.

The Vice President of Finance and Operations coordinates compliance with the nondiscrimination requirements contained in the implementing regulations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975.

Admissions:

BFA PROGRAM ADMISSION REQUIREMENTS:

To be considered for admission to the Art Academy's Bachelor of Fine Arts degree program, you must present the following:

- An application for admission
- Your portfolio of artwork
- A 500-word artist's statement
- A letter of recommendation from an art teacher
- Your high school transcript and college entrance tests scores

PORTFOLIO:

Your portfolio demonstrates your potential to succeed as an artist in our program.

The portfolio should contain 10 to 12 pieces of your best original artwork. You should include the following criteria when creating your portfolio:

- 3 to 5 black-and-white observational drawings from life, using traditional approaches that demonstrate effective handling of foreground, middle ground, and background
- at least one self-portrait in any medium
- a selection of works in any medium or color. Sketchbooks/journals can be part of your submission.
- Portfolios can be submitted on CD or DVD and mailed to:

Admissions
Art Academy of Cincinnati
1212 Jackson Street
Cincinnati OH, 45202

Or you may submit your portfolio via email to admissions@artacademy.edu or schedule an appointment for a personal review at 513.562.8740.

ARTIST STATEMENT:

Your 500-word artist statement should describe the type of art that interests you, your creative process as an artist, your artistic goals and what you are looking for in an art school.

LETTER OF RECOMMENDATION:

Your letter of recommendation must be mailed directly from your art teacher to the Art Academy. It should describe your artistic talent, your habits as a student and your ability to succeed at the college level.

TRANSCRIPT AND TEST SCORES:

Your academic transcript must be mailed directly to the Art Academy by your high school. Test scores must be mailed directly from the testing service. Applicants must have a minimum 2.0 high school grade-point average and score 400 or higher on all three subsections of the SAT, or have a composite score of 20 or higher on the ACT.

DEFINITION OF CONDITIONAL ACCEPTANCE:

The Admissions Committee can conditionally accept students. This conditional acceptance runs throughout the first semester of enrollment at the Art Academy. Applicants who meet portfolio requirements can be admitted on a conditional basis if they have a grade point below 2.0, or if they have a score below 400 on any subsection of the SAT or a composite score below 20 on the ACT. If the conditionally accepted student earns at least a 2.0 in the first semester, the conditional acceptance is lifted.

Requirements of Conditional Acceptance:

Any student who has been designated as “conditional” is required to adhere to the following guidelines as they pertain to a particular student’s special needs:

1. With receipt of their acceptance letter, students are notified by the Admissions Committee of their “conditional” status.
2. The student is registered for a reduced load of twelve (12) credits during the first semester of enrollment at the Art Academy. It will be recommended that the student not enroll in Art History I during his or her first semester. The student and advisor will create a strategy to help the student make up the Art History I course, as well as any hours needed to graduate within four years.
3. During the summer Prep Session and/or Orientation, the student must have initial mandatory meetings with:
 - a. Dabby Blatt, the Art Academy’s counselor. Please provide the counselor with documentation of any special learning needs or accommodations that the student will require on or before this mandatory meeting.
 - b. The writing tutor.
4. Additional meetings with the counselor and writing tutor may be recommended based on the student’s performance during his or her first semester.

The End Goal of Conditional Acceptance:

Students are conditionally accepted because the Art Academy of Cincinnati wishes to ensure academic success.

Questions:

If the student has any questions regarding conditional acceptance or the requirements listed, please contact the Admissions Office at 513.562.8740.

INTERNATIONAL STUDENTS:

International students must follow the full admission procedure and provide an official high school transcript evaluation from an accredited evaluation service (e.g. World Education Service, International Research Foundation, or Educational Credential Evaluators) indicating successful high school completion.

Additionally, a TOEFL (Test of English as a Foreign Language) is required if English is not a student's first language. A TOEFL score of at least 550 (paper based), 213 (computer based), or 80 (internet based) must be achieved.

International students living/studying in the United States may have the TOEFL waived after meeting with an Admissions representative.

After being accepted to the Art Academy, an international student must provide notarized bank documentation of funds in US Dollars to support one year of study/living expenses at the Art Academy before an I-20 Form will be issued.

TRANSFER OF CREDITS FOR THE BFA:

Up to 60 credits may be transferred to the BFA degree program. The appropriate regional body must accredit the institution where those credits were earned. The transfer courses must be compatible with the Art Academy's program and are evaluated by the department chairs. Grades should be 2.0 or higher and are evaluated on a case-by-case basis. Acceptance of credits earned more than 10 years ago will be at the discretion of the appropriate department chair and the Academic Dean.

LIFE CREDIT:

The Art Academy of Cincinnati recognizes that not all college-level learning takes place in the classroom. In addition to our transfer credit policy from other accredited institutions, we also provide the opportunity to earn college credit as appropriate for prior learning experiences. Students can earn credit for life experience learning through the submission of portfolios to the Department Chairs and Academic Dean for credit evaluation. The exact nature of academic requirements that must be met in order for credits to be awarded through portfolio completion varies depending on the departmental requirements. Life Credit will not be evaluated as part of the admission process and will be awarded after acceptance into the program.

EVALUATING PREVIOUS CREDIT FOR READMISSION:

Students who leave the Art Academy of Cincinnati for a period of one year or longer will be required to use the current catalog for degree completion. A full re-evaluation of previously earned credits will be conducted by the appropriate department chair to determine applicability to the current curriculum. Discontinued courses may be applied where course content is consistent with current practices in art or with new course requirements.

FRESH START POLICY:

Undergraduate students who have been readmitted to the college after an absence of five years may petition the Academic Dean to have former courses treated in compliance with the Fresh Start Policy. Upon approval of a Fresh Start, the student's cumulative GPA will be initiated from the date of entry. Credit for prior work will be established at the time of readmission. A request for a Fresh Start must be submitted in writing within one year of readmission and applies only to courses taken at the Art Academy of Cincinnati before readmission. Approval of the petition

may be delayed until the end of the first year of return to evaluate current progress. Fresh Start is not automatic and it is not guaranteed. The Fresh Start option may be effected only once during a student's academic career.

MAAE PROGRAM ADMISSION REQUIREMENTS:

To be considered for admission to the Art Academy's Master of Arts in Art Education degree program, you must present the following:

- An application for admission
- Your portfolio of artwork
- A 500-word artist's statement
- Two letters of recommendation
- Your college transcript
- A copy of your teaching license

We encourage you to submit each component as soon as it is available. All elements are due by June 1, 2012 for admission to the Summer 2013 session.

PORTFOLIO:

Your portfolio should include 12 pieces of recent artwork that are representative of your art-making skills, originality, and individual expression.

If you live within 150 miles of Cincinnati, you are required to visit the Art Academy for a portfolio review and personal interview with the MAAE chair and a representative from the Admissions office.

You should bring actual pieces of artwork, not slides or digital images. You are encouraged to visit the Art Academy for an in-person portfolio review and interview even if you live farther than 150 miles from Cincinnati. If this is not possible, mail your portfolio in slide format or as a CD.

If you are submitting your portfolio in slide format, label the top of each slide with your name, the title, medium and dimensions of the artwork depicted and present the slides in a plastic slide sheet. If you send digital images, enclose the medium / dimensions on an accompanying list.

Mail to:

Admissions
Art Academy of Cincinnati
1212 Jackson Street
Cincinnati OH, 45202

ARTIST STATEMENT:

Your 500-word artist statement should provide a brief personal history, including your educational background and work experience. It should highlight your commitment to teaching and state your reasons for pursuing an advanced degree.

LETTERS OF RECOMMENDATION:

Your two letters of recommendation should attest to your professional and scholarly experience. The letters should be mailed directly from your references to the Art Academy of Cincinnati.

TRANSCRIPTS:

You must have copies of your official academic transcript sent directly to the Art Academy from all colleges and universities you attended. A minimum cumulative grade point average of 2.0 is required.

COPY OF TEACHING LICENSE

Licensure as an art teacher is strongly recommended in order to best fulfill the requirements of the degree.

Enrollment & Registration Policies

CLASSIFICATION OF STUDENTS BASED ON COURSE LOAD:

The following classifications have been established based on unit load:

Full-time student	Registered for 12 or more units
Three-quarter-time student	Registered for 9.0 to 11.5 units
Half-time student	Registered for 6.0 to 8.5 units

LIMITATION ON COURSE LOAD:

A regular full-time student registers for 12-18 credit hours per semester and is expected to remain enrolled in at least 12 credit hours per semester. Students who wish to take more than 18 hours during a semester must obtain approval from the Academic Dean. Full-time tuition covers 12-18 semester hours. Students will be billed on a per credit basis for additional semester hours.

MATRICULATION AGREEMENT:

Matriculation is an agreement between the Art Academy and each student as to the steps both will take to help ensure that the student attains his or her educational goals. The matriculation process begins when the student applies for admission and continues throughout the student's tenure as a student. Enrollment, registration for courses, orientation, assessment, mandatory end-of-year reviews, senior thesis reviews, and class attendance are all components of matriculation. A matriculated student is one who enrolls in courses at the Art Academy and progresses toward a degree.

The Art Academy agrees to provide each student with the resources necessary to succeed as students in the visual arts, including an orientation to the practices and procedures of the college; academic advising; learning assistance; counseling services, assessment of artistic development; assessment of writing; quality instruction that provokes independent thought and development; career counseling, internships, exhibitions, and competitions; and studio spaces that are conducive to a wide range of art disciplines.

The student agrees to abide by the policies and procedures of the college; attend classes on a regular basis; complete all assignments on time; participate in extra-curricular events that enhance the educational experience; seek support services to assist in comprehending and

completing course work; seek counseling services, as needed; maintain steady progress toward his or her educational goals according to standards set by the Art Academy of Cincinnati; consult with his or her advisor; participate in all required assessment components, including, but not limited to annual studio reviews and writing assessments.

REGISTRATION:

All matriculated students register for classes during the announced registration period. Students plan a program of study with approval of their advisors and then register using SonisWeb, a web-based registration system. Although each student is assigned an academic advisor, students are responsible for assuring that they meet all requirements for their degree. Credit is not given for a course for which a student has not registered. After the registration period, classes will be open to non-degree and consortium students and class availability is contingent on space available.

AUDITING A COURSE:

To audit a course is to register for a credit course and attend regularly without earning any credits for the course. The cost of auditing a course is half the cost of regular tuition. Audited courses are not eligible for financial aid, and they do not apply towards graduation. A student who audits a course cannot petition the Art Academy at a later date to obtain college credit for the audited course. Students must obtain approval from their academic advisors to audit a course.

ADDING A COURSE:

Courses may not be added after the first day of the semester except with the consent of the Instructor. A Drop/Add form may be obtained in the student mailroom, faculty/staff mailroom or from the Registrar (Room S265). Students must meet first with their academic advisor for approval then obtain all necessary signatures. The form must be submitted to the Registrar's office in order for the course to be added. Failure properly complete and submit the required form will result in the course being omitted from the student's transcript.

REPEATING A FAILED COURSE:

Students may repeat a failed course for the purpose of replacing the "F" in the cumulative grade point average.

INCOMPLETE:

A grade of "I" (Incomplete) may be granted to a student who did not complete the requirements of the course when normally due. The granting of an Incomplete is at the discretion of the instructor. Adequate time to complete the requirements of the course will be provided, depending on the amount of work missed. A contract for an Incomplete must outline the instructor's requirements for deadlines and successful fulfillment of course requirements, and this contract must be signed by both the instructor and the student. If the student does not execute a contract or meet the terms of the contract, the grade becomes an "F." An Incomplete should not be granted if a student's accumulated absences exceed 20% of the course length.

LEAVE OF ABSENCE:

Students who may need to interrupt their studies for a period of less than one year due to illness (documentation required), financial circumstances or other reasons may request a leave of absence by completing a "Request for Leave of Absence" form and a meeting with the Academic Dean for approval.

A leave of absence will allow students to maintain their academic standing and any Art Academy continuing scholarships during their leave. If a student does not return after the end of the leave, he or she will be withdrawn. Students receiving a student loan must also obtain approval from the Director of Financial Aid. Since loan regulations differ from the Art Academy's internal Leave of Absence policy, students must meet with the Director of Financial Aid regarding the consequences to the repayment of their student loans. Students who do not receive such approval will be considered withdrawn (see below) as of the last date of attendance.

WITHDRAWAL FROM THE COLLEGE:

Students who fully withdraw from the Art Academy must complete an "Exit Interview Form" obtained from the Registrar or the Faculty/Staff Mailroom. The form is also available online here: www.artacademy.edu/assets/pdfs/registrar/exitform.pdf. Signatures from the persons listed below must be obtained in the following order: Advisor, Finance Office, Financial Aid Office, and Academic Dean. Students must complete an exit interview with the Academic Dean. Students who withdraw completely from the Art Academy may return within one calendar year at the beginning of a semester without loss of academic status. Students who receive student loans must also complete an exit interview with the Director of Financial Aid so that they may be informed of the consequences that a complete withdrawal will have on the repayment of their student loans. Refer to the Academic Calendar for exact withdrawal deadlines.

WITHDRAWAL FROM A COURSE:

If the withdrawal takes place during the first four weeks of the semester, the course will not appear on the student's transcript. A student who withdraws from a course will earn a grade of "W" on his or her transcript if the course withdrawal occurs after the fourth week of the semester. A grade of "W" is non-punitive and does not affect the student's grade point average. However, it may affect satisfactory academic progress. See "Satisfactory Progress" policy. After the 11th week of class, a student may no longer withdraw, and a grade must be recorded for the course. If a student does not "officially withdraw" from the Art Academy, but is no longer attending classes, students will be assigned a grade of "UW," which is a punitive grade equivalent to an "F."

COLLEGE TRANSCRIPTS:

Students who would like to request a copy of their academic record must submit a written request to the Registrar's Office. The request must include the student's name used while attending the Art Academy, Social Security Number, the number of transcript copies requested, and the name and address of the designated recipient. Transcripts are provided only in response to a written request from the student. Official transcripts will be mailed directly to the designated recipient. Transcript request forms are available online and in the student and faculty/staff mailrooms. Visit www.artacademy.edu/academics_and_programs/registrar/transcript-request.php for the online version of the form.

The Art Academy cannot forward to a third party copies of transcripts issued from other colleges and universities. The recognized parties are the Art Academy and the institution that issued the transcripts to the Art Academy. The student is a third party. Students desiring such transcripts must request them directly from the issuing institution.

Academic Regulations

GRADING:

The numerical grade values are as follows:

A = 4.0	C = 2.0	UW = 0.0
A- = 3.7	C- = 1.7	
B+ = 3.3	D+ = 1.3	
B = 3.0	D = 1.0	
B- = 2.7	D- = 0.7	
C+ = 2.3	F = 0.0	

MEANING OF THE LETTER GRADES:

Grades are reported twice each semester; at mid-term and at the close of the term. The mid-term grade is a preliminary indication of the student's progress to date. Only the final grade is entered into the student's official record.

A Excellent:

The student displays in the required course work exceptional growth, consistently higher performance beyond meeting course requirements, sophisticated reasoning and problem solving skills, an understanding and mastery of subject matter and insight that goes beyond the course's basic concepts and principles. The student meets course attendance and exceeds in participation and assignment expectations.

B Proficient:

The student displays in the required course work growth, good reasoning and problem-solving skills, proficiency in understanding course subject matter and basic concepts and principles. The student meets course attendance, participation, and assignment requirements.

C Adequate:

The student demonstrates in the required course work acceptable growth, acceptable thinking and problem-solving skills, a basic understanding of course subject matter and basic concepts and principles. The student demonstrates a willingness to comply with course attendance, participation, and assignment requirements, but is inconsistent in meeting these requirements.

D Unsatisfactory:

The student demonstrates in the required course work both a deficiency in growth and an inadequate understanding of course subject matter. The student is inconsistent and often fails to meet course attendance, participation, and assignment requirements.

F Failing:

The student fails to demonstrate growth in the required course work. The student is weak in reasoning and problem-solving skills and shows little to no understanding of course subject matter and basic concepts and principles. The student is unable to meet course attendance, participation, and assignment requirements.

W Withdrawal:

Does not affect cumulative grade point average.

UW Unofficial Withdrawal:

Counts as an F in the cumulative grade point average.

The criteria in each grade range focuses on quality, consistency, growth and effort. The use of a plus or minus grade suffix reflects judgment by faculty as to how the student meets criteria within the letter grade range. A total cumulative average of 2.0 must be reached in order to earn a degree. The cumulative grade point average (CGPA) is determined by adding the total quality points earned divided by the credits attempted. Each student is responsible for the knowledge of the cumulative average (CGPA) in any given year.

HOW TO CALCULATE YOUR GRADE POINT AVERAGE (GPA)

Your grade point average (GPA) is calculated by dividing the total number of grade points earned by the total number of credit hours attempted.

EXAMPLE:

- A = 4 grade points
- B = 3 grade points
- C = 2 grade points
- D = 1 grade point
- F = 0 grade points
- UW = 0 grade points

I (Incompletes) and W (Withdrawals) do not affect the GPA because they earn no grade points and reflect no credit hours attempted.

To calculate your GPA, divide the total number of grade points earned by the total number of credit hours attempted.

Total Grade Points: ÷ Total Credits Hours Attempted: = GPA

$$43 \div 15 = 2.86$$

To calculate your Cumulative GPA (CGPA) add the total number of grade points earned from all semesters. Then add the total number of credit hours attempted from all semesters. Divide the total grade points earned by the total credit hours attempted. The result is your CGPA.

It is your responsibility to know and understand the formula for calculating both the GPA and the CGPA.

CLASS ATTENDANCE:

Students are expected to attend classes regularly. An absence in no way relieves a student from the responsibility of making up work missed, regardless of the cause. Students are encouraged to notify the instructor if they are unable to attend classes because of severe illness or emergency.

Each member of the Art Academy of Cincinnati faculty will provide all students enrolled in his or her courses with a written statement of the attendance policy for each particular course during the first week of the semester. This statement will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences and/or late arrivals as defined by the professor. Each instructor will define in their syllabus how they will handle late arrivals and how they will affect the students' grades.

EARLY ALERT PROCEDURE:

In the event that a student shows inconsistent attendance or performance in a class, faculty will notify the Counselor and Director of the Learning Assistance Center, who will determine a course of action for the student. This may include receiving guidance from the Learning Assistance Center, contacting the advisor or scheduling appointments with the tutors or the counselor. Further absences will result in a review by the Retention Committee and possible administrative withdrawal from the college and, as it applies, from college housing. Instructors may notify students of unsatisfactory work at any time during the semester.

ACADEMIC HONORS

DEAN'S LIST:

Undergraduate students who achieve a term grade point average of 3.50 or higher at the end of the semester will be placed on the Dean's List provided that they are registered for at least 9 credit hours during the term and have completed all course work for the semester.

GRADUATION WITH HONORS:

Baccalaureate degrees are conferred with honors in accordance with the following cumulative grade point averages.

- Summa Cum Laude, GPA 3.9
- Magna Cum Laude, GPA 3.7
- Cum Laude, GPA 3.5

The achievement of these ranks is announced during commencement exercises.

ACADEMIC INTEGRITY AND APPEALS

ACADEMIC HONESTY POLICY:

The Art Academy of Cincinnati is a community of faculty, staff, and students committed to the exchange of ideas contributing to intellectual growth and artistic development. A shared commitment to scholarly values, intellectual integrity, and respect for the ideas and work of others is essential to the college's mission. The Art Academy insists upon academic integrity at all times. Violations of academic integrity threaten the atmosphere of trust, fairness, and respect essential to artistic and scholastic development, and they undermine the quality of a college education. In situations involving suspected violations of academic integrity, procedures and sanctions established by the Council of Adjudication shall be followed.

Students are expected to be honest in their dealings with faculty, staff and fellow students in all circumstances. In class assignments, students must submit work that fairly and accurately reflects their level of accomplishment. Any work that is not a product of the student's own efforts is

considered dishonest whether it is studio or academic work. Academic honesty includes, but is not limited to, the following:

- The submission of any work not actually produced by the student submitting the work.
- Submission of the same work for two or more classes unless previously approved by all faculty concerned.
- Failure to cite the words or ideas of another in a work submitted for evaluation.
- Obtaining answers to an examination, test or quiz from an unauthorized source either within or outside of the class in which the examination is given.

If a faculty member suspects a student of academic dishonesty, the following procedure shall be followed:

1. The faculty member discusses the concern with the student and collects relevant information. The subsequent steps apply only if, after this meeting, the faculty member believes academic dishonesty has occurred:
2. The faculty member notifies the Academic Dean and submits proof of academic dishonesty.
3. The Academic Dean consults with appropriate parties, as deemed necessary, including but not limited to the professor, student, academic advisor and department chair before reaching a decision.
4. If it is determined that academic dishonesty has occurred, the student automatically receives an “F” for the project. Faculty members have the further option of assigning a grade of “F” for the entire course.
5. The Academic Dean notifies the student in writing that the penalty may include the loss of scholarship monies or dismissal from the Art Academy.
6. The student has the right to appeal these decisions and must submit a written appeal to the Council of Adjudication.

ACADEMIC STANDARDS POLICY:

In order to remain enrolled in the Art Academy of Cincinnati and to remain eligible to collect Title IV funding, loans, grants and other financial aid, students must achieve both components of the Academic Standards Policy.

1) All students must maintain at least a 2.0 cumulative grade point average (CGPA). If a student’s CGPA falls below 2.0, he or she will receive an academic warning for one semester. If the student does not achieve a CGPA of at least 2.0 by the end of the following semester, the student will be dismissed from the Art Academy. A student must have a cumulative grade point average of at least 2.0 in order to graduate.

2) All students must make satisfactory progress in order to earn their degrees within the maximum time frame allowed: 12 semesters (six years) at full-time enrollment. Satisfactory Academic Progress will be reviewed at the end of each semester. All periods of enrollment are reviewed, including semesters for which no financial aid was received. All students must complete at least 67% of all attempted credit hours to remain in good standing. Grades of W, UW, F and I do not count toward meeting satisfactory academic progress. If a student falls behind in Satisfactory Progress, he or she will receive an academic warning and will have one semester to remedy the deficiency. If the student fails to make up the deficit by the end of the following semester, he or she will be dismissed from the Art Academy.

STUDENT DISCIPLINARY PROCESS POLICY:

After the Art Academy staff has conducted a neutral fact-finding process and it is determined that a student has violated an Art Academy policy or rule, the following sequence of actions can occur.

- Formal Warning: Notes of this meeting documenting the behavior, the infraction against Art Academy policy will be kept in the student's official file. Imposition of a fine will occur if appropriate.
- Probation: Implies that the student is given a certain amount of time to follow specific conditions set by the art Academy.
- Dismissal: Infractions of a very serious nature may result in immediate dismissal. All students dismissed by the Art Academy will have the right to appeal this decision.

It is the intention of the sanctioning guidelines that the nature and severity of the sanction imposed will be based upon the following criteria. It is expected that a repeat violation would result in continuously increasing sanctions.

Sanctions will be based on:

- The nature and severity of the violation.
- The damage incurred to a person and/or property.
- The past record of violations: i.e. the number, the frequency, and severity.
The cooperativeness and forthrightness of the student in remedying or making restitution in regards to the violation.

Infractions of a very serious nature may result in immediate dismissal. Any student dismissed by the Art Academy will have the right to appeal.

COUNCIL OF ADJUDICATION AND APPEALS PROCEDURES:

Upon receipt of a written petition by a student, the Academic Dean considers and recommends appropriate action in all cases of academic probation, financial aid probation and dismissal, charges of unfair grades, charges of theft or destruction of school or personal property or any other cases involving disciplinary action. The Council is usually comprised of two full-time faculty members and the Academic Dean, who serves as the chair. All petitions for adjudication must be submitted to the Academic Dean no later than the last day of classes in the semester following the subject of the petition.

Constitution of the Council of Adjudication:

The Art Academy Council of Adjudication shall be comprised of one student and at least two faculty members who are appointed by the Academic Dean. In issues of academic misconduct the case is heard by a faculty committee appointed by the Academic Dean.

The Disciplinary Hearing:

The purpose of the disciplinary hearing is to help college authorities arrive at a decision regarding student behavior. Students considered to be in violation of written college regulations are provided a hearing to ensure fairness, truth, and justice. The following guidelines shall be adhered to by the Council of Adjudication in the hearing:

1. The disciplinary hearing is presided over by a chairperson elected by the members of the Council.
2. The hearing is closed to the public. The accused student may request an exception to this regulation in writing, and such request shall be approved or rejected by the Council by majority vote.
3. The Council Chair allows only pertinent information to be introduced at the hearing.
4. An audio tape recording of the proceedings can be made at the hearing. In addition, one member of the Council shall make notes on the proceedings. These records will be maintained in a file in the Academic Dean's office until the accused graduates from the college.
5. The Council hears evidence, makes findings of fact, and makes recommendations to the Academic Dean as to the disposition of the case, including sanctions to be imposed, if any.
6. Appeal may be made to the President only.
7. Appeal may be lodged by the accused only. Appeal shall be lodged with the Academic Dean and the chairperson of the Council. The Academic Dean shall transmit the appeal and the record to the President.
8. If the President finds that the Council grossly abused its discretion, the President may change the Council recommendation and sanction accordingly.

Judicial systems and procedures are substantially secondary to the use of example, guidance, advising, mentoring, and admonition in the development of responsible student conduct. When these preferred means fail to resolve problems of student conduct, procedural safeguards allow for the imposition of appropriate sanctions while protecting the student from unfair imposition of serious penalties.

TO APPEAL DISMISSAL FROM THE ART ACADEMY:

Within two weeks of receiving a letter of dismissal, the student must submit a letter of appeal to the Academic Dean. This letter should substantially deal with difficulties in the past year as well as solutions the student may suggest to ensure a more successful time at the Art Academy.

Upon receiving the letter, the Academic Dean may arrange for the Council of Adjudication to meet with the student. If the Council determines that the dismissal should be reversed, then the student will be permitted to return to school on probation. However, if the Council refuses the appeal, the student must wait at least one year before re-applying to the Art Academy.

DISMISSAL POLICY:

Students who are dismissed may reapply after one year with the presentation of a new portfolio.

Information Technology Services Policies

Contacts: Craig Mossman, MAC Information Technology Administrator (MAC IT and Media)
cmossman@artacademy.edu, Room S358, 513.562.6282.

Ken Mahler, PC Information Technology Administrator (phone system and email issues)
kmahler@artacademy.edu, Room S263, 513.562.8761.

MISSION:

The mission of Information Technology Services is to provide quality infrastructure, support, and innovation in the delivery of information technology products and services to facilitate and advance the Art Academy's mission.

The Art Academy provides members of its community with access to a wide range of information and electronic services. The Art Academy's electronic environment includes the use of computers, computer networks, electronic communication, Internet, and telecommunications and voice mail systems. These services are essential for instruction, research, and administration. Access to these resources is a privilege. Using the Art Academy's computing resources carries with it certain responsibilities and should reflect the academic honesty and discipline appropriate for the shared community of network and computer resources.

At the beginning of each academic year, students are assigned an email address and log on access to the network system.

LAB CONFIGURATIONS:

The Art Academy has four main computer labs: S359, S362, S366, and S553, an open lab on the 5th floor, S553 which is open 24/7. The labs on the third floor are available when classes do not meet in the rooms. Classroom usage is posted outside each door. Students are expected to leave the lab when a class is scheduled to meet. Please clean your work station.

There are also two media labs: Photo, N360 and Print, S456. These labs are specifically for students taking classes in these departments.

All Macintosh computers have the same configurations with few exceptions. Final Cut Pro software is installed on a few machines only. For system access and data storage, we use networked home folders. When you log on with your user name, your desktop and home folders are accessed through a centrally located Apple Xserve (aacxserve.)

It is a convenience for users because students and faculty can access their files from any Art Academy Macintosh. This requires a great deal of bandwidth, so students must minimize their video and audio usage over the network.

BACK-UP GUIDELINES:

The Art Academy backs up the files of students, staff and faculty nightly. If you have a problem with a file, see the MAC IT Administrator immediately. Yesterday's files may be retrieved. Try to keep multiple versions of important files. Backing up on external drives and flash drives is also an option. However, please recognize that these are storage drives only. Do not work on these external options.

COMPUTER LAB RULES:

- Be considerate in use of shared computing resources. Bandwidth-hungry activities reduce the speed for others on the net.
- You must be a full-time or part-time student to use the Art Academy's labs.
- Use of computers and equipment is limited to Art Academy course-related projects.

- When finished close out all programs in use, log out, and clean your work area.

INAPPROPRIATE BEHAVIOR:

- No food or drinks are permitted in the computer labs, except for capped water bottles.
- No one is allowed to install, copy, or reconfigure software, make changes to the computer's hardware, software, utilities, or operating system
- No Peer-to Peer file sharing is permitted, whether it is legal or illegal.
- No software shall be duplicated or removed from the lab. It is against the law.
- No equipment, manuals, or supplies may be removed from the labs.
- Do not create or store video files on the server. Purchase a small fire wire drive for your video work.

PRINTING:

New procedures for managed printing are planned at the Art Academy in the Fall 2011. Students and faculty will receive training on the pay-for-print system at the beginning of the semester.

PROBLEM REPORTING:

See Craig Mossman and/or the lab monitor for immediate assistance.

Call or email, Craig Mossman for MAC and printing issues. Call or email Ken Mahler for phone or email issues.

COPYRIGHT LAW INFRINGEMENT:

One of the purposes of copyright law is to encourage creative work, by giving creators exclusive rights to distribute their own work. The college expects all users to comply with copyright law.

- **Art Academy Policy on File Sharing:**

The Art Academy wants you to be aware that sharing music, videos, software, and other copyrighted materials using Peer-to-Peer (P2P) applications over the network exposes you and those with whom you share files to legal action, as well as sanctions from the Art Academy. The Art Academy expressly prohibits any member of our community from using its networks to download or distribute copyrighted audio, visual, or software files.

- **Peer-to-Peer (P2P):**

File-sharing software allows you to search the Internet for music and video files and download them to your computer. The majority of the files downloaded using these file-sharing applications, usually music and video files, are copyrighted. Assume that these files are protected by copyright. By downloading such files you could be breaking Federal and International copyright laws and violating the Art Academy's acceptable use policy.

➤ **Penalties:**

The liability of students who engage in unlawful file sharing of copyrighted works (including recordings, musical works, movies, television programs, software, video games, and photographs) on the Art Academy's networks is substantial. Copyright law provides for damages ranging from a minimum of \$750 to a maximum of \$30,000 per work, with an increase to \$150,000 for willful copyright infringement.

➤ **College Liability:**

Colleges and universities generally do not have a legal duty to control students' private conduct. The Art Academy is considered a service provider. The Art Academy could face liability claims if students use and distribute copyrighted works illegally.

To see more detailed Information Technology Services Guidelines and Policies, visit www.artacademy.edu.

For additional information, please see the web site of the US Copyright Office: www.copyright.gov, especially the FAQ's at www.copyright.gov/help/faq.

Student Rights and Responsibilities

STUDENT PRIVACY RIGHTS POLICY:

The Art Academy complies with the provisions of the Family Educational Rights and Privacy Act of 1974, (FERPA) a federal law enacted to protect the privacy of educational records, to establish each student's right to inspect and review his or her educational records and to provide guidelines for the correction of inaccurate or misleading data through formal and informal hearings.

If a student requests in writing the opportunity to review his or her educational records, the request will be honored. All requests must be submitted to the Registrar's office. If the student's parent or parents submit financial and tax information for financial aid purposes, it is submitted in confidence and is not accessible to the student without the permission of the parent or parents.

FERPA provides students the right to inspect and review information contained in their educational records, to challenge the content of their records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if the decisions of the hearing panels are unacceptable to the student. FERPA permits public release of what is called "directory information." This information may include the student's name, address, phone number, field of study, dates of attendance, and degrees awarded. If the student does not wish the above information to be released by the Art Academy, the student must notify the Registrar in writing by September 30 for students entering during the Fall term and January 31 for students entering during the Spring term. Such notification must be renewed annually.

Students have the right to file a complaint with United States Department of Education concerning alleged failures by the Art Academy to comply with the requirements of FERPA. Contact information for the office that administers FERPA is below:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)
Visit <http://www2.ed.gov/policy/gen/guid/fpc/index.html> for more information.

RIGHT OF THE COLLEGE TO REFUSE ACCESS:

The Art Academy reserves the right to refuse to permit a student to inspect the following records:

- The financial records of the student's parent or parents.
- Letters and statements of recommendation for which the student has waived his or her right of access, or that were placed in the file before January 1, 1975.
- Records connected with an application to attend the Art Academy if that application was denied.
- Educational records containing information about more than one student, in which case the Art Academy will permit access only to that part of the record that pertains to the inquiring student.
- Those records that are excluded from the FERPA definition of educational records.
- The Art Academy reserves the right to refuse to provide copies of transcripts, grade reports, or other records not required to be made available under FERPA if the student making the request has an overdue financial obligation to the College or if there is an unresolved disciplinary or academic dishonesty action against the student or if the student has failed to return to the Art Academy equipment he or she has borrowed from the College.

Tuition, Fees, Refunds and Financial Aid

The Art Academy charges a flat tuition rate for full-time undergraduate students covering 12-18 credit hours per semester. Tuition and fees are due and must be paid in full one week prior to the start of classes each semester. International students must pay tuition in full at registration as required by the government. An unpaid balance will void your registration, and you will not be permitted to attend class until your account is paid in full. Tuition and fees may be paid by check, cash, VISA or MasterCard. Payments may be mailed to the Art Academy of Cincinnati, Attn: Student Billing, 1212 Jackson Street, Cincinnati, OH 45202 or delivered to the Finance Office, Room S257 between 9:00 a.m. and 5:00 p.m. Monday through Friday. Alternatively, tuition payments may be made electronically via SonisWeb. Contact Ken Mahler, PC Information Technology Administrator at kmahler@artacademy.edu or 513.562.8761 for more information about this option. If you have questions regarding your account, call 513.562.8752. The Academy reserves the right to adjust tuition and fees without notice. Annual adjustments should be anticipated.

TUITION COSTS FOR FALL AND SPRING SEMESTERS:

Full-time tuition for academic year 2011-2012	\$ 23, 150
Full-time tuition per semester 2011-2012	\$ 11, 575

Over 18 credits, each additional credit hour	\$ 965
Part-time tuition per credit hour	\$ 965
Summer tuition per credit hour	\$ 965

FEES

- Annual Student Activities Fee (Full-Time and Part-Time) 380.00
- Per Semester Student Activities Fee (Full-Time and Part-Time) 190.00
- Transcript fee 5.00
- Dorm Fee \$6000
- Dorm Deposit \$250
- Damage Deposit \$300

FINANCE WITHDRAWAL POLICY:

If a student withdraws from the Art Academy or drops below full-time status (12 credit hours), tuition will be credited and computed from the date of withdrawal as officially recorded by the Registrar. **Only tuition is refunded; fees are nonrefundable.** The Finance Office calculates and determines all amounts credited to an account and will return any financial aid, grants, loans or scholarship funds as required by those programs. An open balance is due immediately.

Fall and Spring Semester Refund Policy:

Before the end of the first week	100%
Before the end of the second week	75%
Before the end of the third week	50%
Before the end of the fourth week	25%
After the fourth week	No refund given

Summer Session Refund Policy for BFA Students:

Before and on the first day	100%
Before the end of the first week	50%
After first week	No refund given

REFUNDS TO FINANCIAL AID RECIPIENTS:

Financial aid recipients may be subject to a different refund schedule. Students who receive Federal Title IV Financial Aid and do not complete their courses will be responsible for repaying to the Department of Education unearned portions of aid. During the first 60% of a semester, a student “earns” Title IV funds in direct proportion to the length of time he or she remains enrolled. A student who remains enrolled beyond the 60% point earns all aid for that semester. Unearned Title IV funds, other than Federal Work Study, must be returned to the Federal Student Aid Programs. A Return of Title IV Funds Policy statement is available in the Financial Aid and Finance Offices.

MONTHLY TUITION PAYMENT PLAN:

The Art Academy offers a monthly installment payment plan through the Sallie Mae Tuition Pay Plan. There is an application fee per school year, but no interest is charged to your account. An unpaid student account balance is acceptable only when that amount is the enrolled budget amount with the Sallie Mae Tuition Pay Plan. The monthly installment payment plan is available for the Fall and Spring semesters only. For details or to enroll, please visit www.tuitionpay.com or call 1-800-635-0120.

UNPAID ACCOUNTS AND FINANCE CHARGES:

The Art Academy of Cincinnati will not issue a diploma, transcripts, records, grade reports or statements of recommendation to any student whose financial accounts with the Art Academy are not paid in full. All financial accounts must be paid in full prior to the start of classes. After the payment due date has passed, a finance charge will be assessed to any account with an unpaid balance and for every month following that the balance is not paid in full. Students with delinquent financial accounts lose their registration privilege, and their accounts are referred to a collection agency.

FILING YOUR FAFSA:

Financial Aid personnel assist students in obtaining federal and state aid in the form of grants and loans, as well as administer internal funds such as scholarships. Students must fill out the Free Application for Federal Student Aid (FAFSA) so that eligibility for aid may be determined. Students are encouraged to complete this process electronically. There is no processing fee. The Art Academy of Cincinnati's school code is 003011. We encourage early application of the FAFSA, which can be filed as soon as tax returns have been completed for the year prior to the academic year. This allows plenty of time to get funding in place before tuition is due. Refer questions to the Financial Aid Office at 513-562-8773 or 513-562-8751. Email financialaid@artacademy.edu or visit the website at www.artacademy.edu.

Note: Students applying for Financial Aid should read the "Return of Title IV Funds Policy."

VERIFICATION PROCEDURE:

If students are selected for a process called "Verification" either by the Department of Education or the Financial Aid Office*, the student will be required to provide the Art Academy with copies of their own financial documents, as well as those of their parents or spouse, as applicable. Financial documents may include but are not limited to: Federal tax forms, W-2 forms and the Verification Worksheet**. This information must be provided before state and federal aid can be awarded. If we do not receive requested information from you by the end of the enrollment term, we will assume that you do not want grants or loans. The Financial Aid Office will compare your documents to the information provided on your FAFSA and will make any necessary corrections electronically. Please allow 4-6 weeks for processing.

*The Art Academy of Cincinnati reserves the right to select anyone for whom we determine that there are questionable issues that require resolution. The presence of conflicting information is an example of a questionable issue.

**This will be sent by mail to the student and is also available on the website.

FEDERAL FINANCIAL AID PROGRAMS:

Federal Pell Grant

This is a federal grant program available to undergraduate students who have not earned a bachelor's or professional degree. It is available to both full-time and part-time students exhibiting financial need as determined by the United States Department of Education. The FAFSA determines a student's eligibility for a Pell Grant.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG):

This is a federal grant program designed to assist students who have received Pell Grants and who exhibit exceptional need. Awards are made at the school's discretion based on a pre-determined formula. Early submission of a FAFSA application is highly recommended.

FEDERAL COLLEGE WORK-STUDY PROGRAM (FWS):

A student must demonstrate financial need, as determined by the FAFSA, before Federal Work-Study can be awarded. Students who are interested must verify their eligibility with the Financial Aid Office before a Work-Study position will be offered. If a student is eligible, he or she may be employed on campus. This program is ideal for students who wish to obtain flexible working hours.

FEDERAL DIRECT LOAN PROGRAM (FDLP):

Eligible first-time borrowers must sign a Master Promissory Note and complete Loan Entrance Counseling before loans can be disbursed. Students must be enrolled at least half time. All students who apply for institutional scholarships, as well as federal loans and grants must fill out the FAFSA.

RETURN OF FEDERAL TITLE IV FUNDS POLICY:

1. In regard to Federal Title IV financial aid funds, the Art Academy's institutional policies of charges and refunds are not a factor. Only the concept of earned and unearned aid, as determined by federal regulations, affect the Title IV funds to which students are entitled.
2. During the first 60% of an academic period (semester or summer session), a student "earns" Title IV funds in direct proportion to the length of time he or she remains enrolled. A student who remains enrolled beyond the 60% point and has received Title IV aid in excess of the amount of aid earned must repay the unearned portion of the aid to the Federal Student Aid Programs.
3. Unearned Title IV funds, other than Federal Work Study funds, must be returned to the Federal Student Aid Programs. If a student withdraws prior to the 60% point and has received Title IV aid in excess of the amount of aid earned, the unearned portion of the aid must be repaid to the Federal Student Aid Programs.
4. The enrollment percentage will be determined by the number of days in the academic period including weekends, divided by the number of days enrolled including weekends. Scheduled breaks of five days or more will be excluded in the calculation.
5. The withdrawal date is determined by the last known date of attendance at a documented academic activity such as a class, exam, academic counseling session or advisement meeting; turning in a class assignment; or a computer-assisted instruction or tutorial. If proper documentation is not available, the midpoint of the academic period will be used.
6. If earned aid exceeds the amount of disbursed aid, additional funds may be received as a late disbursement.
7. Federal regulations operate under the assumption that Title IV funds are directly disbursed to a student only after all the Academy's charges have been recovered and that Title IV funds are the first resource applied to students' accounts. The Art Academy charges are the amounts that have been assessed to a student's accounts prior to the student's withdrawal, not the reduced amount that might result from the tuition refund policy.
8. The student's share is the difference between the total unearned amount and the Art Academy's share.
9. The Art Academy's share is allocated before the student's share among the Title IV programs, in the following order specified by the Federal regulations, up to the total net amount.
Disbursed from each source:
Unsubsidized Student Stafford Loan
Subsidized Student Stafford Loan
Parent PLUS Loan
Federal PELL Grant

Federal Supplemental Educational Opportunity Grant (SEOG)

10. The student's share is first allocated among the loan programs, in the following order as specified by the Federal regulations, up to the total net amount disbursed from each source, after subtracting the amount the Art Academy will return.

Unsubsidized Student Stafford Loan

Subsidized Student Stafford Loan

Parent PLUS Loan

The student's share of the amount owed to the PELL and SEOG program is reduced by 59% and then allocated first to the PELL and then the SEOG program, up to the total net amount disbursed from each source, after subtracting the amount the Art Academy will return.

11. The Art Academy must return its share of unearned Title IV funds no later than 45 days after it determines that a student has withdrawn.

12. The student and/or his or her parent must return the student's share of unearned aid attributable to a loan under the terms and conditions of the promissory note.

13. The student will have 45 days after notification of the requirement to return Title IV funds to repay to the Art Academy the student's share of unearned aid attributable to a grant (after the 50% reduction).

14. If the student fails to repay the unearned aid within 45 days, the account will be turned over to the Department of Education for an overpayment of Title IV funds. A student who owes an overpayment of Title IV funds is ineligible for further disbursements through the Title IV Federal Financial Aid programs at any institution.

15. The student may rescind his or her withdrawal with a written declaration of intent to complete the period of enrollment and continued attendance. However, if the student withdraws again before completing this same period, the official withdrawal date is the latter of:

- a. The date the student originally notified the Registrar; or
- b. The last date of attendance at a documented academic activity.

16. The Art Academy's Finance Office will discuss the ramifications of withdrawals regarding receipt and repayment of Federal Title IV funds with any student who seeks counseling on this policy.

STATE OF OHIO FINANCIAL AID PROGRAMS:

The Department of Education forwards pertinent information to the State of Ohio for state need-based programs. The Art Academy of Cincinnati requires a separate History of Residence/Selective Service Form in order to qualify for state funds.

The Ohio College Opportunity Grant Program (OCOG) provides need-based tuition assistance to Ohio students from low to moderate-income families. The Financial Aid Office receives eligibility rosters directly from the state and notifies eligible students.

Students are encouraged to apply to outside sources for financial assistance.

Continuing Scholarships & Awards

Each year the Art Academy of Cincinnati administers several categories of scholarships and awards, briefly described below. Details about each of them and times of informational meetings and application deadlines **will be communicated by Art Academy email**, during the Spring

semester. The Scholarship Committee has compiled these brief descriptions to help ensure that all students are aware of these opportunities. (Note: Any award amounts listed are for last year only and may vary this year due to the number of qualifying applicants and funds available.)

SCHOLARSHIPS:

Art Academy of Cincinnati Excellence Scholarships

At the end of the academic year, freshmen, sophomores and juniors who have a minimum GPA of 3.0 apply for First-Year Excellence Scholarships, Second-Year Excellence Scholarships, and Third-Year Excellence Scholarships respectively. Students apply by hanging their work during Scholarship Judging and Review week. Full-time faculty members select the winners by majority vote.

Stephen H. Wilder Traveling Scholarship

In 1943, Edith C. Wilder bequeathed an endowment to the Art Academy to be used for traveling scholarships in the name of her late son. Winners must be Art Academy graduating seniors who desire to travel to continue their education in art. Each applicant must submit a proposal that includes a budget, itinerary, senior thesis, visual documentation of his or her work, and a description of how the proposed work will develop by traveling. Full-time faculty members, the Academic Dean and the President vote to select the winners.

Mary Coulter Clark Scholarships

Only Master of Arts in Art Education students may apply for this tuition scholarship. The Chair of the Master of Arts in Art Education program and Director of Financial Aid select the winners.

Drawing Tuition Scholarship

Drawing majors may apply for this \$500 tuition scholarship. Applicants compete by hanging their work. An outside juror selects the winner. Contact the Scholarship Committee for more information.

Peace and Social Justice Tuition Scholarship

Any student may apply for this \$500 tuition scholarship. Contact the Scholarship Committee for more information.

Bertha Langhorst Werner Scholarships

Winners are chosen based on financial need, a written essay and seriousness of the applicants, as based on faculty recommendation and GPA. The Scholarship Committee and the Director of Financial Aid select the winners.

Ohio War Orphans Scholarships

These scholarships are warded to Ohio residents who are children of disabled or deceased war veterans and children of persons declared prisoners of war or missing in action in Southeast Asia. Visit the Financial Aid Office for more information.

Ohio Safety Officers College Memorial Fund

This fund is for children of Ohio Police Officers and Fire Fighters who have been killed in the line of duty. Visit the Financial Aid Office for more information.

Ohio National Guard Scholarship Program

This program is for residents who enlist or reenlist in Ohio National Guard. Contact the National Guard representative for more information.

The Cincinnati Woman's Club Scholarships

The Cincinnati Woman's Club was founded in 1911 by a group of women "to provide financial aid by making scholarship grants and loans available to young women in achieving a career in their chosen art." Until 1953 the club provided a house in which these students resided. Over 1,200 women lived in the house over 40 years.

Cincinnati Art Club Scholarship

This tuition scholarship goes to a sophomore or junior whose majoring in drawing, painting, or sculpture and is chosen by the Full Time faculty. The Cincinnati Art Club is located in Eden Park and has been in existence for over 200 years. The Club continues to thrive with a variety of classes and frequent opening receptions.

Three Arts Club Scholarship

This award ranges from \$700 - \$1600 per winner. Founded May 9, 1911. Celebrating 100 years of providing financial aid to Junior and Senior college women who are exceptionally talented in art, music, or drama/musical theater.

The John E. and Mary Ann Roach Butkovich Scholarship

The Director of Financial Aid selects the recipient of this tuition scholarship. Funded by an alumna, this scholarship is awarded to the highest-scoring Bertha Langhorst Werner applicant.

The Marilyn & Charles W. Krehbiel Foundation Scholarship

This tuition scholarship is awarded to a junior entering his or her senior year. Full-time faculty members select the recipient based on the recipient's portfolio from his or her junior year.

The Art Academy of Cincinnati Alumni Scholarship

Full-time faculty members select the winner of this tuition scholarship. The funding is raised during the Biannual Beaux Arts Ball fundraiser. The winner must be a full-time sophomore entering his or her junior year.

Carolyn and Julian Magnus Family Scholarship

The Scholarship Committee and the Director of Financial Aid select the recipient of this scholarship. This need-based award goes to an independent student who is working his or her way through college.

Judy and John Ruthven Scholarship

This \$500 tuition scholarship is awarded to a student for representational or realistic painting, preferably of nature. Contact the Scholarship Committee for more information.

John Fischer / Leonard Sive Traditional Painting Scholarship

This \$500 scholarship is awarded to a realistic painting student. The painting faculty chooses the recipient. The scholarship began in 2005 in honor of alumni John Fischer and Leonard Sive.

Faculty Risk-Taking Scholarship

This \$250 tuition scholarship is funded by Full-Time faculty. Contact the Scholarship Committee for more information.

AWARDS:

The Gary Gaffney Leadership Award

This \$500 award is given to a student who has shown excellent leadership qualities while at the Art Academy. Started in 2000, the fund acknowledges and celebrates a student who has excelled in student life. Full-time faculty members nominate students and determine the winner by vote.

The Munich Study Abroad Prize in Painting

This cash prize is awarded to a graduating senior who majored in painting. It's purpose is to further the recipient's education by permitting him or her to study in Germany. The winner is selected by the Art Academy painting professors.

Senior Thesis Excellence Award

Contact the Scholarship Committee for information.

Art History Colloquium Award

Contact the Scholarship Committee for information.

The AICAD New York Studio Residency Program Award

The AICAD New York Studio Residency Program is a unique opportunity for students entering their junior year. Sophomores apply, and full-time faculty members select the winners. This residency award allows one student per semester to relocate to New York City to create his or her art in a studio environment in conjunction with the Parsons School of Art. This program is organized by the Association of Independent Colleges of Art and Design (AICAD.)

The Art Academy of Cincinnati Writer's Award

This award is a gift certificate and cash to acknowledge students who excel in writing. The Art Academy of Cincinnati Academic Studies professors choose the recipient.

The Academic Studies Department Book Award

This award is a gift certificate to a local bookstore to acknowledge a student who loves to read. The Art Academy of Cincinnati Academic Studies professors choose the recipient.

AIGA Cincinnati Best Design Award

Contact the Chair of Communication Arts for information.

Civic Garden Center of Greater Cincinnati Award

Contact the Scholarship Committee for information.

Student Juried Exhibition Awards

The annual Student Juried Exhibition is held each fall in the Chidlaw Gallery. The faculty member who oversees the Chidlaw Gallery Committee invites an outside juror, who selects the award-winning pieces. All degree-seeking BFA students are eligible to compete for cash prizes awarded.

Folger Memorial Trust Purchase Awards

The Folger Memorial Trust permits the Art Academy of Cincinnati to acquire student art for its permanent collection, while giving students the opportunity to compete for cash awards. Students compete during the annual Student Juried Exhibition. The President of the Art Academy selects the winners.

Helms Trust Purchase Awards

The Helms Trust permits the Art Academy of Cincinnati to acquire student art for its permanent collection, while giving students the opportunity to compete for cash awards. The Helms Trust awards four cash prizes for realistic or representational two and three-dimensional works. No minimum GPA is required. Leonard Weakley, the representative of the Helms Trust, and two Art Academy representatives select the winners.

Additional Scholarship Programs and Information

Scholarship Scams

<http://www.ftc.gov/bcp/edu/microsites/scholarship/index.shtml>

<http://fastweb.monster.com>

Access America for Students

<http://www.students.gov>

Art Academy's Financial Aid webpage

http://www.artacademy.edu/admissions/undergraduate/financial_aid

U.S. Department of Education

<http://www.fafsa.ed.gov>

Ohio Board of Regents

<http://www.regents.state.oh.us>

KHEAA, Kentucky Higher Education Assistance Authority

<http://www.kheaa.com>

Students must check their Art Academy email accounts for information about internal and external scholarship opportunities, as campus email is the official means of communication.

Curriculum

Master of Arts in Art Education Degree

The Art Academy has long provided a rich and unique studio experience for those with the passion and commitment to become artists. In keeping with that tradition, the MAAE program serves a dedicated and engaged community of art educators who are seeking to focus on serious artistic development as a means of improving their own teaching of art. Following the guidelines of the National Association of Schools of Art and Design, the degree is practice-oriented with an emphasis on an intense and personalized studio program combined with a closely aligned

academic experience in art education and art history. The combination of the studio and art education courses is designed to provide the students with new perspectives and renewed energy in teaching and learning. It is absolutely essential that our educators are a part of the discourse dealing with the underlying critical and historical issues that surround the making of art. These issues are at the core of the Art Academy's studio program, and our students gain a thorough understanding of the making of art. Understanding comes with a knowledge of art history, our aesthetic roots, a respect for craft and process, learning by doing, and the ability to stimulate and inspire the imaginations of young people. Through the study of art, a good teacher has the power to pass on the value and appreciation of art and most importantly, validating what is best about humanity. Teaching is a shared responsibility between the instructor and the student to create a community of learners.

MAAE SCHEDULE:

The program runs during the summer to accommodate the schedules of working teachers. Taking a full schedule of approximately eleven credits, the program could be completed in three summers. However, students may complete the program in three to five summers. Seven or more credits constitute full-time status. Each summer session consists of one eight-week session. A full-time student could earn as many as six studio and six academic semester credits per summer. The final summer includes an additional one credit Art Education Seminar/Portfolio Presentation. In addition, it is possible to take studio and art history electives during the academic year. A limited number of courses are available in the evening to work with teachers' schedules. The MAAE program provides students with a range of studio experiences in drawing, painting, printmaking, sculpture, and photography. A variety of courses are offered each session and the curriculum has been organized so that a student has broad exposure to several media and the opportunity to focus in a particular area before completing the program.

MAAE Degree Requirements

Art Education Requirements Credits	9
Art History Requirements Credits	6
<u>Studio Courses Credits</u>	<u>18</u>
Total Credits needed to graduate	33

TRANSFER OF CREDITS FOR THE MAAE PROGRAM:

Up to nine credits may be transferred to the MA degree program. The appropriate regional body must accredit the institution where those credits were earned. The transfer courses must be compatible with the Art Academy's program and are evaluated by the MAAE Chair and the Academic Dean. Grades should be 3.0 or higher and are evaluated on a case-by-case basis. Acceptance of credits earned more than five years prior to the date of application will be at the discretion of the MAAE Chair and the Academic Dean.

EVALUATION OF STUDENT PERFORMANCE:

The faculty assesses students' success through written papers, tests and studio critiques of work produced. The grading system is the same for the BFA degree. Students are evaluated on the basis of the quality of work, commitment, growth and participation in class and are evaluated at the end of a course. In order to make acceptable academic progress in the MA program, a student must maintain a 3.0 (B) grade point average.

ADVANCEMENT TO CANDIDACY REVIEW:

Upon approaching completion of 15 credits in coursework, MAAE students are eligible for Advancement to Candidacy. Advancement to Candidacy requires review by a faculty committee evaluating the quality of work and progress in the program. The committee consists of a panel of MAAE faculty who meet with the student to discuss the portfolio of studio work and course work representing all of the courses taken to date in the program. In preparation for Portfolio Presentation, the review includes a brief oral and written component in addition to the visual presentation. If the committee agrees that the student has sufficient ability and is progressing well, the student is advanced to a Master's Degree Candidate. However, if the committee feels that the student is not yet ready to advance to candidacy, the student is advised to take additional courses and meet with the faculty committee upon completion.

FINAL PORTFOLIO PRESENTATION:

The Final Portfolio Review takes place as the student nears completion of all coursework for the MAAE degree. A written component, an oral presentation, and an exhibition of a body of studio work are three parts of the Final Portfolio Presentation, which is required for achievement of the MAAE degree.

Bachelor of Fine Arts Degree

The Art Academy grants a Bachelor of Fine Arts degree with majors in Art History, Drawing, Illustration, Painting, Photography, Printmaking, Sculpture and Visual Communication Design upon satisfactory completion of all studio and academic requirements. All first year BFA students begin with two semesters of Foundations program courses. The intensive nature of this course work prepares the student to move into studio areas of special interest unique to their specific discipline regardless of major. The Foundations program provides sufficient breadth to allow the student the opportunity to investigate various media and personal expression while providing depth in preparation for their chosen major specialization beginning in the sophomore year.

At the beginning of the second year, students narrow their focus to a major. All BFA students are required to take 78 studio credits, 15 art history credits and 30 academic studies credits. Students who opt for the major in Art History take 60 studio credits, 33 art history credits and 30 academic studies credits. Completion of the total number of 123 credits is required to graduate for all majors. In addition, students may minor in Digital Arts or any of the other studio areas. Availability of minors is subject to course availability.

PROFESSIONAL COMPONENT:

The Professional Component is a three-credit course taken during the third year of study at the Art Academy. It provides a professional work experience to augment studio and academic course work. The selection of a Professional Component is based on thoughtful consideration of each student's goals, what the student wants to learn and achieve in a productive and valuable work experience. Students will work directly with their advisors and instructors in selecting the best professional component.

Fine Arts Internship: The student interns/apprentices in a "real world" learning experience that helps the student with their professional development, career decision-making and experience as a working artist.

Communication Arts Internship: The student interns/apprentices in a professional design studio, advertising agency or corporate design office. This experience provides the student with professional work experience in the design field.

Museum Studies Internship: This Professional component gives the student the experience of working in a museum environment and writing an art historical or museum studies research paper.

Professional Practice Studio: This Professional Component is based on pre-selected projects designed to provide a valuable and productive work experience in a professional environment outside of the Art Academy.

Academy Design Service: A design class organized and operated as a professional design studio providing design, illustration and photographic services for the Art Academy in-house publications, as well as outside clients.

WRITING ASSESSMENT PROGRAM:

Students are introduced to the Writing Assessment Program during Fall Orientation. They are also given the Writing Standards Form and the Writing Rubrics at this time. Each student's writing is evaluated six times during his or her four years at the Art Academy. The student's portfolio consists of the Incoming Writing Diagnostic, Student Self-Evaluations for 1st, 2nd, and 3rd Year Reviews, Mid-Level Writing Diagnostic and the Senior Thesis. Students, their advisors and the Registrar receive copies of all writing assessments. All six writing assessments are mandatory for graduation and are regulated by the Chair of the Academics Department.

FACULTY ADVISORS:

The final responsibility for meeting all program/degree requirements and being informed of college regulations and procedures rests with the student. To assist with course planning, each degree seeking student is assigned a faculty advisor. The advisor is available during office hours and will provide information on such issues as school philosophy and procedures, programs of study, course requirements and registration. Each semester advisors will counsel advisees on academic progress, short and long-term goals and career goals. Personal problems, adjustment problems and academic problems can be discussed with the advisor. Each upper-class student is assigned an advisor in his or her major area of study. Advisors of upper-class students are responsible for helping the student plan his or her program, keeping track of the student's accumulation of credits in his or her major and toward graduation, counseling the student if academic problems arise and generally being available to their advisees for any information or advice they may require.

GUIDELINES FOR INDEPENDENT STUDY:

Independent Study courses must have the approval of the instructor of the course, the student's advisor, the chairperson of the department and the Academic Dean. No Independent Study classes can fulfill graduation requirements unless the class in the subject area is closed or is not offered. Students are strongly encouraged to obtain advance approval for Independent Study courses and register early. Students should have specific, clear and manageable objectives in mind for the course.

BFA Degree Requirements by Major:

BFA with Major in Art History

Foundations-		CR.
FO101	Core	6.00
FO102	Creative Processes	3.00
FO103	Color: Theory and App.	3.00
FO111	Digital Media I	1.50
FO112	Digital Media II	1.50

Drawing-

FO121	Drawing I	3.00
FO122	Drawing I	3.00
DR201	Drawing III	3.00
DR202	Drawing IV	3.00

Art History Major-

AH101	Intro to AH I	3.00
AH102	Intro to AH II	3.00
AH201	Art of the 20 th and 21 st Cent.	3.00
AH202	20 th and 21 st Cent. Design History	3.00
AH301	Cont. Art: Issues & Ideas	3.00
AH302	Approaches to Art History	3.00
AH303	Museum Studies	3.00
AE301	AH Elective II	3.00
AE302	AH Elective III	3.00
AE303	AH Elective IV	3.00
PC400	Professional Component (Museum Studies Internship)	3.00

Studio Concentration-

ST300	Studio Concentration I	3.00
ST301	Studio Concentration II	3.00
ST302	Studio Concentration III	3.00
ST303	Studio Concentration IV	3.00
ST304	Studio Concentration V	3.00
SE300	Studio Elective	3.00
FA482	Senior Seminar II	3.00
FA491	Advanced Tutorial I	6.00
FA492	Advanced Tutorial II	6.00

Academics-

HU101	Artist as Writer	3.00
HU102	Artist as Reader	3.00
HU201	Aesthetics	3.00
NS100	Natural Science Elective	3.00
NS101	Natural Science Elective	3.00
SS100	Social Science Elective	3.00
SS101	Social Science Elective	3.00
ZZ100	Humanities/Cross Disc. Elect.	3.00
AS100	Academic Studies Elective	3.00
AS481	Senior Seminar I	3.00

Reviews and Assessments-

1 st Year	1 st Year Review	0.00
2 nd Year	2 nd Year Review	0.00
3 rd Year	3 rd Year Review	0.00
Thesis	Senior Thesis	0.00
Enter	Entering Writing Diagnostic	0.00
Mid-Level	Mid-Level Writing Diagnostic	0.00
1 st Year	1 st Year Self-evaluation	0.00
2 nd Year	2 nd Year Self-evaluation	0.00
3 rd Year	3 rd Year Self-evaluation	0.00

Catalog Credits **123**

BFA with Major in Drawing

Foundations-

		CR.
FO101	Core	6.00
FO102	Creative Processes	3.00
FO103	Color: Theory and App.	3.00
FO111	Digital Media I	1.50
FO112	Digital Media II	1.50

Drawing-

FO121	Drawing I	3.00
FO122	Drawing I	3.00
DR201	Drawing III	3.00
DR202	Drawing IV	3.00
DR301	Drawing V	3.00

Drawing Major-

FA482	Senior Seminar II	3.00
FA491	Advanced Tutorial I	6.00
FA492	Advanced Tutorial II	6.00
PC400	Professional Component	3.00
SE305	Studio Elective VI	3.00
SE306	Studio Elective VII	3.00
DR302	Figuration	3.00
DR308	Drawing as Inquiry	3.00
DR313	Indiv. Invest. In Drawing	3.00

Studio Electives or Minor-

SE300	Studio Elective I	3.00
SE301	Studio Elective II	3.00
SE302	Studio Elective III	3.00
SE303	Studio Elective IV	3.00
SE304	Studio Elective V	3.00

Art History-

AH101	Intro to AH I	3.00
AH102	Intro to AH II	3.00
AH201	Art of the 20 th and 21 st Cent.	3.00
AH301	Cont. Art: Issues & Ideas	3.00
AE200	AH Elective	3.00

Academics-

HU101	Artist as Writer	3.00
HU102	Artist as Reader	3.00
HU201	Aesthetics	3.00
NS100	Natural Science Elective	3.00
NS101	Natural Science Elective	3.00
SS100	Social Science Elective	3.00
SS101	Social Science Elective	3.00
ZZ100	Humanities/CR Elective	3.00
AS100	Academic Studies Elective	3.00
AS481	Senior Seminar I	3.00

Reviews and Assessments-

1 st Year	1 st Year Review	0.00
2 nd Year	2 nd Year Review	0.00
3 rd Year	3 rd Year Review	0.00
Thesis	Senior Thesis	0.00
Enter	Entering Writing Diagnostic	0.00
Mid-Level	Mid-Level Writing Diagnostic	0.00
1 st Year	1 st Year Self-evaluation	0.00
2 nd Year	2 nd Year Self-evaluation	0.00
3 rd Year	3 rd Year Self-evaluation	0.00

Catalog Credits **123**

BFA with Major in Illustration

Foundations-		CR.
FO101	Core	6.00
FO102	Creative Processes	3.00
FO103	Color: Theory and App.	3.00
FO111	Digital Media I	1.50
FO112	Digital Media II	1.50
Drawing-		
FO121	Drawing I	3.00
FO122	Drawing I	3.00
DR201	Drawing III	3.00
DR202	Drawing IV	3.00
DR301	Drawing V	3.00
Illustration Major-		
IL201	Illustration I: Composition	3.00
IL202	Illustration II: Communication	3.00
IL301	Illust III: Figurative	3.00
IL302	Illust IV: Narrative	3.00
IL303	Illust. V: Special Topics	3.00
PC400	Professional Component	3.00
CA482	Senior Seminar II	3.00
CA491	Advanced Tutorial I	6.00
CA492	Advanced Tutorial II	6.00
Studio Electives or Minor-		
SE300	Studio Elective I	3.00
SE301	Studio Elective II	3.00
SE302	Studio Elective III	3.00
SE303	Studio Elective IV	3.00
SE304	Studio Elective V	3.00
Art History-		
AH101	Intro to AH I	3.00
AH102	Intro to AH II	3.00
AH201	Art of the 20 th and 21 st Cent.	3.00
AH 202	20 th Cent. Design History	3.00
AE200	Art History Elective	3.00
Academics-		
HU101	Artist as Writer	3.00
HU102	Artist as Reader	3.00
HU201	Aesthetics	3.00
NS100	Natural Science Elective	3.00
NS101	Natural Science Elective	3.00
SS100	Social Science Elective	3.00
SS101	Social Science Elective	3.00
ZZ100	Humanities/CR Elective	3.00
AS100	Academic Studies Elective	3.00
AS481	Senior Seminar I	3.00

Reviews and Assessments-

1 st Year	1 st Year Review	0.00
2 nd Year	2 nd Year Review	0.00
3 rd Year	3 rd Year Review	0.00
Thesis	Senior Thesis	0.00
Enter	Entering Writing Diagnostic	0.00
Mid-Level	Mid-Level Writing Diagnostic	0.00
1 st Year	1 st Year Self-evaluation	0.00
2 nd Year	2 nd Year Self-evaluation	0.00
3 rd Year	3 rd Year Self-evaluation	0.00

Catalog Credits **123**

BFA with Major in Painting

Foundations-

		CR.
FO101	Core	6.00
FO102	Creative Processes	3.00
FO103	Color: Theory and App.	3.00
FO111	Digital Media I	1.50
FO112	Digital Media II	1.50

Drawing-

FO121	Drawing I	3.00
FO122	Drawing I	3.00
DR201	Drawing III	3.00
DR202	Drawing IV	3.00
DR301	Drawing V	3.00

Painting Major-

FA482	Senior Seminar II	3.00
FA491	Advanced Tutorial I	6.00
FA492	Advanced Tutorial II	6.00
PC400	Professional Component	3.00
PA201	Painting I	3.00
PA202	Painting II	3.00
PA301	Painting III	3.00
PA302	Painting IV: Mat. & Tech.	3.00
PA303	Painting V	3.00

Studio Electives or Minor-

SE300	Studio Elective I	3.00
SE301	Studio Elective II	3.00
SE302	Studio Elective III	3.00
SE303	Studio Elective IV	3.00
SE304	Studio Elective V	3.00

Art History-

AH101	Intro to AH I	3.00
AH102	Intro to AH II	3.00
AH201	Art of the 20 th and 21 st Cent.	3.00
AH301	Cont. Art: Issues & Ideas	3.00
AE200	AH Elective	3.00

Academics-

HU101	Artist as Writer	3.00
HU102	Artist as Reader	3.00
HU201	Aesthetics	3.00
NS100	Natural Science Elective	3.00
NS101	Natural Science Elective	3.00
SS100	Social Science Elective	3.00
SS101	Social Science Elective	3.00
ZZ100	Humanities/CR Elective	3.00
AS100	Academic Studies Elective	3.00
AS481	Senior Seminar I	3.00

Reviews and Assessments-

1 st Year	1 st Year Review	0.00
2 nd Year	2 nd Year Review	0.00
3 rd Year	3 rd Year Review	0.00
Thesis	Senior Thesis	0.00
Enter	Entering Writing Diagnostic	0.00
Mid-Level	Mid-Level Writing Diagnostic	0.00
1 st Year	1 st Year Self-evaluation	0.00
2 nd Year	2 nd Year Self-evaluation	0.00
3 rd Year	3 rd Year Self-evaluation	0.00

Catalog Credits **123**

BFA with Major in Photography

Foundations-		CR.
FO101	Core	6.00
FO102	Creative Processes	3.00
FO103	Color: Theory and App.	3.00
FO111	Digital Media I	1.50
FO112	Digital Media II	1.50
Drawing-		
FO121	Drawing I	3.00
FO122	Drawing I	3.00
DR201	Drawing III	3.00
DR202	Drawing IV	3.00
DR301	Drawing V	3.00
Photography Major-		
FA482	Senior Seminar II	3.00
FA491	Advanced Tutorial I	6.00
FA492	Advanced Tutorial II	6.00
PC400	Professional Component	3.00
PH201	Photo I: Digital	3.00
PH202	Photo II: Darkroom	3.00
PH301	Photo III: Black and White	3.00
PH302	Photo IV: Experimental	3.00
PH303	Photo V: Color	3.00
Studio Electives or Minor-		
SE300	Studio Elective I	3.00
SE301	Studio Elective II	3.00
SE302	Studio Elective III	3.00
SE303	Studio Elective IV	3.00
SE304	Studio Elective V	3.00
Art History-		
AH101	Intro to AH I	3.00
AH102	Intro to AH II	3.00
AH201	Art of the 20 th and 21 st Cent.	3.00
AH301	Cont. Art: Issues & Ideas	3.00
AE200	AH Elective	3.00
Academics-		
HU101	Artist as Writer	3.00
HU102	Artist as Reader	3.00
HU201	Aesthetics	3.00
NS100	Natural Science Elective	3.00
NS101	Natural Science Elective	3.00
SS100	Social Science Elective	3.00
SS101	Social Science Elective	3.00
ZZ100	Humanities/CR Elective	3.00
AS100	Academic Studies Elective	3.00
AS481	Senior Seminar I	3.00

Reviews and Assessments-

1 st Year	1 st Year Review	0.00
2 nd Year	2 nd Year Review	0.00
3 rd Year	3 rd Year Review	0.00
Thesis	Senior Thesis	0.00
Enter	Entering Writing Diagnostic	0.00
Mid-Level	Mid-Level Writing Diagnostic	0.00
1 st Year	1 st Year Self-evaluation	0.00
2 nd Year	2 nd Year Self-evaluation	0.00
3 rd Year	3 rd Year Self-evaluation	0.00

Catalog Credits **123**

BFA with Major in Printmaking

Foundations-		CR.
FO101	Core	6.00
FO102	Creative Processes	3.00
FO103	Color: Theory and App.	3.00
FO111	Digital Media I	1.50
FO112	Digital Media II	1.50
Drawing-		
FO121	Drawing I	3.00
FO122	Drawing I	3.00
DR201	Drawing III	3.00
DR202	Drawing IV	3.00
DR301	Drawing V	3.00
Printmaking Major-		
FA482	Senior Seminar II	3.00
FA491	Advanced Tutorial I	6.00
FA492	Advanced Tutorial II	6.00
PC400	Professional Component	3.00
PR201	Print Media I	3.00
PR202	Print Media II	3.00
PR301	Print Media III	3.00
PR302	Print Media IV	3.00
PR303	Print Media V	3.00
Studio Electives or Minor-		
SE300	Studio Elective I	3.00
SE301	Studio Elective II	3.00
SE302	Studio Elective III	3.00
SE303	Studio Elective IV	3.00
SE304	Studio Elective V	3.00
Art History-		
AH101	Intro to AH I	3.00
AH102	Intro to AH II	3.00
AH201	Art of the 20 th and 21 st Cent.	3.00
AH301	Cont. Art: Issues & Ideas	3.00
AE200	AH Elective	3.00
Academics-		
HU101	Artist as Writer	3.00
HU102	Artist as Reader	3.00
HU201	Aesthetics	3.00
NS100	Natural Science Elective	3.00
NS101	Natural Science Elective	3.00
SS100	Social Science Elective	3.00
SS101	Social Science Elective	3.00
ZZ100	Humanities/CR Elective	3.00
AS100	Academic Studies Elective	3.00
AS481	Senior Seminar I	3.00

Reviews and Assessments-

1 st Year	1 st Year Review	0.00
2 nd Year	2 nd Year Review	0.00
3 rd Year	3 rd Year Review	0.00
Thesis	Senior Thesis	0.00
Enter	Entering Writing Diagnostic	0.00
Mid-Level	Mid-Level Writing Diagnostic	0.00
1 st Year	1 st Year Self-evaluation	0.00
2 nd Year	2 nd Year Self-evaluation	0.00
3 rd Year	3 rd Year Self-evaluation	0.00

Catalog Credits **123**

BFA with Major in Sculpture

Foundations-

CR.

FO101	Core	6.00
FO102	Creative Processes	3.00
FO103	Color: Theory and App.	3.00
FO111	Digital Media I	1.50
FO112	Digital Media II	1.50

Drawing-

FO121	Drawing I	3.00
FO122	Drawing I	3.00
DR201	Drawing III	3.00
DR202	Drawing IV	3.00
DR301	Drawing V	3.00

Sculpture Major-

FA482	Senior Seminar II	3.00
FA491	Advanced Tutorial I	6.00
FA492	Advanced Tutorial II	6.00
PC400	Professional Component	3.00
SC201	Sculpture I: 3D Plastic Form	3.00
SC202	Sculpture II:3D Constr. Form	3.00
SC301	Sculpture III	3.00
SC302	Sculpture IV: Installation	3.00
SC303	Figure Sculpture	3.00

Studio Electives or Minor-

SE300	Studio Elective I	3.00
SE301	Studio Elective II	3.00
SE302	Studio Elective III	3.00
SE303	Studio Elective IV	3.00
SE304	Studio Elective V	3.00

Art History-

AH101	Intro to AH I	3.00
AH102	Intro to AH II	3.00
AH201	Art of the 20 th and 21 st Cent.	3.00
AH301	Cont. Art: Issues & Ideas	3.00
AE200	AH Elective	3.00

Academics-

HU101	Artist as Writer	3.00
HU102	Artist as Reader	3.00
HU201	Aesthetics	3.00
NS100	Natural Science Elective	3.00
NS101	Natural Science Elective	3.00
SS100	Social Science Elective	3.00
SS101	Social Science Elective	3.00
ZZ100	Humanities/CR Elective	3.00
AS100	Academic Studies Elective	3.00
AS481	Senior Seminar I	3.00

Reviews and Assessments-

1 st Year	1 st Year Review	0.00
2 nd Year	2 nd Year Review	0.00
3 rd Year	3 rd Year Review	0.00
Thesis	Senior Thesis	0.00
Enter	Entering Writing Diagnostic	0.00
Mid-Level	Mid-Level Writing Diagnostic	0.00
1 st Year	1 st Year Self-evaluation	0.00
2 nd Year	2 nd Year Self-evaluation	0.00
3 rd Year	3 rd Year Self-evaluation	0.00

Catalog Credits **123**

BFA with Major in Visual Communication Design

Foundations-

		CR.
FO101	Core	6.00
FO102	Creative Processes	3.00
FO103	Color: Theory and App.	3.00
FO111	Digital Media I	1.50
FO112	Digital Media II	1.50

Drawing-

FO121	Drawing I	3.00
FO122	Drawing I	3.00
DR201	Drawing III	3.00
DR202	Drawing IV	3.00
DR301	Drawing V	3.00

Visual Communications Major-

FA482	Senior Seminar II	3.00
FA491	Advanced Tutorial I	6.00
FA492	Advanced Tutorial II	6.00
PC400	Professional Component	3.00
VC201	VCD I: Typography	3.00
VC202	VCD II: Imagery	3.00
VC301	VCD III: Integration	3.00
VC302	VCD IV: Systems	3.00
VC303	VCD V: Special Topics	3.00

Studio Electives or Minor-

SE300	Studio Elective I	3.00
SE301	Studio Elective II	3.00
SE302	Studio Elective III	3.00
SE303	Studio Elective IV	3.00
SE304	Studio Elective V	3.00

Art History-

AH101	Intro to AH I	3.00
AH102	Intro to AH II	3.00
AH201	Art of the 20 th and 21 st Cent.	3.00
AH301	Cont. Art: Issues & Ideas	3.00
AE200	AH Elective	3.00

Academics-

HU101	Artist as Writer	3.00
HU102	Artist as Reader	3.00
HU201	Aesthetics	3.00
NS100	Natural Science Elective	3.00
NS101	Natural Science Elective	3.00
SS100	Social Science Elective	3.00
SS101	Social Science Elective	3.00
ZZ100	Humanities/CR Elective	3.00
AS100	Academic Studies Elective	3.00
AS481	Senior Seminar I	3.00

Reviews and Assessments-

1 st Year	1 st Year Review	0.00
2 nd Year	2 nd Year Review	0.00
3 rd Year	3 rd Year Review	0.00
Thesis	Senior Thesis	0.00
Enter	Entering Writing Diagnostic	0.00
Mid-Level	Mid-Level Writing Diagnostic	0.00
1 st Year	1 st Year Self-evaluation	0.00
2 nd Year	2 nd Year Self-evaluation	0.00
3 rd Year	3 rd Year Self-evaluation	0.00

Catalog Credits **123**

Double Majors

Requirements for a Double Major in Art History and Drawing

Foundations		cr.	Academics		
FO101	Core I	6	HU101	Artist as Writer	3
FO102	Creative Processes	3	HU102	Artist as Reader	3
FO103	Color: Theory and Appl.	3	HU201	Aesthetics	3
FO111	Digital Media I	1.5	NS100	Natural Science Elective	3
FO112	Digital Media II	<u>1.5</u>	NS101	Natural Science Elective	3
		15	SS100	Social Science Elective	3
			SS101	Social Science Elective	3
			ZZ100	Humanities or CD Elective	3
Drawing			AS100	Academic Studies Elective	3
FO121	Drawing I	3	AS481	Senior Seminar I	<u>3</u>
FO122	Drawing II	3			30
DR201	Drawing III	3	BFA Requirements		
DR202	Drawing IV	3	CA482	Senior Seminar II	3
DR300	Drawing V	3	CA491	Advanced Tutorial I	6
DR302	Figuration	3	CA492	Advanced Tutorial II	<u>6</u>
DR308	Drawing as Inquiry	3			15
DR313	Individual Investigations in Drawing	<u>3</u>			
		24			
Art History			Studio Electives		
AH101	Intro to Art History I	3	SE300	Studio Elective I	3
AH102	Intro to Art History II	3	SE301	Studio Elective II	3
AH201	Art of the 20th/21st Centuries	3	SE302	Studio Elective III	3
AH202	20th C. Design History/or AH Elective	3	SE303	Studio Elective IV	3
AH200	AH Elective I	3	SE304	Studio Elective V	<u>3</u>
AH201	AH Elective II	3			15
AH202	AH Elective III	3			
PC403	Museum Studies Internship	3			
AH301	Contemporary Art: Issues & Ideas	3			
AH303	Museum Studies	3			
AH302	Approaches to Art History	<u>3</u>			
		33			
				Total Credits	<u><u>129</u></u>

Double major in other studio areas with Art History

Students majoring in Art History who wish to receive a double major with Photography, Painting, Visual Communication Design, Printmaking, Illustration or Sculpture must complete all of the requirements for a degree in Art History plus Drawing V and the additional 15 credits of studio requirements in the second major. The studio concentration and Advanced Tutorials must be in the same studio area to receive a double major.

Double Major other studio areas with Drawing

Students who are majoring in Drawing who wish to receive a double major in Photography, Painting,

Visual Communication Design, Printmaking, Illustration or Sculpture must complete all of the requirements for a degree in Drawing, plus the 15 studio requirements in the second major. An additional 12 credits of Advanced Tutorial I & II and an additional 6 credits of Senior Seminar I & II are required. Students do not need to complete a second Professional Component. Requires an additional year of college.

Double major in two other studio areas

Students who wish to receive a double major in two of the following majors, Photography, Painting, Visual Communication Design, Printmaking, Illustration or Sculpture must complete all of the requirements for a degree in one major plus the 15 studio requirements in the second major, an additional 12 credits of Advanced Tutorial I & II and an additional 6 credits of Senior Seminar I & II. Students do not need to complete a second Professional component. Requires an additional year of college.

Please note: Availability of double majors is subject to course availability.

Minors

Five courses (15 semester hours) are required for each minor EXCEPT for Drawing and Art History. These minors require 18 credits each. Students pursuing a minor will substitute these requirements for the 5 studio electives on the Degree Audit (DA.) **Please note: Availability of minors is subject to course availability.**

Minor in Digital Arts

DA201	Digital Arts I: Drawing Based	3
DA202	Digital Arts II: Photography Based	3
DA301	Digital Arts III: Sequential	3
DA302	Digital Arts IV: Motion Design	3
DA303	Digital Arts V: Interactive	3
		15

Minor in Graphic Arts

VC201	VCD I: Typography: Form and Function	3
VC202	VCD II: Imagery Form and Function	3
VC301	VCD III: Integration: Modes & Methods	3
VC302	VCD IV: Systems: Invest & Application	3
VC303	VCD V: Special Topics in Design	3
		15

Minor in Illustration

IL201	Illustration I: Composition	3
IL202	Illustration II: Communication	3
IL301	Illust III: Figuration	3
IL302	Illust IV: Narrative	3
IL303	Illust. V: Special Topics	3
		15

Minor in Drawing

FO121	Drawing I: Space and Form	3
FO122	Drawing II:	3
DR201	Drawing III: Investigations in Space and Meaning	3
DR202	Drawing IV: Strategies and Media	3
DR301	Drawing V: Contemporary Prob. In Drawing	3
DRxx	Figuration, OR Individual Investigations in Drawing OR Drawing as Inquiry	3
		18

Minor in Photo Design

PH201	Photo I: Darkroom	3
PH202	Photo II: Digital	3
PH301	Photo III: Black and White	3
PH302	Photo IV: Alternative Processes	3
PH303	Photo V: Color	3
		15

Minor in Painting

PA201	Painting I	3
PA202	Painting II	3
PA301	Painting III	3
PA302	Painting IV: Materials & Techniques	3
PA303	Painting V	3
		<hr/>
		15

Minor in Printmaking

PR201	Print Media I: Litho Relief/Etching	3
PR202	Print Media II: Screen Printing	3
PR301	Print Media III: Litho & Relief Prints	3
PR302	Print Media IV: Etching, Coll. & Monoprint	3
PR303	Print Media V: Screen Print & Digital Tech	3
		<hr/>
		15

Minor in Sculpture

SC201	Sculpture I: 3D Plastic Form	3
SC202	Sculpture II: 3D Constructed Form	3
SC301	Sculpture III	3
SC302	Sculpture IV: Installation	3
SC303	Figure Sculpture	3
		<hr/>
		15

Minor in Art History

AH101	Introduction to Art History I	3
AH102	Introduction to Art History II	3
AH201	Art of the 20th and 21st Centuries	3
AH302	Approaches to Art History	3
AH100	Art History elective	3
	Contemporary Art: Issues & Ideas	
AH301		
OR AH202	20th and 21st Cent. Design History	3
		<hr/>
		18

Minor in Photo Design

PH201	Photo I: Darkroom	3
PH202	Photo II: Digital	3
PH301	Photo III: Black and White	3
PH302	Photo IV: Alternative Processes	3
PH303	Photo V: Color	3
		<hr/>
		15

BFA GRADUATION REQUIREMENTS:

The following criteria must be met in order for students to be eligible for graduation:

1. All 123 credit hours must be completed in required areas.
2. A minimum cumulative grade point average of 2.00 must be achieved.
3. Tuition and fees must be paid in full.
4. Completed exit interview with the Financial Aid Office (student loan recipients only).
5. Official high school and college transcripts (if applicable) must be on file in the Registrar's office.
6. Complete and submit to the registrar an application for graduation. The application for graduation should be completed during the advising session in the spring semester of your Junior year. The application for graduation is available from your advisor, the registrar or the registrar's web page.
7. All BFA students are required to complete a written senior thesis and a thesis exhibition of art and design work.
8. Students should have completed reviews at each year level before graduation. If, for a legitimate serious reason such as illness or death in the family, a student misses a review either during review week for freshmen, sophomores and juniors or during a senior thesis exhibition, it is the student's responsibility to coordinate with his or her Department Chair to schedule a make-up review as soon as possible.
9. Students should have completed all writing components: incoming writing diagnostics, mid-level writing diagnostics and student self-evaluations (SSE) required during reviews.

Students who do not meet the above criteria may petition the Academic Dean to participate in the commencement ceremony. The petition must include a clear plan showing how the student intends to complete graduation requirements. Petitions are accepted until April 15 only and will not be considered if the student needs more than 3-6 credit hours to fulfill requirements.

MOBILITY AND STUDY ABROAD PROGRAMS

STUDY PROGRAM OPPORTUNITIES:

The New York Studio Residency Program, AICAD Mobility Program and Study Abroad Program are study options during student's third year of enrollment at the Art Academy of Cincinnati. Each program has its own guidelines, procedures, and financial expectations. The application deadlines for these programs are April 1 for the Fall semester and Nov. 1 for the Spring semester.

NEW YORK STUDIO RESIDENCY PROGRAM:

Through its membership in the Association of Independent Colleges of Art and Design (AICAD), the Art Academy offers students the opportunity to pursue study in New York City for one semester and to earn 16 semester credits. The program includes critiques, weekly seminars, lectures, visiting artists, and faculty evaluation of student progress. Internship opportunities also are available. Contact nysp@aicad.org for information on internships.

Contact: Kim Krause at kkrause@artacademy.edu or Mark Thomas at mthomas@artacademy.edu for the information on the application process.

AICAD MOBILITY PROGRAM:

This mobility program provides the opportunity for juniors to participate in a one-semester program of study at other Association of Independent Colleges of Art and Design (AICAD) member institutions. There are 41 independent colleges of art and design in the US and Canada, as well as affiliate schools in Israel, Ireland, and Japan. Credits earned are transferred to the Art Academy. At the end of the mobility semester, a transcript from the AICAD school must be sent to the Art Academy's Registrar. Contact the Registrar at shutchens@artacademy.edu or 513.562.8749 for policies and procedures. Contact Diane K. Smith (dksmith@artacademy.edu), Interim Academic Dean for information on the application process.

STUDY ABROAD PROGRAM:

The Art Academy encourages students to pursue the opportunity to study abroad during their enrollment. It is student's responsibility to make the arrangements for their study abroad program, including contacting the program director; arranging travel, room and board, passports, and other related matters. Suggested programs to review: Studio Art Centers International Florence (SACI), NABA: International Academy Arts and Design, Milan

Contact: Diane K. Smith, Interim Academic Dean, at dksmith@artacademy.edu for information on the application process.

G.C.C.C.U. (Consortium)

The Art Academy of Cincinnati is a member of the Greater Cincinnati Consortium of Colleges and Universities (GCCCU), which was established in 1974 to develop cooperative programs for educational enrichment in the Greater Cincinnati area. While attending the Art Academy, students may take courses not available at the Art Academy through consortium member colleges and universities. During the Fall and Spring semesters, there is no charge for attending a consortium institution, as the credits are applied and included in your Art Academy tuition and credit. The Art Academy of Cincinnati's tuition rate applies for the Summer term. Students must pay their tuition bill to the Art Academy. The Art Academy then pays the consortium school. Full-time students may take no more than six credits per semester through the consortium during the Fall and Spring semesters. However, there is no limit during the Summer. Composed of 17 public and private institutions, the consortium plans and implements a wide range of inter-institutional programs.

The consortium members are:

The Art Academy of Cincinnati
The Athenaeum of Ohio

Chatfield College
Cincinnati Christian University
Cincinnati State Technical & Community College
College of Mt. St. Joseph
Gateway Community and Technical College
God's Bible School & College
Good Samaritan College of Nursing and Health Science
Hebrew Union College/Jewish Institute of Religion
Miami University (including Hamilton and Middletown campuses)
Northern Kentucky University
Thomas More College
The Union Institute & University
University of Cincinnati
Wilmington College (including Cincinnati branches)
Xavier University

NOTE: The Art Academy is on a semester system. One quarter credit equals 2/3 of a semester credit.

Procedure for Registering with the Consortium:

1. Obtain a Consortium Registration Form from the Registrar, Room S265. The Registrar will have information on how to find classes within the consortium.
2. Obtain the form approved by the Registrar.
3. Turn in the top copy of your approved consortium registration form to the Registrar.
4. Take the remaining copies and register at the college or university you plan to attend. The college or university will automatically transmit your grades to the Art Academy.

Procedure for Dropping Classes while in the Consortium Program:

If you are enrolled for a course through the consortium and wish to drop that course, you **MUST** withdraw from the course at **both** the consortium institution and the Art Academy. Failure to do so will result in a grade of "F" or "UW."

AICAD SCHOOLS: Independent Colleges of Art & Design

The Art Academy of Cincinnati is a member of the Association of Independent Colleges of Art and Design. AICAD is a consortium of 41 leading art schools in the United States and Canada. Three international affiliates are in Israel, Ireland and Japan. For more information about the consortium, visit www.aicad.org.

A list of the member schools is below:

Alberta College of Art and Design: Calgary, Canada
Art Academy of Cincinnati: Cincinnati, OH
Art Center College of Design: Pasadena, CA
Art Institute of Boston: Boston, MA
California College of Arts: Oakland, CA
California Institute of Arts: Valencia, CA

Cleveland Institute of Art: Cleveland, OH
College for Creative Studies: Detroit, MI
Columbus College of Art & Design: Columbus, OH
The Cooper Union for the Advancement of Science & Art: New York, NY
Corcoran College of Art & Design: Washington, DC
Cornish College of the Arts: Seattle, WA
Emily Carr University of Art & Design: Vancouver, Canada
Kansas City Art Institute: Kansas City, Missouri
Laguna College of Art & Design: Laguna Beach, CA
Lyme Academy of Fine Arts: Old Lyme, CT
Maine College of Art: Portland, ME
Maryland Institute College of Art: Baltimore, MD
Massachusetts College of Art and Design: Boston, MA
Memphis College of Art, Memphis, TN
Milwaukee Institute of Art & Design, Milwaukee, WI
Minneapolis College of Art and Design: Minneapolis, MN
Montserrat College of Art: Beverly, MA
Moore College of Art and Design: Philadelphia, PA
NSCAD University (Nova Scotia College of Art & Design): Nova Scotia, Canada
OCAD University (Ontario College of Art & Design): Ontario, Canada
Oregon College of Art and Craft: Portland, OR
Otis College of Art & Design: Los Angeles, CA
Pacific Northwest College of Art: Portland, OR
Parsons The New School of Design: New York, NY
Pennsylvania Academy of the Fine Arts, Philadelphia, PA
Pennsylvania College of Art & Design: Lancaster, PA
Pratt Institute: New York, NY
Rhode Island School of Design, Providence, RI
Ringling College of Art and Design: Sarasota, FL
San Francisco Art Institute, San Francisco, CA
School of the Art Institute of Chicago, Chicago, IL
School of the Museum of Fine Arts, Boston, MA
School of Visual Arts, New York, NY
University of the Arts, Philadelphia, PA
Watkins College of Art, Design & Film

Non-Continental AICAD Affiliates:

Bezalel Academy of Arts & Design: Jerusalem, Israel
Burren College of Art: Ballyvaughan, Ireland
Osaka University of Arts: Osaka, Japan

Course Descriptions

2011-2012

ACADEMIC STUDIES (AS)

The following courses are offered on a rotating basis and may not be available each academic year.

AS481 Senior Seminar I (3)

CA482 Senior Seminar II (3)

FA482 Senior Seminar II (3)

Senior Seminar is a required, team-taught, multi-purpose course for all seniors, which connects a student's undergraduate experience to his/her life beyond the Academy as a graduate student and/or as a practicing professional. The course is designed to initiate students in both conceptual and practical aspects of articulating a life as a practicing professional. The course is not only a guided tour through the process of developing and writing the senior thesis, but also an investigation, discussion and evaluation of what it means to live and work as an artist/designer/illustrator/photographer in the 21st century. In the process, students will explore the concepts, theories, influences, and experiences that inform and support the work they present for review in their senior thesis exhibition. Additionally, the course may cover such topics as: goal setting, topics on the business of art, professional presentations, building a resume, portfolio development, etc.

CROSS-DISCIPLINARY (CR)

CR310 - Word/Image (3)

This is a team-taught cross-disciplinary course, which investigates the correlation between language and visual art. Students employ/deploy a variety of writing and visual art strategies to explore in some depth a topic of substance of their own choice. Pre-requisite: 3rd year student or permission of instructor.
(Previously CD2900)

CR311 - Science/Religion Dialogue (3)

A survey of the historical and cultural interactions of science and religion prepares students to explore the dialogue between science and religion in the 21st century. In this context, students discuss and investigate such topics as evolution, the Big Bang, the existence of God, and meaning and purpose through the universal written, oral, and visual projects. Prerequisite: 3rd year student or permission of the instructor.
(Previously CD3920)

CR312 - Design and Nature (3)

This class investigates such concepts as systems, structure, function, pattern, and symmetry in nature as sources and resources for visual ideas and problem solving. Prerequisite: 3rd year student or permission of the instructor.
(Previously CD3921)

CR313 - Creativity and Criticism (3)

Through learning by doing, this course examines the mutual dependence of art making and art criticism. Criticism will be investigated as a tool to understand art, stimulate the creative process, and provide a framework for making judgments. Students will explore viewing and criticizing art as creative acts parallel to making art. Students also learn to incorporate criticism as a feedback mechanism in the creative process, investigate the special promise of the artist as critic, and tackle the question of: who is the audience of artist and critic? Prerequisite: 3rd year student or permission of the instructor. (Previously CD3930)

HUMANITIES (HU)

HU101 - Artist as Writer (3)

This course is designed to assist the developing visual artist through four major areas of writing pertinent to the field: 1) thinking and writing about art, 2) journaling, 3) argument and persuasion and 4) self-promotion. The rules of grammar and style are reviewed. (Previously LS1210)

HU101-H - Artist as Writer– Honors (3)

Practical advice for writers who have already mastered the basic elements of writing and are ready to polish their prose further. Ways to make writing more readable are emphasized, which includes the visual presentation of writing.

(Previously LS1210–H)

HU102 - Artist as Reader (3)

The literature read for this course will be viewed through a particular theme, such as “Dreamscapes,” “Conformity and Rebellion” or “Shades of Humor: from Slapstick to the Dark Side.” Within the structure of the course, students will learn the process of writing a formal research paper. (Previously LS1211)

HU102-H - Artist As Reader-Honors (3)

Students will study short stories, the novel, drama, and poetry through a variety of themes such as “The Artist in the World,” “Conformity and Rebellion” or “Relationships and Individuality.” Students will design their own research projects, which also will be presented orally. Prerequisite: HU101-H or permission of instructor.

(Previously LS1211-H)

HU201 – Aesthetics (3)

Key questions regarding the creation of art are examined. The views of Plato, Aristotle, Kant, Tolstoy, Bell, Brecht, Lippard, Saito, Weitz and others are explored. Prerequisite: AH101, AH102, AH201, HU101.

(Previously LS2710)

HU202- Writing for the Arts (3)

This class specifically focuses on writing for artists and designers, but also helps students refine their speaking and reading skills. The class is dedicated to additional work on the student’s writing beyond Artist as Writer.

Preliminary thinking and writing for the Senior Thesis is emphasized. This course is not available at the Senior level. Prerequisites: HU101, HU102, AH101, AH102.

HU211 - Creative Writing: Poetry (3)

Fundamentals of poetry are presented. By writing their own poems and discussing others’ work, students develop the ability to express aesthetic ideas verbally and in writing. Prerequisite: HU101, HU102.

(Previously LS2610)

HU214 - Mythology (3)

By considering the structure and function of myths from a range of cultures, this course explores the relevance of myth in life, society, and the arts, and the role of myth in telling us where and how to find meaning in the world.

Prerequisites: HU101, HU102. (Previously LS2530)

HU216 - Music in the 20th Century (3)

This course provides students with the vocabulary, historical context, and critical skills to understand, discriminate between, and evaluate various music of the 20th century. Students acquire an appreciation for contemporary musical forms and their relationship to other art forms. Prerequisites: HU101, HU102. (Previously LS2640)

HU217 - Art of Film (3)

This introduction to the art of film from the photographic advances of the 19th century to American silent movies, the Russian theory of montage, German films of the ‘20s and ‘30s, the influence of Hollywood, Italian and British New Realism of the ‘40s and ‘50s, and French New Wave, culminates in contemporary international filmmaking.

Prerequisites: HU101, HU102. (Previously LS2620)

HU219 - Introduction to Philosophy (3)

A survey of Western philosophical tradition provides a foundation for critical thinking and for personal engagement both with important philosophical issues and with everyday problems in living. (Previously LS2520) Prerequisites: HU101, HU102

HU312 - Women's Way of Seeing: Literature and Art History (3)

Literature and the visual arts come together in a study of the works of art women make and the conditions under which they create. Prerequisites: HU101, HU102, AH101, AH102 & AH201. (Previously LS3540)

HU315 - Dueling Literary Avant-Gardes (3)

This course traces the roots and reverberations of two avant-garde movements in terms of their literary output. Emphasis is placed on comparing and contrasting the two movements against the backdrop of their historical and cultural moment(s) Prerequisite: Junior status or permission by instructor. (Previously LS2515 & HU213)

HU316 - African American Studies in Literature, Music and Art: 1965 to Present (3)

This course focuses on African American avant-garde jazz and literature as well as art from the Black Arts Movement (1965-1974) to the present. Prerequisite: Junior status or permission by instructor.

SOCIAL SCIENCE (SS)**SS211 - Sociology (3)**

How do public issues relate to the personal problems we encounter in everyday life? Drawing from the sociological tradition, students examine this question from the theoretical perspectives of conflict theory, functionalism, and interactionism. Prerequisites: HU101, HU102 (Previously LS2330)

SS212 - Topics in Anthropology (3)

Issues of social structure, cultural change, status, life cycles, kinship, economic organization, social control, and religion, among others, are examined from a multi-cultural perspective. Prerequisites: HU101, HU102, AH101, AH102. (Previously LS2340)

SS213 - Introduction to Psychology (3)

Students become acquainted with the principles of psychology and human interaction. Topics include behavior, perception, learning, abnormal psychology, and therapy. Prerequisites: HU101, HU102. (Previously LS2350)

SS215 - Islamic Civilization (3)

This class examines Islamic culture and society from the birth of Mohammed to the 21st century with special focus on current events. Prerequisites: HU101, HU102, AH101, AH102. (Previously LS2312)

SS216 - Environmental Studies (3)

Students examine some of the major biological, social, and philosophical issues associated with the natural environment. Topics include bioregionalism, environmental impact of industry, resource conservation, sustainable agriculture, speciesism and ecofeminism. Prerequisites: HU101, HU102. (Previously LS2392)

SS312 - Technology and Utopia (3)

Do technological events threaten or enhance human imagination and creativity? Readings examine humankind's ambivalence toward technology and explore the impact of various technologies on the environment, the home, the workplace, the community, and the state. Prerequisite: HU101, HU102, AH101, AH102, AH201. (Previously LS3390)

SS315 – Contemporary Global Studies (3)

This course looks at global studies as a multidisciplinary discourse and includes a brisk and sweeping survey of fifteen leading international problems. Theoretical emphasis will be placed on a critical examination of globalization and closely related concepts such as Modernization and rationalization. Prerequisites: HU101, HU102, AH101, AH102, AH201. (Previously LS3383)

SS316 - Signs/Symbols/Semiotics (3)

Semioticians practice the art of interpreting signs and symbols with reference to mythology, history, philosophy and current usage in human communications. In this context, students consider the signs and symbols of various cultures. Prerequisites: HU101, HU102, AH101, AH102, AH201. (Previously LS2360 & SS214)

SS318 - Maps and Civilizations (3)

The course provides a sweeping survey of the role of cartography in culture and society and the impact of maps on consciousness, especially ideologies, worldviews and travel plans. Global Mappings of demographics and the clash of civilizations will be presented in the context of a critical sociology.

NATURAL SCIENCE (NS)

NS211 - Topics in Geometry (3)

Students learn to see mathematics as a creative activity, a language and a mode of thought while gaining additional skills in mathematical reasoning and problem solving. Geometry is investigated through the study of selected concepts from Euclidean, non-Euclidean and projective geometries, topology, and fractals. Prerequisites: HU101, HU102. (Previously LS2410)

NS214 - Biology in a Human Context (3)

The emphasis of this course is on human biology, the body systems, and how we manage to keep the body within a very narrow range of healthy values in spite of the unhealthy ways we abuse our bodies. The class will look at human reproduction, AIDS, STDs, and “in vitro” fertilization, growth and development of the fetus, and finish the semester with a look at DNA technology, including cloning, GM foods, forensics, and stem cell research. Prerequisites: HU101, HU102. (Previously LS2433)

NS215 - Human Reproduction & Genetics (3)

Human Reproduction and Inheritance: Topics will include sexual reproduction, fetal growth, contraception, assisted reproduction, sexually transmitted diseases, and inheritance of genetic traits. We will look at the use of DNA technology in forensics (paternity and crime scene) and the human genome project, as well as the more controversial topics of genetically modified foods, cloning, and stem cells. Prerequisites: HU101, HU102. (Previously LS2434)

NS216 - Astronomy (3)

Students investigate how fundamental principles of physics allow us to deduce what we know about the universe and our solar system’s place in it. Topics include solar system formation; the nature of planets, stars, galaxies and black holes; and various cosmological theories and their predictions concerning the creation and the fate of the universe. Prerequisites: HU101, HU102. (Previously LS2440)

NS217 - Environmental Science (3)

Students study and become familiar with all aspects of environmental science. These include but are not limited to: a) the scientific principles, concepts and methodologies required to understand the interrelationships of the natural world; b) identification and analysis of environmental problems both natural and human-made; c) evaluation of the risks associated with these problems; and d) examination and discussion of alternative solutions for resolving and/or preventing them.

NS312 - Lives in Science

This seminar course uses biographical sources on scientists as well as original writings by scientists to present a realistic picture of scientists as creative, whole people. A look at the personalities and accomplishments of selected scientists sheds light on how science thinks, problem solves, and becomes an agent of change in society. Prerequisite: one natural science class or permission of instructor. Prerequisites: HU101, HU102. (Previously LS3994)

ART HISTORY (AH)

AH101 - Introduction to Art History I (3)

Sculpture, painting, and architecture of the Ancient, Medieval and non-Western (Mesoamerica, India) worlds are examined in terms of style, iconography and function. Emphasis is on the historical and cultural contexts within which they were created. The Cincinnati Art Museum is used as a resource. (Previously AH1100)

AH102 - Introduction to Art History II (3)

The visual arts of non-Western (Native America, Canada, Africa, China, and Japan) and Western traditions of the Renaissance through the 19th Century are examined in terms of style and content, social, cultural and political points of view. The Cincinnati Art Museum and Taft Museum are used as resources. (Previously AH1101)

AH201 - Art of the 20th and 21st Centuries (3)

The sources and influences of the major artists, styles, and movements of this period are closely examined. Emphasis is on discussion of pioneering attitudes, theories and concepts of Modern and Postmodern artists. Prerequisites: AH101, AH102, HU101, HU102. (previously AH2120)

AH202 - 20th and 21st Century Design History (3)

This course surveys 20th and 21st Century design, including industrial design, decorative arts, architecture, typography, illustration and fashion design. Students consider major designers, styles, trends, and historical influences as well as the relationship between fine art and design. Prerequisites: AH101, AH102, AH201, HU101, HU102. (Previously AH2130)

AH212 - Arts of Asia (3)

The works and styles of the arts of India, China, and Japan are explored, and extensive use is made of the Cincinnati Art Museum. Prerequisites: AH101, AH102, AH201, HU101, HU102 (Previously AH2140)

AH213 - Native Arts (3)

This course covers the Art of Mesoamerica from Olmec to Aztec, the Native Arts of North America, and African Art. Key works and styles are examined, and multi-cultural perspectives are explored. Extensive use is made of the Cincinnati Art Museum. Prerequisites: AH101, AH102, AH201, HU101, HU102. (Previously AH2142)

AH214 - History of Photography (3)

This course examines the history of photography in Europe and America, roughly from its inception in 1839 to the present day. From Daguerre to Andreas Gursky, this class analyzes images, looking at aesthetic, technical, historical, and social issues, with an emphasis on the role that photography plays in shaping ideology and informing popular thought. Prerequisites: AH101, AH102, AH201, HU101, HU102. (Previously AH3115)

AH301 - Contemporary Art: Issues And Ideas (3)

Contemporary art is explored through selected themes, concepts, and artists. Approaches to understanding contemporary art include aesthetics, artist's strategies, art as commodities, Postmodernism, visual cultural studies, gender, and multiculturalism and various other thematic concerns. Prerequisites: AH101, AH102, AH201, HU101, HU102. (previously AH3124)

AH302 - Approaches to Art History (3)

The focus of this course is on the approaches and methodology used in the discipline of art history. Emphasis is placed on the analysis of scholarly writings that reflect various perspectives in the history of art with particular emphasis on contemporary trends. The current state of the discipline and the new art history will be explored. Prerequisites: AH101, AH102, AH201, HU101, HU102. (Previously AH3160)

AH303 - Museum Studies (3)

An introduction to the history, functions, and purposes of art museums in the United States and Europe are presented. The variety of types, missions and structures of museums, along with contemporary issues in museum studies are covered. Prerequisites: AH101, AH102, AH201, HU101, HU102. (Previously AH3170)

AH311 - 19th Century French and American Painting (3)

This in-depth look at 19th century French and American painting considers important artists of the era and the relationship of these two art centers. The Cincinnati Art Museum is used extensively. Prerequisites: AH101, AH102, AH201, HU101, HU102. (Previously AH3112)

AH313 - Early 20th Century American Painting (3)

This class takes an in-depth look at painting in early 20th century America. The course content places the art in context with knowledge from other disciplines such as American Studies, literature, gender, and racial politics, and

the economics of the period. Prerequisite: AH101, AH102, AH201, HU101, HU102. (Previously AH3120)

AH314 - American Decorative Arts & Interiors (3)

This course focuses on late 19th and early 20th century American decorative arts. Emphasis is on Aesthetic, Art Nouveau Arts, and Crafts, and Modern Movements. Cincinnati's significant contribution to the Aesthetic movement and Arts and Crafts tradition within a national context is examined. Prerequisites: AH101, AH102, AH201, HU101, HU102. (Previously AH3122)

AH316 - History of African American Art (3)

This multi-part history of African American art will survey recent critical dialogues and philosophies of visual art and culture unique to the diasporic black community. The course will address: issues and evolution of black art aesthetics, the "souls of black folks," the "new Negro" art in the Harlem Renaissance, the evolution from "new Negro to new deal," and the search for freedom. Prerequisites: AH101, AH102, AH201, HU101, HU102. (Previously AH3135)

PC403 - Museum Studies Internship (3)

This class offers the experience of working in a museum. It requires 90 hours of work in a museum over the summer. Also required is an art history research project and in-class oral presentations. The class meets in the summer and fall. Timing is based on the schedules of the participants and counts as a Fall Semester course. Prerequisites: AH101, AH102, AH201, HU101, HU102 and instructor permission). Can be used for AH elective credit, PC credit or AS credit with permission of instructor. (Previously AH4170)

COMMUNICATION ARTS (CA)

CA211 – Letterpress Design (3) CA211 Letterpress Design (3) Foundation program

This course explores technical processes, visual aesthetics and design strategies in letterpress printing through individual printing/publishing projects, as well as a final collaborative project. Students acquire a working knowledge of letterpress operation and design as an historic perspective of printing and to supplement to their knowledge of offset and digital printing technology.

AS481 - Senior Seminar I (3)

CA482 - Senior Seminar II (3)

FA482 - Senior Seminar II (3)

Senior Seminar is a required, team-taught, multi-purpose course for all seniors, which connects a student's undergraduate experience to his/her life beyond the Academy as a graduate student and/or as a practicing professional. The course is designed to initiate students in both conceptual and practical aspects of articulating a life as a practicing professional. The course is not only a guided tour through the process of developing and writing the senior thesis, but also an investigation, discussion and evaluation of what it means to live and work as an artist/designer/illustrator/photographer in the 21st century. In the process, students will explore the concepts, theories, influences, and experiences that inform and support the work they present for review in their senior thesis exhibition. Additionally, the course may cover such topics as: goal setting, topics on the business of art, professional presentations, building a resume, portfolio development, etc.

DIGITAL ARTS (DA)

DA201 - Digital Arts I: Drawing Based (3)

This course builds upon the concepts and technical knowledge of basic imaging software presented in the foundation courses- Digital Media I + II. Digital Imaging I presents the unique aesthetic of images produced with various drawing and painting software. Students will work with digital templates, digital drawing pads, scanning conventional drawing and the unique tools of state of the art software to produce imagery that functions as fine art, illustration and images that can be incorporated into video and interactive media. (Prerequisite Foundation Program)

DA202 -Digital Arts II: Photo Based (3)

This course builds upon the concepts and technical knowledge of basic imaging software presented in the foundation courses- Digital Media I + II. Digital Imaging II presents the unique aesthetic of images produced with various photo- based software. Students will work with digital photography, conventional photography, digital scanning and also utilize the tools in state of the art photo-based software to produce imagery that functions as fine art, illustration and images that can be incorporated into video and interactive media. (Prerequisites Foundation Program)

DA301 - Digital Arts III: Sequential (3)

The art of managing multiple images in sequence is the focus of this course. Students begin by studying sequence in drawing and design through the use of drawn story-boards, designing sequence as metamorphosis and with software designed to manage the sequential image. The relationship between image and interval will be explored as it potentially affects motion graphics and interactive media. Assignments will include work with story boarding, animation, flash banners and 3D animation. Software may include Adobe Photoshop and Illustrator, Strata CX, Maya and Flash. (Prerequisites: Junior Status, DA201 and DA202)

DA302 - Digital Arts IV: Motion (3)

DA II: Motion, utilizes the skills and concepts learned in DA I: Sequence. This course combines sequence with motion and sound. The primary tools covered are digital video, video editing and software used for enhancing video. Students will shoot live action video and stop animation and also manage this footage with production software. Post-production visual effects will also be covered. Students will also learn to prepare work for viewing using state of the art media software that may include iMovie, After Effects, Motion 2, Quicktime Pro and Final Cut Pro. The focus of assignments is on designing motion for self-expression or communication based products. (Prerequisites: Junior Status, DA301)

DA303 - Digital Arts V: Interactive (3)

This course explores various interactive digital media venues including interactive art, computer based training, instructional design methodologies as well as, Internet and intranet. Students will be taught the art of utilizing a multimedia and mixed media approach to creating dynamic interactive digital art and design. This course will build on the use of concepts, software, conventional media and digital imaging presented and explored in IDA I + II and will be encouraged to incorporate ideas and media from photography, printmaking, 3D and drawing. Assignments may include imagery that is projected, viewed on a monitor, cell phone graphics, CD and DVD and television. Software may include Adobe Photoshop and Illustrator, Flash, Strata CX, and other previously presented software. (Prerequisites: Junior Status, DA301)

ILLUSTRATION (IL)

IL201 - Illustration I: Composition (3)

This course is a continuation from Foundation Core, of the study of compositional principles, formats and visual elements as related to the art of illustration. Illustration will be studied in its broadest applications including, print media, animation and storyboards, digital media, environmental graphics and alternative formats. Students will be required to develop ideas through research, using references (photo files, models, original photography and books) and demonstrate inventive, creative thinking. The class will employ the power of the group to generate ideas and solutions (group-think, list-making, preliminary sketching and media studies, and other visual thinking techniques) and develop strategies for crafting them. A variety of media will be used to explore the dynamics of composition and visual language as applied to problems in illustration. (Prerequisites Foundation Program)

IL202 - Illustration II: Communication (3)

Through a series of studio assignments, lectures, studio visits and class discussions, students will study the exploration, development and execution of the communication message in illustration. Communication categories include promotional, editorial, enhanceive, narrative. This course will also study the relationship between the use of media and visual aesthetic and communication. Students will be required to develop ideas through research, using references (photo files, models, original photography and books) and demonstrate inventive, creative thinking. The class will employ the power of the group to generate ideas and solutions (group-think, list-making, preliminary sketching and media studies, and other visual thinking techniques) and develop strategies for crafting them. A broad use of various tools and media will be encouraged. (Prerequisites Foundation Program)

IL301 - Illustration III: Figuration (3)

Through a series of studio assignments, lectures, guest speakers, and class discussions, this course presents the world of illustration and the role of figurative imagery in it. Students will investigate the illustrated image through the use of figure drawing and painting, character development, and the exploration of human, animal and hybrid forms in a variety of venues. The use of conventional media, digital media and their combination will be used. The development of artistic processes, visual thinking exercises and ideation techniques will be utilized. (Prerequisites: IL 202 and IL201)

IL302 - Illustration IV: Narrative (3)

Various drawing and painting projects are used to solve narrative illustration problems in applications including storybooks, storyboards, informational graphics and graphic novels. Students will develop a basic knowledge of technical processes required to produce finished art, including work with graphic arts software to assemble and output digitally illustrated files. Emphasis is on narrative sequencing, composition and technical refinement. (Prerequisite: IL301)

IL303 - Illustration V: Special Topics (3)

Students work individually to develop an interest area of illustration to produce work to build a portfolio and prepare for the Senior Advanced Tutorial. Assignments can be proposed by students with faculty approval, or students work from assignments presented by faculty. Professional illustrators can serve as mentors for students. Contemporary illustrators and illustration will be studied to further an understanding of the field. Students will also be expected to become knowledgeable of professional organizations that support the illustration industry. All assignments will be positioned in the context and expectations of “real world” work and in preparation for thesis work. (Prerequisite: IL302)

PHOTOGRAPHY (PH)

PH201 - Photo II: Digital (3) This course is an introduction to digital photography. The students will learn fundamental camera operations, basic use of photo manipulation computer software, image storage, input/output and image quality. Issues of color, image storage & compression, resolution & image quality are covered. Students will be challenged to understand Digital Photography within the larger context of Photography. Students are required to have a digital camera with manual aperture, shutter, and color options. A limited number of school cameras are available for student use. (Previously FO2713) (Prerequisite: Foundation Program)

PH202 - Photo I: Darkroom (3) A course in black and white photography that explores the limits and wonderment of this medium as a means for personal expression. Students will learn darkroom procedures including developing film and printing photographs. The aesthetics of photography will be studied historically in relation to the important trends of the 20th century including post-modern installation work and current image making. Students must have their own 35 mm single lens reflex camera with adjustable apertures and shutters. A limited number of school cameras are available for student use. Prerequisite: PH201 or permission of instructor. (Previously FO2703) (Prerequisites Foundation Program)

PH301 - Photo III: Black & White (3)

(Darkroom based) Intermediate Black and White Photography is a 3 credit course in the study of photography with emphasis on photography as an expressive art form and the development of critical thinking. The course will cover technical information on: negative and printing controls, bleaching and toning, medium format cameras, the 4x5 camera and studio lighting. (Prerequisite: Introductory Darkroom Photography.) (Previously FA3713)

PH302 - Photo IV: Experimental Photography (3 credits)

Previously Alternative Processes

A course in experimental photography and mixed media approaches to photography. Emphasis is placed on the development of a unique vision and portfolio of work. Processes covered may include but are not limited to: pin hole cameras, matte medium lifts, Liquid Light, installations, painterly and sculptural approaches to photography and moving images are explored. This class is designed to provide students with the opportunity to employ one, or a combination of alternative approaches in the development of a significant, original body of work. Prerequisite: PH201 (FO2713) or permission of instructor (Previously FA3723)

PH303 - Photo V: Color (3)

This studio-based course explores the creative use of color in contemporary photography. This course covers shooting and printing of both color reversal film and color negative film. Also covered: medium and large format

cameras, studio lighting and mixed lighting. There is a significant digital component to this class as students learn to color manage, color correct, scan, manipulate and print digital prints at a more advanced level. Emphasis is placed on original creative vision. (Prerequisite: Introductory Darkroom Photography and Digital Imaging 1.) Previously FA3733)

VISUAL COMMUNICATION DESIGN (VCD)

VC201 - VCD I | Typography: Form and Function Foundation Program

This course examines type terminology, anatomy, hierarchy, composition, and typographic history in terms of the relationship between visual and verbal language. In the process, the communicative, expressive and informative qualities of typography are explored in both personal and applied design contexts, while also addressing typography's social and historical significance. Prerequisite: Foundations Program

VC202 - VCD II | Imagery: Form and Communication

This course explores basic communication theory; visual syntax, semantics, and semiotics through a range of media with an eye towards the development and understanding of a range of VCD experiences from scientific to poetic. While students explore the relationships between communication, form, and content, they develop a visual vocabulary through both photographic and pictographic imagery. Finally, students gain experience with image research, graphic reduction, and principles of composition in the generation of visual symbols and metaphors. Prerequisites: Foundations Program, Drawing III (DR201)

VC301 - VCD III | Integration: Modes and Methods

As a continuation of the concepts and content covered in VCD 1 and VCD 2, this course applies the elements and principles of design and typography to a variety of visual communication design contexts. While exploring, investigating and analyzing greater conceptual considerations in both assigned and self-defined projects, students will delve deeper into ideation and visualization to produce and execute more refined and sophisticated solutions to complex problems. The course will include 2D, 3D, and 4D design experiences. Prerequisites: VCD I (VC201) and VCD II (VC202)

VC30 - VCD IV | Systems: Investigation and Application

In this course, students explore and implement design systems through the development and production of a related series of design projects, such as posters, brochures, stationery, and brand identity. Through these and other directional devices, students will work in 2D, 3D, and 4D design contexts for a self-defined campaign, conference or event that serves to educate and promote viewer participation. Prerequisite: VCD III; Co-requisite: VCD V (VC301)

VC30 - VCD V | Special Topics in Design: Voice and Vision

This course serves as a bridge between intermediate VCD coursework and Advanced Tutorial and Senior Seminar coursework. Students will participate in a range of design experiences with an increasing focus on self-defined and self-directed work. In addition students will research and investigate modern and contemporary design practices and applications focusing on how design shapes culture and society. As students move from external parameters to defining their own personal vision and voice, they begin the process of developing their own unique design philosophy. Prerequisite: VCD III (VC301); Co-requisite: VCD IV (VC 302)

FINE ARTS (FA)

FA312 - Artists' Books (3) This course will include: study of book forms and basic bookbinding approaches through demonstration, research and investigation of contemporary artist's books; exploration of the relationship between text and image and the design of the book using letterpress, digital output, xerography, photo, and additional print and drawing media; experimentation with altered and deconstructed books. Students will work from a technical base to create books, one of a kind and limited editions, which reflect personal issues and exploration of contemporary and historical directions in artist's books. Classes will consist of demonstrations, discussions, book projects, studio time, in progress and group critiques, field trips and/or visiting artists. Prerequisite: Foundations Program (Previously FA3923)

AS481 - Senior Seminar I (3)

CA482 - Senior Seminar II (3)

FA482 - Senior Seminar II (3)

Senior Seminar is a required, team-taught, multi-purpose course for all seniors, which connects a student's undergraduate experience to his/her life beyond the Academy as a graduate student and/or as a practicing professional. The course is designed to initiate students in both conceptual and practical aspects of articulating a life as a practicing professional. The course is not only a guided tour through the process of developing and writing the senior thesis, but also an investigation, discussion and evaluation of what it means to live and work as an artist/designer/illustrator/photographer in the 21st century. In the process, students will explore the concepts, theories, influences, and experiences that inform and support the work they present for review in their senior thesis exhibition. Additionally, the course may cover such topics as: goal setting, topics on the business of art, professional presentations, building a resume, portfolio development, etc. (Prerequisite: Students must have senior standing in the final year of their program. AS481 as a prerequisite for FA482)

FA491 - Advanced Tutorial (6)

Advanced Tutorial is the advanced level course work for all studio areas combining students in all majors. This course is taught collaboratively with a team of faculty. Students will complete their visual thesis in this course. Advanced Tutorial presents an opportunity for greater discussion across all disciplines, increasing a sense of community as a positive learning environment, blurring traditional territories, and opening possibilities in specific media and multi-disciplinary activity. This experience prepares students for the collaborative life as practicing professionals in the fields of art, design, and art history. Prerequisite: 15 credits in the studio major.

PROFESSIONAL COMPONENT (PC)

PC401 - Academy Design Service (3-6)

A design class organized and operated as a professional design studio providing design, illustration and photographic services for Art Academy in-house publications, as well as outside clients. Faculty advisor recommendation is required. **This course fulfills the Professional Component requirement.** Prerequisite: 39 studio credits.

PC402 – Fine Arts Internship (3)

Instructor will help match fine arts students with internship sites to give the student the type of internship experience they desire. Some of the venues could include, but are not limited to: an artist's studio, a commercial or non-profit gallery, a non-profit arts organization, a museum center, and arts restoration business. The goal is for the student to participate in one aspect of the business of art; giving them hands on experience. The student will work on site 120 hours in one semester. **This course fulfills the Professional Component requirement.** Prerequisite: 39 studio credits. (Previously FA4930)

PC403 - Museum Studies Internship (3)

This class offers the experience of working in a museum. It requires 90 hours of work in a museum over the summer. Also required is an Art History research project and in-class oral presentations. The class meets in the summer and fall. Timing is based on the schedules of the participants and counts as a Fall Semester course. **This course fulfills the Professional Component requirement.** Prerequisites: AH101 AH102, AH201 LS1210, HU101, HU102 and instructor permission) (Previously AH4170)

PC404 - Professional Practice (3-6)

Students apprentice part-time in a professional design studio, advertising agency, or corporate design office. Professional apprenticing provides students with experience in business operations. **This course fulfills the Professional Component requirement.** (Previously CA4200)

PC405 - Professional Practice Studio (3)

This is a client based "real-world" experience in a faculty supervised class context. Faculty serve as liaisons for students and outside clients to provide a variety of professional experiences intended to prepare students for their post-academic careers through exposure to typical professional situations. Students meet with client to prepare proposals, develop strategies, complete work, and meet deadlines. Students also write a paper evaluating the experiences and lessons learned. **This course fulfills the Professional Component requirement.** Prerequisite: 39 studio credits.

DRAWING (DR)

DR201 - Drawing III: Investigations in Space and Meaning (3)

This course investigates a variety of approaches to describe and communicate spatial information. Students work from direct observation of landscape, still life, interior space and the human figure investigating expressive and narrative possibilities. Complex compositional, spatial and lighting situations and multiple figure poses will challenge students' technical and conceptual drawing abilities. It also explores the implications of the artist's choice of spatial structures and introduces students to non-western spatial conventions as well as mapping, the grid, and patterning. Prerequisite: FO122 (Previously FO2201)

DR202 - Drawing IV: Strategies and Media (3)

Students explore a range of strategies and processes and experiment with traditional and contemporary media in solving problems that deal with space, time, narrative and abstraction. This course supports the student in broadening drawing strategies, taking risks, experimenting with materials and surfaces, expanding subject matter and content and thinking and working conceptually. Prerequisite: DR201 (Previously FO2202)

DR301 - Drawing V: Contemporary Problems in Drawing

In the process of encouraging more freedom, responsibility and personal decision-making in each student, this course introduces students to concepts, roles, processes and practices that characterize contemporary drawing. Through research and individual practice, the student gains an understanding, of the place and value of drawing in contemporary art and in their own art making. Prerequisite: DR202

DR302 - Figuration

This course allows the student to explore the figure from a variety of points of view and a variety of purposes, including formal, descriptive, portrait, expressive, social, cultural, iconic, metaphorical, symbolic and narrative. There is attention to both traditional and contemporary approaches to meet individual student needs. Prerequisite: DR202

DR305 - Perceptual Drawing

Students develop artwork through observation and visual consideration using a combination of varied materials, color, and perceptual manipulation. The course investigates representational methods of drawing as well as inventive ways of creating line, shape, texture, and space. Students are encouraged to explore the emotional possibilities of representation and to bring their own concerns and issues to the process of drawing. Prerequisite: DR202 (Previously FA3824)

DR306 - Intermediate Drawing: Color and Figure

A goal of this course is for students to learn to draw expressively from the figure. Work consists of representational drawings of the figure in space, as a compositional design element and as an expressive agent. Color is explored as a means of enhancing form, light, and space. A survey of artist's approaches to the human figure accompanies the studio work. Prerequisite: DR202 (Previously FA3825)

DR307 - Intermediate Drawing: Experimental Drawing

In this course students are encouraged by the instructor and the working atmosphere to take substantial risks in their drawing. Students can experiment with materials, media, format, approach, and subject matter. While the work is largely student directed, the instructor supports and guides the student in the form, direction, and nature of the experimentation. Students are introduced to a wide range of investigations and expressions happening in contemporary drawing. Prerequisite: DR202 (Previously FA3826)

DR308 - Intermediate Drawing: Drawing as Inquiry

This course puts strong and consistent emphasis on research as a basis for the development and sophistication of drawing, both product and process. This course focuses on drawing as a means of intentional research/investigation in the context of strategy, process and concept. Varied approaches to drawing are all built around preliminary and substantial research leading to drawing solutions to issues or ideas independently chosen by the student. Prerequisite: DR202 (Previously FA3827)

DR309 - Drawing Collage

Students will be exposed to varied methods of collage techniques, historical and contemporary. Collage will be utilized as a tool or drawing as well as a means of juxtaposing images to create content. Prerequisite: DR202 (Previously FA3828)

DR310 - Quantity, Scale, Surface in Drawing

This course will explore varied approaches to quantity, scale and surface choices and the implications of these and other formal decisions on content and conceptual ideas. Projects will include monumental drawing, minimal drawing, varied formats and working in multiples. Media, subject and content are student driven with certain parameters provided by the instructor to encourage risk taking and growth in the students' chosen direction. Prerequisite: DR202 (Previously FA3829)

DR313 - Individual Investigations in Drawing

This course allows the student, through drawing, to make a sustained commitment to a concept, theme, or issue of their choosing. This class is dependent on individual development and supports attention to individual needs. "Drawing" in this course is interpreted broadly and could incorporate collage, digital processes, photography, and the use of traditional and non-traditional surfaces and formats. Since much of the course is self-directed, students are expected to take initiative in their work, and move beyond comfortable levels of achievement. Prerequisite: DR202 (Previously FA3832)

PAINTING (PA)

PA201 - Painting I (3)

This is an introduction to oil painting. Students will work mostly on instructor directed experiences that teach perceptually based painting skills through still life, interior space and the figure. Instruction includes building stretchers and preparing paint surfaces. Students will be directed to artists related to their personal interests as well as contemporary and art historical sources relative to the course assignments. Prerequisite: Foundations Program (Previously FO2113)

PA202 - Painting II (3)

Students continue to work in oil paint from observation among the figure, still-life/environments and art historical sources including works in the Cincinnati Art Museum. Instruction includes alla prima painting, under-painting and glazing techniques. Prerequisite: PA201 (Previously FO3123)

PA301 - Painting III (3)

The continuation of Painting II with an introduction to personalized imagery, issues, and concerns, reinforced by continued growth of technical skills and conceptual development. This course also focuses on non-traditional aspects of painting display and material use. Prerequisite: PA202 (Previously FA3113)

PA303 - Painting IV: Materials and Techniques (3)

This course covers the traditional media of metal point, egg tempera, encaustic, oil color grinding, buon fresco. History of each media is covered and the origins of color pigments are introduced in the beginning, as these are the same dry pigments used throughout the course. Once each medium is introduced and practiced, the class is introduced to contemporary uses of media by visits to the Cincinnati Art Museum, reproductions and student research and possibly by visiting artists. Required for all painting majors and may be taken by all others as a studio elective Prerequisite: Foundations Program, PA201 for Painting Major/Minor. May be taken as Studio Elective by others.

PA302 - Painting V (3)

Painting V continues to emphasize personal growth, technical skills, appropriate craft and execution and conceptual development. Assignments with limited parameters encourage students to choose areas of investigation that could include working non-objectively or from source material. Students create work and do writing and research to prepare for their thesis experience in their senior year. Prerequisite: PA301 (Previously FA3123)

PRINTMAKING (PR)

PR201 - Print Media I: Etching, Litho, Monoprint, Relief (3)

Printmaking allows for the creation of multiples in consistent editions and for layered multimedia images capable of many variations. Physical marks and surfaces are transformed and unified through the transfer of image to paper. Students will explore painterly monotypes, black and white and color relief prints, lithographic images on stone or plate and intaglio methods of line etching and aquatint. Student imagery is developed based on visual assignments and personal concepts. Basic principles of design and drawing are strengthened and reinforced. Area print exhibitions are learning resources for the course. Prerequisite: Foundations Program

PR202 - Print Media II: Screen Printing (3)

This course offers an opportunity to develop drawing, design, color and painting in new personal directions through screen printing. The student will investigate unique aspects of printmaking such as layering of color, transparency, thinking in steps, and producing multiples. Subject matter may include observed motifs, including the nude, and images from other classes. The Cincinnati Art Museum's print collection is used as a resource. Prerequisite: Foundations Program

PR301 - Print Media III: Litho/Relief (3)

Students learn to make lithographic images printed from stones or polyester plates using photocopy transfers, hand drawing and digital imagery. Relief prints are developed by cutting into wood using subtractive techniques and printing with multi colored layering. Multimedia print approaches are explored including stamping, letterpress and alternative approaches. Growth of personal imagery and concepts is encouraged. Students participate in class study of prints in area museums and local print exhibitions. Prerequisite: PR201

PR302 - Print Media IV: Etching, Collagraphs & Mono-prints (3)

Students will develop images using intaglio techniques, which means printing from beneath the surface. Metal plates will be etched, scratched and textured and cardboard plates will be collaged to create multi colored and layered images that can be printed in relief or intaglio. Solar plates are used to create digital and photographic imagery. Mono-printing, the most experimental and spontaneous print method, will also be used to create prints. Growth of individual ideas and imagery is encouraged. Print study at area exhibitions is a regular part of the course. Prerequisite: PR301

PR303 - Print Media V: Screen Print & Digital Techniques (3)

Hand Drawn and photographic techniques of screen printing are developed to an advanced level. Emphasis is placed on photomechanical techniques using the computer and digital printer. The course is designed to promote individual expression using the unique qualities of screen printing such as rich color and large-scale imagery. Guest critics and the Cincinnati Art Museum print collection support the course content. Prerequisite: PR202

SCULPTURE (SC)

SC201 - Sculpture I: 3D Plastic Form (3)

This course is an introduction to plastic media and processes including perceptual studies in clay modeling and direct plaster. Casting techniques introduce understanding of 3D material substitution using such media as wax and Hydro-stone. In addition to materials and techniques, students are made aware of the physical confrontation that exists with three-dimensional art through issues of scale and spatial arrangement. Prerequisite: Foundations Program (Previously FO2613)

SC202 - Sculpture II: 3D Constructed Form (3)

This course offers an introduction to understanding three-dimensional structure through constructions that utilize different media and additive technical methods. The concept of a working model is introduced. An introduction to welding steel provides the means to build skeletal and volumetric forms, as well as to create supporting armatures for other works. Working with slab construction provides the basis for fired clay sculpture. Mixed media constructions with found materials focus on appropriate assemblage techniques. Assignments address sourcing and exploring materials and how material choice and scale change affect communication. Prerequisite: Foundations Program (Previously FO2623)

SC301 - Sculpture III (3)

This rigorous studio experience challenges students to select media and processes appropriate to the development of their individual vision/ voice. Students will engage in a variety of material investigations through research and manipulation. Natural processes, kinetics, light, and sound are presented as sculptural elements. A study of contemporary sculptural practices supports the studio experience. Prerequisite: SC201 or SC202

SC303 - Sculpture IV: Figure Sculpture (3)

Explore principles of three-dimensional form through a study of the human figure. Students may work in terra cotta, a clay to be fired, plaster casting in Hydro-stone, fiberglass and plastics or through other additive and subtractive construction techniques using wood, steel, direct plaster, or a variety of other materials. (Previously FA3633) Prerequisite: SC201 or SC202

SC302 - Sculpture V (3)

This studio course focuses on open forms, arrangement of elements in space, interaction with an audience, and issues of context. Students may create immersive environments, intervene in public settings, and/or invite participation. Concepts of the public, privacy, boundaries, scale, and place are addressed. A study of contemporary 3-D practices supports the studio experience. Prerequisite: SC301

SC403 - Advanced Figure Sculpture (3)

Individual investigation of sculpture elements, problems and media are encouraged for fourth year sculpture students. Designed to allow individual growth in the student's main area of interest and to increase knowledge, skill and self-awareness. The welding room and woodshop will accommodate sculpture majors who wish to produce large works. Prerequisite: SC303 (Previously FA4633)

FOUNDATIONS (FO)**FO101 - Core (6)**

An intensive studio experience that challenges students with varied concepts, materials, techniques, tools, and vocabulary that are studied in a sequence of hands-on experiences and interrelated two and three-dimensional design assignments. Students develop their abilities to manipulate and organize ideas to solve problems, communicate, and express themselves through visual language. Students' personal voices evolve through diverse and rigorous processes, self-discipline and risk-taking, craftsmanship and skill acquisition.

FO102 - Creative Processes (3).

This studio course introduces students to visual thinking strategies and methods that assist in creating works of art and design. The focus is on managing visual problems in order to develop a personal creative process. Methods such as the Five Minute Think, idea sketching, identifying blocks and aids to creativity, brainstorming, lateral thinking, and the Seven Stage Creative Process help students to more confidently approach any problem regardless of subject matter, concept or medium.

FO103 - Color: Theory and Application (3)

This course examines the theoretical and practical applications of color in both, fine arts and communication arts, color perception and its implications in visual culture. Students will develop an understanding and sensitivity to color through individual and group investigations using a variety of media. Projects will include a study of examples from art history and contemporary visual practice. This course is a prerequisite for all second year studio courses.

FO111 - Digital Media I (1.5)

This required course offers an introduction to digital technology where students learn how to work with the Academy's computer network and equipment. With a range of tools the class provides a foundation in digital photo manipulation, vector based drawing and page layout, in order to use digital technology in meaningful and competent ways in their current and future studio work.

FO112 - Digital Media II (1.5)

This course is the second in a sequence of required Foundation courses in digital technology offering opportunity to gain more experience with photo manipulation software and vector based drawing software, video editing software, 3D modeling software. The course explores the integration of various programs to lay the groundwork for future studio classes in both Fine Art and Communication Art.

FO121 - Drawing I (3)

This course is an introductory drawing experience for all BFA students. It takes the student through a variety of challenges in observational drawing using line and value. It includes the study of geometric simplification, one and two point measured and freehand perspective and developing an illusion of light.

FO122 - Drawing II (3)

Focus is on observational, descriptive and formal aspects of objective drawing. The course focuses on the human skeleton, muscles and figure. While the course continues the development of perceptual awareness and of objective and analytical drawing abilities, it gives the student a full semester to study the human figure in terms of basic proportions and anatomy. Working with the figure in an environment, students gain knowledge of interior structure to create integrated and unified form. Other issues include foreshortening, freehand perspective, selecting spatial indicators, light, shadow, surface qualities and composition, using both wet and dry media.

INDEPENDENT STUDY (IS)

IS1000 - Independent Study-variable cr.

Students have the option of working independently in a studio area with an instructor or may meet in-group critique with a team of faculty. Students complete an Independent Study Proposal. Faculty, Department Chair, and Academic Dean approval is required.

MASTER OF ART IN ART EDUCATION

AH5120 - Early 20th Century American Painting (3)

This advanced art history class takes an in-depth look at painting in early 20th Century America. The course content places the art in context with knowledge from other disciplines such as: American Studies, literature, gender and racial politics, economics of the period.

AH5124 - Contemporary Art: Issues and Ideas (3)

A graduate-level exploration of contemporary art from 1970 through the present. This course explores the contemporary art world, with topics ranging from a focus on artists and media, to collecting and art politics, to various thematic concerns. Field trips and guest lectures diversify the course.

MA5000 - Graduate Studio (1.5)

Students have the option of working independently in a studio area with an instructor during the Fall and Spring semesters and will meet in-group critiques with faculty. Students will be required to complete an independent study proposal and receive approval by the instructor(s).

MA5330 - Graduate Printmaking (3)

Students originate, develop and produce a series of prints expressive of a certain theme or idea related to the student's own visual direction. Advanced skills are developed in the printmaking media; it can include, but is not limited to intaglio, lithography, silkscreen, collagraphs, mono-prints and photomechanical processes. Understanding and control of procedures of drawing, process and printing are emphasized for each student. The developments of individual technical and conceptual skills, as well as methods applicable to classroom teaching are explored.

MA5450 - Graduate Digital Imaging (3)

An introduction to computer hardware and software using the Macintosh computer. Students produce visual imagery applicable to the development of personal images and expand understanding and use of the computer as a graphic tool.

MA5460 - Graduate Digital Multi-Media (3)

An electronic forum for applying computer graphics/design (typographic, photographic, video graphic and illustrated) to a variety of visual problems using both static and animated images. Students work with sequential and navigational or interactive forms of communication, developing a visual vocabulary upon which to base personal style and graphic message.

MA5500 - Art Education Seminar I: Contemporary Issues in K-12 Art Education (3)

Selected literature on current movements in art education is analyzed and evaluated using a variety of perspective; philosophical and personal. A variety of methods are employed such as group learning, formal debate and individual presentations.

MA5510 - Art Education Seminar II: Teaching Art History (3)

Current theory and practice in K-12 art education for teaching descriptive, interpretative, evaluative and historical aspects of the visual arts.

MA5520 - Art Education Seminar III: Teaching Aesthetics and Criticism (3)

Current Theory and practice in K-12 art education for teaching theory and theorization into art, beauty and the aesthetic. Teaching aesthetics is examined both as a specialized area of study and one integrated with art criticism, art history and art creation.

MA5520 - Art Education Seminar IV: Curriculum Development (3)

Students study principles from current research on program design for integrating art creation, art criticism, art history and aesthetics. The course includes rationale development, various ways of structuring content and evaluation. Students design curricula that serve both as a synthesis of learning in the MA program and for their own teaching.

MA5540 - Art Education Seminar: Portfolio Presentation (1)

Students work with faculty to prepare a final portfolio, which documents the candidate's personal and professional growth and synthesizes what has been learned in the MAAE program. A written statement, an oral presentation and an exhibition of a body of studio work are three components of the final Portfolio Presentation required for completion of the MAAE degree.

MA5600/5610 - Graduate Mixed Media (3)

An exploration of alternative visual means will be used to address student-determined concepts and subjects. The approaches will invite the use of a mixture of media possibly taking the form of artist's books, boxes, sculpture, installation and performance. Media to be used may include (but are not limited to) hardware, paints, prints, photocopies, wood, fiber and found objects.

MA5700 - Graduate Sculpture (3)

Sculpture students are encouraged to set ambitious self-directed goals following the introduction of a variety of 3-D processes including: wood construction and subtraction, metal fabrication, modeling, casting and various non-traditional processes. Technical demonstrations will be supported by critiques and group discussions in which students will gain an understanding of contemporary issues in sculpture. During studio sessions, students may be encouraged to master the skills of a specific media or focus on subject, theme or narrative by expressing it through several different media solutions.

MA5710/5720/5730 - Graduate Photography (3)

Students develop aesthetic and conceptual skills through the medium of photography. Emphasis is on the content and context of imagery and its historical importance for contemporary image making. Study includes important photographers, photographic issues, camera instruction and darkroom techniques.

MA5800 - Graduate Painting and Drawing (3)

This course encourages the student to visually express individual concepts while broadening technical, form and perceptual skills using a variety of painting and drawing media. Class experiences support the investigation of contemporary issues, content imagery, process and problem solving relative to personal and professional development as an artist. Regular studio sessions, individual and group critiques help the student develop a cohesive body of work both conceptually and technically. Working from direct observation, abstractly or in a conceptual genre, students work to develop a personal voice in their work through painting and drawing.

Textbooks and Supplies

PURCHASING ART SUPPLIES:

Several options are available for purchasing art supplies for studio classes.

Suder's Art Store
1309 Vine Street
Cincinnati, OH 45202
513.241.0800

www.sudersartstore.com

Ten percent off supplies is given when you show your Art Academy student ID.

Plaza Artist Materials (Downtown)
701 Main Street
Cincinnati, OH 45202

513.621.0726

www.plazaart.com

(20 % off non-sale items with Plaza Card)

Plaza Artist Materials (Clifton)

230 West McMillan Street

Cincinnati, OH 45219

513.861.0667

(20 % off non-sale items with Plaza Card)

Plaza Artist Materials (Kenwood)

8154 Montgomery Road

Cincinnati, OH 45236

513.793.5300

(20 % off non-sale items with Plaza Card)

Online Art Supply Sources:

Art Supplies Direct

www.artsuppliesdirect.com

Art Supplies Online:

www.artsuppliesonline.com

B&H Photo, Video & Pro Audio

www.bhphotovideo.com/

Daniel Smith

www.danielsmith.com

Dick Blick

www.dickblick.com

PURCHASING TEXTBOOKS:

The Art Academy partners with DuBois Bookstore, located at 321 Calhoun Street in Clifton, for ordering textbooks. The store website is <http://www.duboisbookstore.com>, and the phone number is 513.281.4120. DuBois will hold textbooks for four weeks, after which time the requested books will be returned to the publishers. The list of required texts is posted on the Art Academy's website: <http://www.artacademy.edu/assets/pdfs/registrar/requiredtexts.pdf>.

Online Textbook Sources:

Amazon

www.amazon.com

Barnes & Noble

www.barnesandnoble.com

Biblio

www.biblio.com/blog/2010/08/buying-textbooks-online

CourseSmart

www.coursesmart.com

Resources for Learning and Research

LIBRARY:

The Public Library of Cincinnati and Hamilton County (PCLC) is the official library for Art Academy of Cincinnati, and students are expected to use the library for out-of-class research. Located at 9th and Walnut Streets, it is only three blocks from campus. Full-time Art Academy students may apply for borrowing privileges. The Greater Cincinnati Library Consortium (GCLC) is a cooperative of area libraries to promote library services among and through member institutions. GCLC consists of 44 academic, public, school, and special libraries. If you are a student, faculty member or research person affiliated with a GCLC member institution, you have borrowing privileges.

TO APPLY FOR A LIBRARY CARD:

To receive a PCLC library card, students must present a picture ID and provide their residential address and date of birth. Visit www.cincinnati.library.org/account/application.asp for more information. Freshmen receive their library cards as a group during Freshman Orientation. Sophomores, juniors and seniors are responsible for obtaining their cards on their own. Only the person named on the library card may check materials out with the card. You may not permit others to check out materials on your library card. You are responsible for library materials while such materials are charged out to you, as well as for their return to the library and their condition upon return. Materials may not be transferred or lent to any other person after they have been checked out. Do not leave library materials in unsecured places. Materials that are not in use should be secured in your locker. Students will be held responsible for lost, damaged, or stolen library materials and will have to reimburse PCLC for the loss.

THE LEARNING ASSISTANCE CENTER:

Located on the second floor North, Room N205, the Learning Assistance Center provides students with help organizing, editing, and proofreading written assignments. Students may sign up for an appointment with the Writing Tutor during the posted hours outside the door or by calling 513.562.6261. The tutor can help with study skills, test-taking strategies and time management issues. Contact the Counselor/Learning Assistance Director at 513.562.6261 for further information.

QUIET STUDY AREA:

Located on the second floor North, just beyond the Learning Assistance Center, the Quiet Study Area is furnished with study carrels, comfortable seating and pleasant, natural light for students who wish to escape from the sights and sounds of the main activities of the campus.

Facilities, Safety and Building Use Policies

BUILDING AND OFFICE HOURS

The Art Academy's main building at 1212 Jackson Street is open 24 hours daily, seven days per week during the Fall and Spring semesters. You must be a matriculated student to gain access to instructional and recreational areas of the campus. Holiday and summer hours will be posted ahead of time to communicate when the campus will be closed. The campus phone number for Brantley Security Service is **513.562.6279**, and the security cell phone number is **513.616.4802**. The Art Academy's main phone number is **513.562.6262**, and the Academic Administrative Coordinator's phone number is **513.562.8777**. The administrative offices are open Monday - Friday from 9:00 am - 5:00 pm, or as posted outside offices.

WEAPONS POLICY:

The Art Academy expressly prohibits the possession or use of weapons on campus as defined by the Art Academy by anyone except law-enforcement officials.

A weapon is defined as any firearm, explosive, knife, or other object that has been designed with the intent to harm people, animals, or property. Weapons also include, but are not limited to any device that could reasonably be mistaken for a weapon.

Possession includes, but is not limited to, storage in dormitory facilities, academic or administrative offices, studios, lockers, desks, book bags, or personal vehicles parked on college property or within the immediate vicinity thereof. Students who possess weapons on campus or while attending a college-sponsored activity off campus are subject to immediate disciplinary action. In accordance with the Ohio Concealed Carry Law pertaining to the possession of handguns in school safety zones, anyone who violates this law is subject to legal sanctions.

FIRE DRILLS:

Fire drills are held without advance notice. All students, faculty and staff must exit immediately when the siren sounds and lights flash. The front doors will open, and the hallway doors will close automatically to ensure that the HVAC system effectively evacuates any smoke, if present. Use the closest exit, and do not scan out of building with your pass card, as fire drill mode will override the scan-in system. Fire alarms are located on every floor: First floor near the elevator in the lobby, second through fourth floors near both North and South stairwells in the hall, on the fifth and sixth floors at the South end of the hallway, and the lower level near both North and South stairwells.

FIRST AID EMERGENCY PREVENTION:

First-aid kits are located throughout the building. On floors three through six they are located at the South end of the hallway, and on the Lower Level, one is located near the North elevator. An accident or serious illness should be reported to your instructor if it occurs during class and to the Director of Facilities immediately. Call 911 for any emergencies. The Art Academy is not allowed to dispense drugs of any kind. Students should come prepared with necessary medications. Safety notices about hazards are posted in each studio workspace. Three fire extinguishers are located on each floor.

SAFETY AND HEALTH HAZARDS POLICY:

Regulations for use of materials are distributed at each studio class. Students are responsible for reading, understanding and applying the Art Academy's safety and health hazard regulations. It is advisable to work with someone else in studios; avoid working alone. Freshmen are provided health and safety manuals for first-year classes.

EMERGENCY PROCEDURES:

The key to surviving any emergency is to remain calm, avoid panic, and to be aware of your environment. To prepare for an emergency, please review the information provided in these emergency procedures.

IN CASE OF AN EMERGENCY CALL 911. TO REACH AAC SECURITY, CALL 513.562.6279 OR 513.616.4802 OR DIAL 0 FROM ANY CAMPUS PHONE.

Fire Safety

- If you see or suspect a fire, sound the alarm. Alarm boxes are located in the hallway outside the doors leading to the north and south staircases. Alert as many people as possible while leaving the building.
- Go to the nearest exit or stairs. Do not use the elevators.
- If there is smoke, keep low to the floor.
- If you are trapped in a building go to the nearest window. Shout and wave something to attract attention.
- After exiting the building, please gather in the parking lot at 12th & Vine Streets.
- Illness/Serious Injury**
- Contact Art Academy security, give the exact location of the victim (room number if possible), apparent nature of the illness or injury, and your name.
- Never attempt to move the injured person unless absolutely necessary.
- Remain at the scene to direct emergency personnel to the victim.
- Power Outage**
- Emergency lights will come on. If power is not restored within 5 to 10 minutes, notify AAC Security at 513.562.6279 or 513.616.4802.
- AAC Security may instruct you to exit the building.
- Tornado/Severe Weather**
- When a tornado or severe weather siren sounds, go to the lower level and stay in the interior space away from windows and doors.
- Shooting Situation**
- Evaluate direction of the threat (inside/outside of building) to determine if you can evacuate to a safe area.
- Notify anyone you encounter.
- If you cannot exit the building, go to the nearest room and lock the door if possible. Take protective cover and keep quiet. Wait for police.

Missing Student Notification

- If you become aware that a student has been missing for 24 hours or longer, you are to notify one or more of the following personnel:
 - Dorm Resident Advisor: TBA
 - AAC/Brantley Security Personnel: 513.562.6279 or 513.616.4802
 - Director of Facilities and Security: Jack Hennen, 513.562.8769

- Vice President of Finance and Operations: Nancy Glier. 513.562.6265
- This requirement does not preclude notifying any of these people in less than 24 hours, if circumstances warrant an earlier reporting.

NATURAL DISASTER POLICY/FLU POLICY:

The Art Academy follows the State of Ohio Education Department's rules in case of an epidemic or pandemic. In the event of a natural disaster, the Art Academy holds regular tornado and fire drills to ensure that students and employees are aware of procedures. In the event of a tornado, students and employees will be directed to the lower level near the lockers where there are no windows. Students and employees are to evacuate the building immediately when the fire alarm sounds. In the event of an earthquake, all persons will be directed to go to the nearest doorway. The Art Academy's building is structurally reinforced.

FACILITY USE & PROHIBITED ACTIONS:

The Art Academy prohibits the use of open flames, explosives, and other potential fire hazards in all Art Academy facilities. Each person using our buildings and grounds is expected to show courtesy, respect, and consideration of the property and other persons who use the same equipment and facilities. Studio spaces and other areas are multi-purpose. No loud music or other disruptive influence is permitted in classroom areas unless it is part of the classroom agenda. Instructors may prohibit any music or other disruptive influences in their classrooms. The Art Academy expects students sharing allocated studio spaces to cooperate with their studio partners in regard to behavior, music, other sounds, presence of chemicals, and other activities. Students must seek and obtain permission from the Director of Facilities before making any modifications to the campus or introducing any materials, elements or substances that may potentially violate the building code. The following list of prohibited behaviors is not conclusive.

1. Use of open flames or large amounts of water in any installation works or constructed pieces is prohibited because of the risk of endangering life and destroying property.
2. Smoking is prohibited inside any Art Academy building. Smoking is permitted only in designated areas outside. See "Smoking Policy" below for more information.
3. Do not tamper with any signage on the Art Academy's premises. Tampering with emergency signs is a federal crime. Do not steal, obliterate or vandalize emergency notifications. If the illegal removal of an emergency notification results in injury or death, the perpetrator can be prosecuted for crimes such as manslaughter and negligent homicide.

For example, if you steal a sign that provides instructions necessary to avoid being killed by smoke inhalation, and people who would have benefited from the instructions on that sign die by smoke inhalation, you can reasonably be tried as a criminal who caused innocent people to die if there is reasonable belief that your theft of the sign directly or indirectly resulted in their death. Even if the perpetrator is found not guilty, wrongful death litigation can be brought forth against the offending individual. In such case, the individual will be deemed the perpetrator. The Art Academy of Cincinnati shall have no liability whatsoever for the actions or resulting circumstances of the individual (or individuals) responsible for tragic results of prohibited actions. The Art Academy shall cooperate fully with law enforcement officials in the investigation of crimes and in the pursuit of justice.

4. Do not bring onto the Art Academy's premises traffic control signs or road signs of any kind, regardless of how they were acquired. Stealing such signs or being in possession of stolen traffic control signs is a federal crime. If theft of a traffic control sign results in injury or death, the perpetrator can be prosecuted for crimes such as manslaughter, negligent homicide, and vehicular homicide.

For example, if you steal a stop sign (or if you are in possession of a stolen stop sign) and a fatal car crash results from the theft of that sign, a prosecutor could make the case your actions caused innocent people to die because the traffic control sign that you stole (or that was deemed to have been in your possession at the time of the fatal crash) could have alerted the victimized motorists, passengers, or innocent bystanders to traffic regulations of which you impeded their knowledge by removing (or preventing the display of) safety control devices that could have prevented the reckless loss of human life. Even if the perpetrator is found not guilty, wrongful death litigation can be brought forth against the offending individual.

5. Do not bring onto the Art Academy's premises the following: Objects and signage privately owned and in current use by a commercial establishment; any object that might cause harm or injury to other students, faculty, staff, or pedestrians; or that might cause damage to the Art Academy, including anything:

- a. with faulty electrical wiring or connections;
- b. that might cause water damage;
- c. that might cause ceiling pipes to break;
- d. that might release odor or toxic substances;
- e. that might contain vermin, lice, cockroaches or other disease-bearing creatures.

6. Do not bring discarded or reclaimed furniture, bedding or other unapproved found items onto Art Academy premises.

7. Use of fixative or other toxic or noxious sprays or substances in unventilated spaces is prohibited. Such substances may be used only in designated spray booths.

8. Fire sprinkler pipes must be kept absolutely clear at all times. Never hang anything from these pipes.

9. Do not rig electrical connections that might risk shock or fire.

10. Students shall not use electrical space heaters until they consult with the Art Academy's Director of Facilities and receive direct permission from him to do so.

11. Common areas in the facility must be kept clean and clear of clutter and obstructions at all times.

SMOKING POLICY:

In accordance with Chapter 3794 of the Ohio Revised Code, the Art Academy of Cincinnati prohibits smoking in all facilities that it owns, leases, rents, or otherwise controls. This policy is meant to ensure that students, faculty, staff, and visitors are guaranteed smoke-free air. It also lessens the opportunity for fires, ignition of toxic chemicals and other damage resulting from exposure to heat. The Ohio Revised Code defines smoking as "inhaling, exhaling, burning, or carrying any lighted cigar, cigarette, pipe, or other lighted smoking device for burning tobacco or any other plant."

It is the policy of the Art Academy that students, faculty, staff, and visitors are entitled to live, study, and work in areas that are free of tobacco smoke. Recognizing that secondhand smoke from tobacco has direct adverse affects on the health of smokers and nonsmokers, the Art Academy expressly enforces this policy. In accordance with Ohio's statewide smoking ban,

smoking is not permitted within 50 feet of the front door of the Art Academy or any other building operated by the Art Academy. Failure to comply with this policy will result in disciplinary action against those who violate the policy. This regulation is in compliance with Ohio state law and Cincinnati fire codes.

When smoking outside, completely extinguish the fire from your cigarettes and then dispose of them properly in the receptacles provided for that purpose. Do not leave cigarette butts on the ground or pavement or any place other than the designated receptacles. Intentionally starting a fire, whether in an approved cigarette disposal receptacle or not, constitutes arson, a felony punishable by law.

WOODSHOP:

All first-year students must complete a woodshop orientation session and pass a test that demonstrates competency regarding safe and proper use of the equipment before they may use the woodshop. The woodshop and all power equipment are to be used under direct supervision of the instructor, the Woodshop Technician, or the Woodshop Monitor. Tools in locked cupboards are restricted for use in the woodshop only. At their discretion, the Woodshop Technician and the Director of Facilities may designate other tools as restricted for use in the woodshop only. Work areas should be cleaned after use. Woodshop hours are posted outside the door of the shop.

Operate equipment and tools safely and with respect for yourself, others, and the facility. Do not play with tools or handle them in a reckless manner. Do not threaten to harm yourself or others with the tools or cause others to believe that safety is at risk. When working in the Woodshop, be alert, courteous, respectful, and responsible at all times.

If you have an accident in the Woodshop, inform the instructor, Woodshop Technician, or the Woodshop Monitor immediately, and call 911 if emergency medical attention is required. Inform the Brantley Security Officer on duty after you have called 911.

If the Woodshop is closed during a time access is desired, be aware that Brantley Security personnel cannot allow you access unless you are on record as a Woodshop Monitor.

ART EXHIBITION POLICY:

Students must complete the Art Academy Exhibition Reservation Form when they wish to install any artwork in the building. The map of designated exhibition areas and reservation form are located in the student and staff/faculty mailrooms. A faculty member and the Director of Facilities must approve the placement and installation of artwork. Students should be aware that sexual and politically offensive imagery might be prohibited. Spaces are reserved on a first-come, first-served basis for one week. Students are responsible for restoring exhibition spaces to their original condition.

The Academy provides the materials and equipment needed to repair and paint exhibition spaces. Students are responsible for all other tools and materials necessary to install and de-install their work and to return the space to its original condition. Installation projects require a faculty sponsor and must relate to course work. A copy of the Exhibition Reservation Form **MUST** be attached to the lower left of the wall or floor space used for display. If the form is not attached, the Art Academy has the right to remove the art.

SERVICE ANIMALS POLICY:

In accordance with the Americans with Disabilities Act (ADA), service animals shall not be excluded from Art Academy facilities. The ADA defines a service animal as "... any... animal individually trained to do work or perform tasks for the benefit of an individual with a disability, including, but not limited to guiding individuals with impaired vision, alerting individuals with impaired hearing, providing minimal rescue or protection, work, pulling a wheelchair or fetching dropped items."

Emotional support/companion animals and pets are not service animals and are not covered under the ADA. Service animals used in an assistive capacity are the only animals allowed onto Art Academy premises. The Director of Facilities, security personnel, and staff members may ask for proof that an animal brought onto Art Academy premises is an assistive animal. Any student with a documentable disability who is planning extended use of a service animal on campus should consult the Counselor/Learning Assistance Center Director, located in Room S255. The phone number is 513.562.6261.

A service animal must be under the control of its handler at all times. Service animals whose behavior poses a direct threat to the health or safety of others may be banned from Art Academy premises regardless of training, certification, or work capacity.

CAMPUS SECURITY:

Brantley Security Services personnel monitor the 1212 Jackson Street building 24 hours daily, 7 days per week. Security officers are on site for the safety of students, faculty and staff. One officer is present between 8:00 a.m. and 4:00 p.m. Monday through Friday. Between 4:00 p.m. and 8:00 p.m. Monday through Friday and during all Saturday and Sunday hours, at least two security officers are on duty for your safety.

One of these two officers is responsible for escorting students to and from their cars, bus stops, apartments and other destinations in the immediate vicinity, as well as making rounds inside and outside the building. **Students are encouraged to call Brantley Security at 513.562.6279 or 513.616.4802 to request an escort.** Security officers monitor the security cameras and watch for solicitors and other unwanted persons near the campus. Security officers will ask unwanted persons to leave the premises, and they will call authorities if necessary. If a student has an urgent matter, he or she may contact the security officers at the front desk, who will provide assistance. In instances of emergency, the Emergency Procedures listed above shall be followed.

STUDENT ID AND SECURITY CARDS:

During Orientation Week, students will be issued a student photo identification card and a security pass card to access the main building and also the dormitory if the student is also a dorm resident. If you lose your security pass card, you may obtain a replacement card for a fee of \$10.00 from the Finance Office, Room S257. You must return your security pass card to the Finance Office or to Brantley Security at the end of the school year or be charged the \$10.00 replacement fee. You will retain your student photo identification card to use for future years. All students and employees must show their Art Academy ID when requested by security personnel.

VISITORS TO MAIN BUILDING:

Art Academy students must escort their visitors at all times and are responsible for the actions and behavior of their guests. Visitors must sign in at the AAC Security Desk and wear a visitor

lanyard issued to them by the security officer on duty. If a student anticipates having a visitor in the main building after business hours, he or she must list the visitor's name with the Academic Administrative Coordinator at the Front Desk before 5:00 pm the day of the anticipated visit. This policy applies to visitors expected after 5:00 pm on any weekday or at any time during the weekend. Only visitors on the list will be permitted to enter the building after hours. The policy for visitors to the Dorm has additional restrictions.

VISITORS TO DORM:

All visitors to the Dorm **MUST** sign in at the Security Desk unless they are Art Academy students, and the host must accompany their visitors at all times. This policy is in effect 24 hours daily, seven days per week.

Any guest who wishes to spend the night at the dorm must be signed in at the Art Academy Security Desk by the dorm resident acting as host. The guest must also be approved for overnight stay by all of the roommates and the Residential Advisor. The student host must complete and submit an Overnight Form to the Residential Advisor.

STUDENT PARKING:

Parking passes for the Gateway Garage are available for purchase through the Art Academy's Finance Office. The Gateway Garage is located between Central Parkway and 12th Street with entrances on both sides. The annual cost for 2011-2012 is \$780. This is billed through the student's account each semester, and financial aid may be applied to this expense.

The Art Academy of Cincinnati also offers parking in the surface lot located on Jackson Street, across the street from the front doors. Space availability is limited and is offered on a first-come, first-served basis. The annual cost for 2011-2012 is \$600. This is billed through the student's account each semester, and financial aid may be applied toward this expense. Students interested in either parking option may contact Jean Spohr, Director of Finance at business@artacademy.edu or 513.562.8752. The Gateway Garage and the surface lot offer hourly and daily rates. Those rates are posted at the entrances.

Parking on metered or non-metered streets is another option. Streets around the Art Academy are metered and are managed by the City of Cincinnati. For City of Cincinnati parking rates, information and policies, please visit www.cincinnati-oh.gov/entsrv/pages/-4893-.

LOCKERS:

All freshmen and sophomores may sign up to have use of a locker. Lockers are located on the lower level of the building and are assigned at no cost. Students may select a locker during Orientation and place their own lock on it for security. Please inform the Academic Administrative Coordinator at the Front Desk of your locker number immediately and ensure that you have secured your chosen locker with your own lock prior to informing the Academic Administrative Coordinator of your locker number. Freshmen and sophomores have priority; however, juniors and seniors are allowed to use the lockers if available.

The Art Academy does not keep records of combinations to students' private locks. If you use a combination lock, memorize your combination. The Facilities staff will cut off locks if not removed by students at the end of the year, and all contents remaining in the lockers after the deadline to remove such items will become the Art Academy's property by default. The Art

Academy reserves the right to remove locks in situations other than the end-of-the-year clean-out if the Director of Facilities determines that reasonable cause to do so exists.

MAILBOXES:

All student mailboxes are located in Room N111 near the first floor Commons area. Students must check mailboxes throughout the week for important announcements, grade reports, and other information. Locks can be opened by turning Left to the first number, Right past the first number to the second number, Left directly to the third number then turn the knob Right to open (like a doorknob). Mailbox combinations are given out at Freshman Orientation and Returning Student Orientation. If you miss Orientation, contact Denise Watson, Academic Administrative Coordinator to obtain your mailbox combination. If you have trouble opening your mailbox, contact Jack Hennen, Director of Facilities for assistance. Tampering with mailboxes is against federal law and can be prosecuted as a crime.

BULLETIN BOARDS:

Liz Neal, Student Life Coordinator, is in charge of posting signs on the bulletin boards and removing them. All signage must be pre-approved by Liz Neal. Students are not permitted to post signs on these boards or to remove them. Unauthorized signs will be removed. If offensive signs are posted, the Student Life Coordinator and Academic Dean will investigate the matter to identify and discipline those responsible. Requests to have signs posted should be directed to Liz Neal at eneal@artacademy.edu or 513.562.8766, Office # S264.

The Art Academy uses bulletin boards for student and administrative announcements. The following guidelines describe the methods required for posting information on bulletin boards. Any material not posted within these guidelines is subject to disposal.

No signage posted near any elevator may be larger than 8.5" X 11" unless pre-approved. Larger signage may be posted on the Lower Level bulletin board by the Woodshop, Student Mailroom inside, Student Mailroom outside.
No poster may be hung sooner than 14 days prior to event date.

Posters are permitted in the areas listed below:

Lower Level south and north: Art Academy events

1st, 2nd, 3rd, 4th, 5th and 6th floors south of the elevators: Art Academy notices and events.

1st floor north: local art exhibition postcards and posters.

Student mailroom inside: housing/roommates, jobs and "The Stinks" soccer team.

Student mailroom outside: Scholarship opportunities, financial aid, jobs, and volunteer opportunities.

2nd floor north: call for art show entries, Art academy notices and events.

3rd floor north: community events, Art academy notices and events.

4th floor north: community events, Art academy notices and events.

Signage posted at the Art Academy will conform to the following standards:

1. No signage may be posted that is intended to be inflammatory, provocative, or otherwise intended to insult or demean others.
2. Only signage that is informative in nature may be posted.
3. All signage will state clearly who is responsible for the posting and when it was posted.
4. All signs that are approved through the Student Life Coordinator MUST be removed

24 hours from the ending of the event date. If the signs are not removed and the Student Life Coordinator has to remove them, all future posting opportunities with said person or group will be suspended.

SIGNAGE DISPLAY:

The signage display in the lobby provides information about exhibitions, key deadlines, events and other items of interest to the Art Academy community. If students wish to announce events on the video screen in the lobby, they must submit a request via email to Denise Watson, the Academic Administrative Coordinator, and provide reasonable notice and all relevant information and images. Prohibited or inflammatory content will not be posted. All announcements must relate to campus programming. Contact Denise at 513.562.8777 or dwatson@artacademy.edu.

LOST AND FOUND:

If you have lost any property in the Art Academy building, please check at the Front Desk to find out whether it has been turned in. If you find property in the building please turn it in to the Front Desk. The Art Academy is not responsible for any loss of or damage to personal property resulting from fire, theft, or other causes. Items will be retained until one week after the last scheduled day of final exams of each semester. Students will be notified of the exact date via email, bulletin boards, and digital signage in the lobby.

REMOVAL OF PERSONAL PROPERTY OR ARTWORK:

Each student is responsible for removing his or her personal property or artwork from Art Academy facilities no later than one week after the last scheduled day of final exams of each semester. Students will be notified of the exact date via the means listed above. Materials remaining on the Art Academy's premises after such time will immediately and automatically become the property of the Art Academy by default. Pursuant to this automatic transfer of property ownership, such items will be removed, destroyed, reclaimed, repurposed, liquidated, sold, donated, lent or recycled by the Art Academy's staff without further notice to the student, the former owner. The Art Academy accepts no liability for materials left on its premises after such time as stated above, as the Art Academy has no liability to any outside party in respect to its own property, whether acquired by default or by other means.

STUDENT STUDIO POLICIES:

Seniors and juniors are usually guaranteed studio spaces. Sophomores with a GPA of 2.5 or above may receive studio spaces, depending on availability.

Four students share each studio with 100 spaces available. The Art Academy reserves the right to re-assign any student studio spaces if the staff believes that such a change is warranted.

All students who receive studio spaces are required to sign the Student Studio Contract with Liz Neal, Student Life Coordinator, located at S264.

Studio users should understand that although student studios are dedicated to the students, they shall be accessible to Art Academy faculty for the purposes of inspection of work being done by students; to staff members, who ensure that conditions in the studio are safe and appropriate for student use (i.e. Studio Guidelines are followed) and to Brantley Security personnel, who ensure safety, security and adherence to guidelines.

The Art Academy prohibits unsupervised use of power tools. Radial arm saws, chop saws, and other power saws are prohibited. Woodshop hours are provided to accommodate the need for power tools.

The Art Academy allows students to place individual refrigerators into their studio spaces. Students must remove such appliances when cleaning their studio spaces at the end of the academic year. Any refrigerators left on the premises after the designated cleanout deadline will become the Art Academy's property by default.

RULES OF CONDUCT FOR THE STUDENT STUDIOS:

1. Studio spaces are assigned for the academic year. Should a student who has been assigned a studio space withdraw, another student will be assigned the space.
2. Music and other amplifiable sounds should be kept at a noise level acceptable to others in the studio, adjacent studios, and other nearby spaces.
3. Should a fight occur between or among students in their studio, all students involved will forfeit their rights to their spaces within that studio.
4. No individual may dominate the studio at any time.
5. Prolonged conversations may not occur in any studio without approval from all studio mates.
6. Do not use, adjust, modify or remove another person's equipment, materials or property without the owner's permission. Do not permit others to do these things.
7. Do not leave appliances in such a way that may endanger the safety of others or cause damage to property. Lights must be left on.
8. Do not endanger the health or lives of yourself or others either through the willful or ignorant use of toxic or noxious substances.
9. Do not leave property such as original artwork, materials, tools, equipment, electronic devices, machines, clothing, furniture, or other private property on the Art Academy's premises from one week after the last day of final exams to the beginning of the following Fall's classes or the scheduled studio move-in date, whichever date occurs first. As stated elsewhere in this document, ownership of materials remaining on the Art Academy's premises after the designated time to remove such items immediately and automatically transfers to the Art Academy. In the event that students leave private property on the Art Academy's premises beyond the date by which they can legitimately claim ownership of said property, the students understand and acknowledge with full, informed consent that they have willfully transferred ownership of such property to the Art Academy of Cincinnati, thereby nullifying their ownership of such property and rights inherent to such ownership.
10. Students are solely responsible for the disposition and condition of their property.
11. **Never** clamp lights or hang anything from the fire sprinkler pipes on the ceiling. The pipes shall be kept absolutely clear at all times.
12. Students shall not use electrical connections that could cause shock or fire.
13. Never spend the night in a studio. The only campus facility designated and permitted for this purpose is the Freshman Dorm, and this facility is available only to those freshmen authorized to reside there.
14. Spray painting is permitted in designated spray booths only, and proper use of the ventilation features in the spray booths are required. Do not use spray paint in any other part of the campus.
15. Windows in the 1212 Jackson building must not be opened. Do not open the windows.

Student Conduct & Discipline

STUDENT CONDUCT POLICY:

Student conduct, which adversely affects the Art Academy community, is cause for disciplinary action. Disruptive behavior; plagiarism; defacement, destruction or theft of another person's property; damage to the Art Academy's facilities or Art Academy property; and infractions of federal, state or local laws may result in suspension or dismissal. Such conduct undermines trust, arouses fear and suspicion and restricts freedom of access to the resources of the Art Academy, and therefore, will not be tolerated. Students who do not follow this code of conduct must have a conference with the Academic Dean and Counselor to determine the appropriate course of action.

The Student Conduct Policy is established to foster and protect the Art Academy's mission, vision and educational goals, to foster the scholarly, artistic, and civic development of our students in a safe and secure learning environment, and to protect the people, facilities, and environments that support the Art Academy's students, staff, faculty, and visitors.

In addition to being bound by the Student Conduct Policy, students are subject to municipal, state, and federal laws while enrolled at the Art Academy. Violations of those laws may also constitute violations of the Student Conduct Policy. In such instances, the Art Academy may proceed with its own disciplinary processes under the policy independently of any criminal proceeding involving the same conduct and may impose sanctions for violation of the policy even if such criminal proceeding is not yet resolved or is resolved in the student's favor. See the section titled "Academic Integrity and Appeals" for additional information.

Any student whose behavior appears to be threatening to faculty, staff, fellow students, or to himself or herself or whose behavior arouses concerns regarding the student's emotional stability, may be suspended from the Art Academy and required to have a psychiatric evaluation by a licensed psychiatrist to determine whether the student is capable of continuing at the Art Academy.

ALCOHOL AND DRUG POLICY:

The Art Academy of Cincinnati prohibits the irresponsible or unlawful possession and use of alcohol and the possession or use of illegal drugs or controlled substances by students, faculty, and staff on campus premises or in relation to any of its events or activities, regardless of location. The Art Academy's Alcohol and Drug Policy is intended to meet, at a minimum, the requirements of all applicable federal and state laws, including but not limited to the Drug-Free Schools and Communities Act of 1986. In accordance with federal law, this policy applies to (1) any student enrolled at the Art Academy in one or more courses for academic credit and to (2) any regular or temporary faculty, staff, or student employee of the college.

The Art Academy observes and enforces all state and federal regulations regarding the consumption of alcoholic beverages. In compliance with federal laws, which mandate sanctions and policing of substance abuse at the nation's institutions of higher education, the Art Academy provides a safe work and educational environment. The Art Academy considers the abuse of drugs or alcohol by its faculty, staff or students to be unsafe and counterproductive to the educational process. Illegal substances are prohibited on the Art Academy's premises at any time. The illegal use of drugs or alcohol is a violation of state and/or federal laws punishable by

a fine, imprisonment, or both. State law prohibits the sale to – and the consumption or possession of – alcoholic beverages by persons younger than 21 years of age. At an opening reception or other event sponsored by the Art Academy, faculty or staff may examine students' identification documents if there is reason to believe that students attempting to obtain alcoholic beverages are younger than 21 years of age. This policy is in effect whether an Art Academy event is held on or off campus.

GUIDELINES TO BE FOLLOWED:

1. At an opening or reception sponsored by the Art Academy, the responsible use of alcohol is permitted by persons at least twenty-one (21) years of age.
2. Alcoholic beverages may be provided only by the hosting artist or event organizer (of legal age). The host or organizer must appoint a person of legal age to oversee and ensure no one under 21 is served alcohol.
3. Before the scheduled starting time, the beverages must be delivered to the location of the event.
4. No other alcoholic beverages may enter the building after the event has begun. All unconsumed beverages must be removed when the event is scheduled to end.
5. Any persons (other than the host) attempting to bring alcoholic beverages to an event will be stopped by Art Academy security personnel and will be asked to remove themselves and the beverages from campus.
6. At no time is any alcohol permitted on the Art Academy's premises except for scheduled public events as described above.
7. Controlled Substance Act (1970, amended 1984) and the Anti-Drug Abuse Act of 1986 provide penalties for unlawful manufacturing, distribution, and dispensing of controlled substances. Other penalties are sanctioned under Ohio state and municipal laws. Employees or students who illegally use, possess, distribute or sell alcohol or drugs on campus will be subject to prosecution under applicable federal and state laws. Students, faculty and staff impaired by the use of alcohol and/or illegal drugs to the extent that they are unable to perform required duties also shall be subject to disciplinary action.

The following standards of conduct in relation to the Alcohol and Drug Policy shall be observed.

- Consumption of alcoholic beverages on the Art Academy's premises or at Art Academy events by persons who are under the age of 21 is prohibited. Further, consumption of alcohol by such persons is illegal and is punishable by law.
- Persons who are 21 years of age or older who consume alcoholic beverages on the Art Academy's premises or at Art Academy events must consume such beverages with responsibility. If the Art Academy deems that its students or employees who consume alcoholic beverages on its premises or at any its events have done so in an irresponsible manner, a disciplinary course of action will ensue regardless of the age of the persons consuming the alcohol.
- Do not enter the premises or attend Art Academy events while inebriated.
- Possession of alcoholic beverages while on the Art Academy's premises or while attending Art Academy events is prohibited.

- The Art Academy defines possession as: Actual holding, storing, concealing, delivering, administering, or controlling of an item or items either with or without rights of ownership. In other words, you are deemed to possess alcohol if you are holding it, storing it, concealing it, administering it, delivering it, distributing it, or controlling its whereabouts, whether or not you own the alcohol.
- Consumption of marijuana or narcotic substances on the Art Academy's premises or at Art Academy events is prohibited. Do not enter the premises or attend Art Academy events while under the influence of illegal substances.
- Possession of illegal substances while on the Art Academy's premises is prohibited. Further, the Art Academy prohibits the possession of paraphernalia used to manufacture, prepare, administer, consume, transmit, distribute, or otherwise provide illegal substances. See above for the Art Academy's definition of possession.

DORM RULES:

All visitors to the dorm are required to sign in at the AAC Security Desk. Details of this policy are included in the above section titled Facilities, Safety and Building Use Policies.

MEDICAL INFORMATION:

All students must provide the AAC a completed Medical Health Form that includes all medical information that may impact their residency in the Dorm. There are no exceptions to this requirement.

DORM PROPERTY & PERSONAL PROPERTY:

The Art Academy assumes no responsibility for damages to residents' personal property.

Students are responsible for cleaning and maintaining the dorm room during the entire academic year. The rooms must be restored to their condition upon occupancy. Inspections are conducted.

Students must maintain appliances provided by the Art Academy such as dishwasher, microwave, disposal, and washer/dryer unit. This includes cleaning in preparation for form inspections.

The dorm suite's physical condition must not be altered. For example, screens should not be removed; wall hangings must not be attached with nails, screws, tacks or permanent epoxy; and nothing should hang from the sprinkler pipes.

SAFETY REGULATIONS:

False tripping of alarm systems and tampering with the fire extinguishers are state offenses.

Noise must be maintained at a reasonable level.

Students and guests are prohibited to be on the fire escape unless an emergency situation requires exit via the fire escape.

Do not prop the outer Dorm door open or otherwise cause this door to be in an unsecured state.

Smoking and open flames are prohibited anywhere in the dorm.

Pets are not permitted in the dorm.

All dorm residents will sign a statement attesting to their understanding of these rules, regulations, and policies.

Urgent Communications

TELEPHONE MESSAGES:

The Academic Administrative Coordinator, Denise Watson, will take telephone messages and place them in students' mailboxes. She will also relay messages to students via email. Students will be called from classes only in the event of an urgent situation. In cases of emergencies, staff will make every effort to reach students. Students may make local calls only from the Commons phone in the first-floor hallway. Students should call the Academic Administrative Coordinator at 513.562.8777 to report illnesses, car trouble, family emergencies, or other urgent matters that will result in absences or late arrivals.

Students should bear in mind that their communication of their late arrivals or absences will not cause any absence to be excused because the Art Academy does not distinguish between excused and unexcused absences. The student is responsible for communicating their circumstances to the professors whose classes they will miss, obtaining the necessary class notes, completing work assigned during a missed class, and making arrangements to remedy the impact of their absences. Art Academy staff members and professors have no obligation to take this initiative or to assume responsibility for the outcome of a student's absence or late arrival.

WEATHER-RELATED EMERGENCIES PROCEDURE:

Weather-related closings or delays are broadcast on major radio stations and television channels 5, 9, 12, and 19 by 6:00 a.m. Students are urged to visit WCPO.com to find out if the Art Academy is closed due to weather. Alternatively, call 513.562.6262, the Art Academy's main number. This procedure is in effect for snow emergencies, tornado warnings, and other weather-related conditions that may impede safe travel.

Policies Prohibiting Harassment

The Art Academy of Cincinnati values a diverse educational community based on mutual respect, trust, and responsibility. In accordance with this value, Art Academy students and employees should learn, teach, and work in an environment free from harassment of any kind. The Art Academy's harassment policies provide a means for investigation of harassment concerns, resolution of issues, and corrective action when necessary. Any person who believes that he or she has been harassed in any manner should seek prompt assistance under this policy. The Art Academy does not tolerate rude or insulting behavior, gestures, or remarks, especially

those relating to a person's physical characteristics, disability, race, ethnicity, national origin, sexual orientation, or gender.

MODELING POLICIES:

Pursuant to the Art Academy's commitment to providing an environment free of harassment, conflicts of interest, and situations that may give the appearance of improper conduct, no Art Academy student or employee may model nude at the Art Academy. Only the Model Coordinator may hire and schedule models. Models' personal information is kept confidential and is not disclosed to students, faculty, staff, or the public. Phone numbers, email addresses, and home addresses of models can be released only with written consent of the models or as required by law. The minimum age of Art Academy models is 21 years.

SEXUAL HARASSMENT POLICY:

It is the Art Academy's position that employees and students should have a working and learning environment free from intimidation and harassment. Should students experience harassment from another student, an employee, or vendor of the Art Academy, they should seek assistance from the Counselor. The Counselor will advise the student of the appropriate procedures to follow.

The following forms of sexual harassment are expressly prohibited:

- Unwelcome sexual advances;
- Requests for sexual favors and
- Other verbal or physical conduct of a sexual nature when:
 - a) submission to such conduct either made explicitly or implicitly is a term or condition of an individual's employment, continuation of employment, enrollment status, or grade assignment;
 - b) submission to or rejection of such conduct by an individual is used as the basis for employment or other decisions affecting the individual's continuation with the school, or
 - c) conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working, classroom, academic, or living environment.

DISCRIMINATORY HARASSMENT POLICY:

Discriminatory harassment consists of conduct of any type (e.g., oral, written, graphic, or physical) directed against a person (or group of persons) because of his or her (or their) race, color, national origin, religion, creed, age, disability, marital or familial status, sexual orientation, veteran or military status, gender identity or any protected characteristic, which is sufficiently severe, persistent or pervasive as to limit or deny a student's ability to participate in or benefit from an educational program or an employee's ability to perform or participate in a work environment.

Discriminatory harassment, as defined above, goes beyond the mere expression of views, words, symbols, or thoughts that someone finds offensive. To engage in discriminatory harassment is to treat someone unfairly based on factors such as those listed above. Students have the right to participate in all aspects of the educational experience without being unfairly singled out because of race, ethnicity, national origin, disability, age, religion, sexual orientation or other protected characteristics or a status recognized by the Art Academy or applicable law.

BULLYING AND CYBER-BULLYING POLICY:

The Art academy is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and employees. Aggressive behavior, bullying, harassment, and similar acts toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal (oral or written), electronically transmitted (cyber or high-tech), and psychological abuse. The Art Academy will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm, psychological harm, or personal degradation.

Cyber-bullying is the use of information and communication technologies such as e-mail, cell phone, pager, text messages, instant messaging (IM), personal web sites, and online personal pooling web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others, or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student's ability to receive an education.

Cyber-bullying includes, but is not limited to the following: posting slurs or rumors or other disparaging remarks about a student on a web site or on a web blog; sending e-mail or instant messages that are insulting or threatening, or so numerous as to drive up the victim's cell phone bill; using a camera phone to take and transmit embarrassing photographs of students; posting misleading, fabricated, or altered photographs of students on web sites or transmitting, sharing, or publishing such photographs in any manner.

Students who believe they have been victimized by bullying or cyber-bullying should report the alleged incident to Dabby Blatt, the Counselor (dblatt@artacademy.edu or 513.562.6261) immediately. The Counselor will report the matter to the Academic Dean. Both will collect data and investigate the matter. In the event that the Counselor is not immediately available, you are to report the matter to Diane Smith, the Academic Dean (dksmith@artacademy.edu or 513.562.6260) immediately.

PROCEDURE FOR FILING A GRIEVANCE:

Grievances may be filed in writing with Nancy Glier, the Vice President of Finance and Operations. She may be contacted at 513.562.6265 or nglier@artacademy.edu. Upon receipt of the complaint, the matter will be investigated. The grievant will be supplied with a written determination of the validity of the complaint and the action being taken. The individual filing the complaint is assured of a hearing within 30 days of filing. The grievant may request that the Academic Dean review the written determination.

Student Wellness

HEALTH HISTORY AND MEDICAL FORMS:

For information on the Art Academy of Cincinnati's Health History and Medical Forms and the Art Academy's procedures for maintaining student health data, please contact Dabby Blatt, Counselor/Learning Center Director at 513.562.6261 or dblatt@artacademy.edu.

RESOURCES FOR EMERGENCY SITUATIONS:

MEDICAL OR MENTAL HEALTH EMERGENCY:

THE CHRIST HOSPITAL EMERGENCY ROOM

2139 Auburn Avenue
Cincinnati, OH 45219

513.585.2139

MOBILE CRISIS UNIT AT UNIVERSITY HOSPITAL

Respondent will come out to evaluate the situation to determine whether action is needed.
Immediate response is not available.

513.584.8577

TALBERT HOUSE CRISIS HOTLINE

Service available 24/7

513.281.2273 (281 CARE)

TRI-STATE URGENT CARE OF OAKLEY

Open 9:00 am – 10:00 pm daily. Close at 4:00 pm on major holidays.

5002 Ridge Avenue
Cincinnati, OH 45209

513.531.1505

DEACONESS HOSPITAL URGENT CARE

Open Monday – Friday 12:00 – 8:00 pm & Saturday 12:00 – 6:00 pm

311 Straight Street
Cincinnati, OH 45219

513.559.2236

Student Life

The Art Academy provides students a variety of support services, activities, and resources, including trips to New York City, Chicago, or Washington, D.C.. The Student Life Coordinator organizes smART talks, parties, pre-exam brunches, hands-on art demonstrations, cooking lessons, farmers' market shopping trips and other activities that enhance your college experience.

THE COMMONS:

The Commons is located on the first floor of the north building, where students may purchase and eat their lunch, meet with guests, study in groups, utilize the WIFI service, or read mail. A microwave oven is located on the north wall near the food service area, and another is in the vending machine room nearby. If students lose money in the vending machines, they should ask the Academic Administrative Coordinator at the Front Desk for a refund.

PARTICIPATION IN SOCIAL LIFE:

Students may present ideas for enriching the lives of fellow students to the Student Life Coordinator. You are encouraged to create your own events, activities, and performances at

school. Students are given considerable freedom in planning social, cultural, and educational events that will meet their particular needs. Contact Liz Neal, Student Life Coordinator (eneal@artacademy.edu or 513.562.8766) to learn how to become involved with campus activities.

STUDENT AMBASSADORS:

Students who are committed to promoting the culture of the Art Academy community, reaching out to prospective students, and working at Art Academy events are encouraged to become Student Ambassadors. This is an opportunity to be part of a select group of students, to enhance your educational experience, to assist others in developing their goals, and to earn money as a student employee. You are encouraged to bring your own ideas to the table and to engage in dialogue with other students, faculty and staff about innovative ways to promote the social life of the Art Academy. Contact Joe Fisher in Admissions (jfisher@artacademy.edu or 513.562.8754) to find out more about the Student Ambassador program.

SOCCER TEAM:

The Art Academy's sports club, "The Stinks," is a co-ed team that plays indoor soccer against other local teams. All students are eligible to join. For more information on soccer practice, schedules, etc., contact Chris Hennig in Admissions (chris.hennig@artacademy.edu or 513.562.8758.)

GALLERIES:

Located on the first floor North, the Ruthe G. Pearlman Gallery features rotating exhibitions by regional and national artists; it is open to the public free of charge. The Exhibitions Committee selects artists who show in this gallery. Located on the lower level, the Chidlaw Gallery displays primarily student work. The Convergys Gallery is located in the lobby of the Art Academy.

Students who are interested in gaining hands-on experience in gallery administration are encouraged to contact April Foster, the Chair of the Exhibitions Committee for possible student employment. Students may also sign up to manage the Chidlaw Gallery, a student-run gallery. Such work could be the basis of an internship, a work-study job, or other venture, based on the needs of the student, the Exhibitions Committee, and the Art Academy. Contact Assistant Professor Keith Benjamin to sign up to organize student exhibitions. His email address is kbenjamin@artacademy.edu, and his phone number is 513.562.6272.

CLEAN CUBES:

Clean cubes are spaces available for exhibition of visual art or performance art. They are available on a first-come, first-served basis and must be reserved by the appropriate faculty members who oversee the spaces. Professor Claire Darley (cdarley@artacademy.edu, 513.562.8763) manages the clean cube on the sixth floor, and Assistant Professor Keith Benjamin (kbenjamin@artacademy.edu, 513.562.6272) manages the one on the lower level. They must approve the content, duration of the reservation, and other factors. You must fill out and sign a Clean Cube Contract, which must be signed by the designated faculty contact. Submit a copy of the completed form to the Brantley Security Account Manager, located at the Front Desk. Unless a properly executed contract is on file with Brantley Security, you will not be permitted access to the space.

EMPLOYMENT OPPORTUNITIES:

The Art Academy employs students through the Federal Work-Study (FWS) program. If you are interested in employment through the FWS program, verify eligibility through the Financial Aid Office (513.562.8773) and then seek campus placement through the Registrar's office (513.562.8749.) Students fill out and sign time sheets weekly and submit them to their supervisors, who will sign them and turn them in to the Finance Office each Friday. Campus work-study jobs pay \$7.30 per hour.

Freelance, part-time, full-time and work-study positions are available. Job listings are posted in the student mailroom, where students will find notices of art and design jobs.

Learning Assistance and Counseling Services

In accordance with the American with Disabilities Act (ADA of 1990), the Art Academy's Learning Assistance/Counseling Center provides students who have chronic medical, physical, psychological, or learning disabilities such as ADHD and Dyslexia with a range of services.

To be eligible for such services, students must submit appropriate documentation from a licensed physician, psychiatrist, or psychologist.

A licensed clinical social worker is available to students on Tuesday, Wednesday and Thursday from 9-5 in room S255.

Services provided by The Learning Assistance/Counseling Center are tailored to meet the specific needs of each individual student. It is very important for those students requiring services to make an appointment with the counselor during orientation week or the first week of classes to schedule arrangements for special accommodations.

SERVICES AVAILABLE:**Disability Services:**

- Advise students on appropriate course load based on disability.
- Provide books on disc and disc players from Reading for the Blind & Dyslexic (RFBD).
- Provide class notes, tutors and readers.
- Proctor students requiring additional time or separate classrooms for tests and exams.
- Make provisions for students with dysgraphia to take tests and exams orally.
- Assist students with writing and editing papers.

Counseling Services

- Provide counseling and support for students having academic or attendance problems.
- Provide counseling for students with adjustment or personal problems, depression, anxiety or other emotional needs.
- Provide guidance to students experiencing problems with time management.
- Refer students for counseling, psychiatric evaluation or treatment as needed
- Provide support for students recovering from chemical addictions and/or mental illness.

- Refer students to AA, AL-Anon or NA.
- Mediate roommate conflicts and problems.
- Mediate student/faculty conflicts.

Dorothy Anne “Dabby” Blatt, LSW, MSW, MEd
 513.562.6261, dablatt@artacademy.edu

Staff Directory

Jean Marie Baines, Assistant to the Director of Finance
 (513) 562-8753, jmbaines@artacademy.edu, Room S256

Dabby Blatt, LSW, MSW, Med, Counselor/Learning Assistance Center Director
 (513) 562-6261, dblatt@artacademy.edu, Room S255

Troy Brown, Director of Community Education
 (513) 562-8771, tbrown@artacademy.edu, Room S254

Joe Fisher, Associate Director of Enrollment Management
 (513) 562-8754, jfisher@artacademy.edu, Room S267

Nancy Glier, Vice President of Finance and Operations
 (513) 562-6265, nglier@artacademy.edu, Room S261

Jack Hennen, Director of Facilities
 (513) 562-6262, jhennen@artacademy.edu, Room S281

Chris Hennig, Admissions Counselor
 (513) 562-8758, chris.hennig@artacademy.edu, Room S269

Sue Hutchens, Registrar
 (513) 562-8749, shutchens@artacademy.edu, Room S265

David Johnson, Interim President
 (513) 562-8743, president@artacademy.edu, Room S262

Sarah Kilbarger, Financial Aid Assistant
 (513) 562-8751, kkilbarger@artacademy.edu, Room S266

Ken Mahler, PC Information Technology Administrator
 (513) 562-8761, kmahler@artacademy.edu, Room S263

Craig Mossman, MAC Information Technology Administrator
 (513) 562-6282, cmossman@artacademy.edu, Room S358

Liz Neal, MFA, Student Life Coordinator / Adjunct Professor
 (513) 562-8766, eneal@artacademy.edu, Room S264

Kris Olberding, Director of Financial Aid
(513) 562-8773, kolberding@artacademy.edu, Room S266

Debra Peters, Executive Assistant to the President
(513) 562-8743, dpeters@artacademy.edu, Room S278

Brad Schwass, Maintenance Technician
(513) 562-6274, bschwass@artacademy.edu, Room S060

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Paul Stephens, Maintenance Technician
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Denise Brennan Watson, Academic Administrative Coordinator/Model Coordinator
(513) 562-8777, dwatson@artacademy.edu, Front Desk

Full-Time Faculty Directory

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(513) 562-6272, kbenjamin@artacademy.edu, Room S053

Claire Darley, MFA
(513) 562-8763, cdarley@artacademy.edu, Room S654

Matthew Dayler, MFA
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April Foster, MFA
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Catherine Hardy, MFA, Ph.D. (Academic Studies Chair)
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Ken Henson, MFA

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Kenn Knowlton, MA

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Kim Krause, MFA (Fine Arts Chair)

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Christy Carr Schellhas, MDes

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Rebecca Seeman, MFA (Foundations Chair)

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Paige Williams, MFA

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Jay Zumeta, MA

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Other Campus Contacts

Kim Wheeler, Brantley Security Account Manager

(513) 562-6279, brantley@artacademy.edu, Front Desk

Security Escort: (513) 562-6279 or (513) 616-4802, Front Desk

Jeremy Thompson, Food Service Provider

(513) 562-6264, Jeremy@Kaldiscatering.com

Kaldi's in the Commons, Room N105

Quick Reference Directory

ABSENCE & TARDY NOTIFICATIONS:	513.562.8777
ACADEMIC ADMINISTRATIVE COORDINATOR	513.562.8777
ACADEMIC DEAN	513.562.6260
ACADEMIC STUDIES CHAIR	513.562.8765
ADMISSIONS	513.562.8740
AFTER HOURS VISITOR REQUESTS	513.562.8777
BRANTLEY SECURITY	513.562.6279
CHIDLAW GALLERY CONTACT	513.562.6272
CHRIST HOSPITAL ER	513.585.2235
COMMUNICATION ARTS CHAIR	513.562.6295
COMMUNITY EDUCATION OFFICE	513.562.8748
COUNSELOR	513.562.6261
COURSE EVALUATIONS	513.562.8777
DEACONNESS HOSPITAL URGENT CARE	513.559.2236
DISABILITIES & LEARNING ASSISTANCE	513.562.6261
DORM ADMINISTRATOR	513.562.6265
DORM RESIDENT ADVISOR	TBA
EMAIL ACCOUNTS & WEB MAIL	513.562.8761
EMERGENCY (Non-Life Threatening)	DIAL 0
EMERGENCY (Immediate Danger)	DIAL 9911
EXHIBITIONS COMMITTEE CHAIR	513.562.8768
FACILITIES	513.562.8769
FACULTY LIAISON / MESSAGES TO FACULTY	513.562.8777
FAX NUMBER	513.562.8778

FINANCIAL AID	513.562.8773
FINE ARTS CHAIR	513.562.8767
FOOD SERVICE (KALDI'S)	513.562.6264
FOUNDATIONS CHAIR	513.562.8755
HEALTH INSURANCE (STUDENT)	513.562.6261
IMMUNIZATION RECORDS	513.562.6261
INCLEMENT WEATHER NOTICES	WCPO.COM
LOCKER ASSIGNMENTS	513.562.8777
LOST & FOUND	513.562.6279
MACINTOSH LAB	513.562.6282
MAILBOX COMBINATIONS	513.562.8777
MAILBOX TROUBLESHOOTING	513.562.8769
MEDICAL OR MENTAL HEALTH EMERGENCY	513.585.2235
MINUMENTAL EXHIBITION	513.562.8777
MODEL COORDINATOR	513.562.8777
NEW YORK RESIDENCY PROGRAM	513.562.8767
PRESIDENT	513.562.8743
PRESS RELEASES	513.562.8777
REGISTRAR	513.562.8749
REVIEWS (1st YEAR)	513.562.8755
REVIEWS (2nd YEAR) FA	513.562.8767
REVIEWS (2nd YEAR) CA	513.562.6295
REVIEWS (3rd YEAR) FA	513.562.8767
REVIEWS (3rd YEAR) CA	513.562.6295
RIVER CITY WORKS	513.421.5202
SCHOLARSHIP COMMITTEE	513.562.8763

SECURITY DESK	513.562.6279
SECURITY ESCORT	513.616.4802
STUDENT PARKING	513.562.8752
STUDENT PAYROLL	513.562.8753
STUDENT LIFE OFFICE	513.562.8766
STUDENT SELF EVALUATIONS (SSE)	513.562.8777
STUDENT STUDIOS	513.562.8766
STUDY ABROAD OPPORTUNITIES	513.562.6260
TALBERT HOUSE CRISIS HOT LINE	513.281.2273
TEXTBOOKS	513.562.8777
TRANSCRIPTS & DEGREE AUDITS	513.562.8749
TRI-STATE URGENT CARE OF OAKLEY	513.531.1505
TUITION PAYMENT	513.562.8752
UNIVERSITY HOSPITAL MOBILE CRISIS UNIT	513.584.8577
VENDING MACHINE REFUNDS	513.562.8777
WILDER SCHOLARSHIP PROCEDURES	513.562.8763
WOODSHOP	513.562.6263
WORK/STUDY OPPORTUNITIES	513.562.8749

Glossary of College Terms

Academic Calendar

The college's official calendar of important dates and deadlines by semester for Fall and Spring semesters. The academic calendar lists school holidays, deadlines for adding and dropping courses and deadlines for withdrawing from courses, etc.

Academy Awards

Art Academy Awards is an annual student celebration to honor scholarship winners, award winners, and student employees. This celebration is held the night before commencement and is an opportunity for students, their families, faculty, staff, alumni, and trustees to celebrate Art Academy achievements.

Accreditation

A process whereby a professional association grants official recognition to an institution of higher education for demonstrated success in meeting predetermined criteria for established educational standards. Accreditation is a certification of competence awarded by a duly recognized and respected accrediting body. To accredit an institution of higher learning is to recognize the institution as maintaining the standards requisite for its graduates to gain admission to other reputable institutions of higher learning or to achieve credentials for professional pursuits. The Art Academy of Cincinnati is accredited by the National Association of Schools of Art and Design and the North Central Association of Colleges and Schools.

AICAD

The Art Academy of Cincinnati is a member of the Association of Independent Colleges of Art and Design. AICAD is a consortium of 41 leading art schools in the United States and Canada. Three international affiliates are in Israel, Ireland and Japan. For more information about the consortium, visit www.aicad.org.

AIGA

AIGA is the professional association for design. Founded in 1914, AIGA remains the oldest and largest professional membership organization for design. For information about how to join the Art Academy's student chapter, contact Mark Thomas, Chair of Communication Arts at mthomas@artacademy.edu or 513.562.6295. Visit www.aigacincinnati.org for information about the association.

Alumni

People who have graduated from the Art Academy of Cincinnati with a BFA, MAAE, AS, or Certificate. A male is called an alumnus, and a female is called an alumna. Alumnae is the plural for female graduates.

Alumni Association

The Art Academy of Cincinnati's Alumni Association is actively involved in the art community through mentoring of students, fundraising and promoting alumni through art exhibitions and other art opportunities. If you are interested in getting involved in the Art Academy's Alumni Association, please email development@artacademy.edu. This is also the email for updating

your contact information. Visit <http://www.artacademy.edu/alumni/> to meet Ran Mullins (BFA '92) President of the Alumni Association and member of the Board of Trustees.

Art Academy News

In addition to serving as the Art Academy's official alumni news publication, *Art Academy News* serves as the official school publication that connects all of our constituents: alumni, students, staff, faculty, trustees, donors, Community Education students, and visitors to our galleries. A 32-page publication, *Art Academy News* includes the Annual Report. Alumni are encouraged to stay in touch by submitting news and hi-res images for publication. Please submit alumni news to alumni@artacademy.edu.

Articulation Agreement

Articulation is the process of comparing the content of courses that are transferred between postsecondary institutions. The Articulation Agreement is an agreement between the Art Academy of Cincinnati and another college or university spelling out which courses at the other school meet the Art Academy's requirements and are transferable to our programs. See Sue Hutchens, the Registrar, for a complete list of the colleges with which the Art Academy has articulation agreements.

Attendance Policy

Each Art Academy of Cincinnati faculty member will provide all students enrolled in his or her courses with a written statement of the attendance policy for each particular course during the first week of the semester. This statement will specify what role, if any, class attendance plays in grading and the specific penalties for excessive absences and/or late arrivals as defined by the professor.

Audit

To enroll in a course without receiving credit or a grade for the course. Approval of the instructor is required, and tuition must be paid. Audited courses have no effect on the GPA. A student who audits a course may not petition the college later to obtain college credit for the course. Financial aid cannot be awarded for audited courses.

Award Letter

The notification of financial aid award. The award letter lists the types and amounts of financial aid for which students are eligible. The award letter usually provides information on the types and amounts of aid offered, as well as specific program information, student responsibilities, and the conditions, which govern the award. To finalize the award package, the student must sign and return the award letter to the Financial Aid Office by the stated deadline.

Bachelor of Fine Arts Degree

The Bachelor of Fine Arts degree (BFA) is four-year undergraduate college degree offered in all areas of fine arts and communication arts and is the standard undergraduate degree for students seeking a professional education in art and design. The National Association of School of Art & Design (NASAD) is the nationally recognized accrediting agency for programs in art and design. NASAD says the BFA degree is "the professional degree focuses on intensive work in the visual arts supported by a program of general studies," whereas "the liberal arts degree focuses on art and design in the context of a broad program of general studies."

All undergraduate college degrees must have a liberal arts component, with the ratio of art and design courses determined by the type the degree. In a BFA program, approximately two-thirds of the course work is in the "creation and study of the visual arts," with the remainder in general studies such as humanities, liberal arts, social sciences and other academic disciplines.

Blue Book

An examination book used for essay questions. Faculty members provide these to students.

Board of Trustees

The Art Academy's Board of Trustees is a body of elected members who jointly oversee and govern the Art Academy's operations. The Board adopts rules, regulations, and policies governing the Art Academy and has the final authority over its operations, curriculum, and financial, physical and human assets. Members of the Board of Trustees are a vibrant part of the Art Academy's culture and participate in campus programming, attend many Art Academy exhibitions and functions, and actively engage with students, faculty, and staff.

Brantley Security Services

Brantley Security provides around-the-clock security services to Art Academy students, faculty, staff, and facilities. Security Officer Kim Wheeler is the Brantley Account Manager for the Art Academy's campus, and she supervises a staff of security officers who ensure the safety of our campus and the people who use it. Located at the Front Desk in the lobby, Brantley Security may be contacted at 513.562.6279 or via cell at 513.616.4802 24 hours a day, seven days a week.

Bullying

See Cyber-Bullying.

Campus

The entirety of the Art Academy's facilities, including the main building, located at 1212 Jackson Street, the dorm, the Walnut Street Building, and all instructional and recreational spaces. The campus includes any facilities owned, rented, leased, or controlled by the college.

Clean Cube

The Art Academy has two clean cubes available on a first-come, first-served basis for exhibition of visual and performance art. Professor Claire Darley manages the clean cube on the sixth floor, Room S668, and Assistant Professor Keith Benjamin manages the one on the lower level, Room S054. Read about the process for reserving a clean cube in the "Student Life" section.

College Catalog

An official annual college publication containing information about the regulations, requirements, policies, and procedures of the institution. The Art Academy's college catalog is a comprehensive resource listing course and program descriptions, degree and graduation requirements, and transfer and curriculum requirements. Examples of other information included are: the college's history, mission, and vision; its accreditation status, facilities, admission and enrollment processes, financial aid, student life activities, and academic standards. The Art Academy's college catalog is the publication you are viewing.

Commuter

A student who does not live on campus. Typically, commuter refers to a student living at home with his or her parents, but can also mean any student who lives off-campus.

Commencement

A formal ceremony during which degrees are conferred. Graduation is the successful completion of a course of study and is not a synonym for commencement.

Common Hour

The period from 11:30 am – 12:30 pm Monday – Friday, when no classes are scheduled. The Common Hour is typically reserved for talks by visiting artists, business professionals, and educators. Throughout the year, students receive notifications of Common Hour events.

Consortium

An association of two or more colleges or universities who pool their resources with the objective of offering students from participating institutions access to resources, courses, and instruction from member institutions. The local consortium is the Greater Cincinnati Consortium of Colleges and Universities (GCCCU.)

Convocation

A formal academic assembly in which members of the college community gather in response to a summons to convene, exchange ideas, recognize common goals, and form allegiances.

A convocation is literally a calling together of the academic community and is the initial gathering to commemorate the new academic year.

Copyright Law Infringement

A copyright is a set of exclusive rights granted to the creator of an original work for a designated period of time. These rights include the right to copy, reproduce, distribute, transmit, perform, and adapt the copyrighted work. Copyright owners have the exclusive statutory right to exercise control over copying and other exploitation of their original works..

Copyright law infringement is the unauthorized or prohibited use of works protected under copyright law. The Art Academy of Cincinnati prohibits copyright law infringement and provides a disciplinary process for anyone deemed to be in violation of copyright law. Those deemed to have committed copyright infringement will be subject to legal action and penalties, in addition to sanctions from the Art Academy. See the section titled “Information Technology Services Policies” for detailed information.

Core

Also known as Foundations Core: (FO101). A required course for all freshmen, Core is an intensive studio experience that challenges students with varied concepts, materials, techniques, tools, and vocabulary that are studied in a sequence of hands-on experiences and interrelated two and three-dimensional design assignments. Students develop their abilities to manipulate and organize ideas to creatively solve problems, communicate, and express themselves through visual language. Students' personal voices evolve through diverse and rigorous processes, self-discipline and risk-taking, craftsmanship and skill acquisition.

Cost of Attendance

The student's cost of attendance includes not only tuition and fees but also living expenses while attending college and the cost of textbooks, materials, and supplies needed for college. The cost of attendance is compared to the student's expected family contribution to determine the student's need for aid.

Council of Adjudication

The Council of Adjudication is an unbiased review panel that gives students and faculty the opportunity to resolve disputes in a fair manner. A discovery process is used to gather information without bias or privilege to either party. The Council is usually comprised of two full-time faculty members and the Academic Dean, who serves as the chair. All petitions for adjudication must be submitted to the Academic Dean no later than the last day of classes in the semester following the subject of the petition. For more information, consult the section titled “Council of Adjudication and Appeals Procedures.” Students may be asked to sit on the Council.

Counselor

A professional who helps students with academic advising, career counseling, learning resources, problem resolution and management of personal life issues.

Course Evaluation

See the entry for Student Course Evaluation.

Course Load

The number of credit hours a student takes during a semester. The course load required for full-time enrollment status is 12-18 hours.

Course Master Listing

The official list of Art Academy courses offered during a specific semester, including faculty, credit hours, enrollment figures, prerequisites, class time and location, and other information. Visit http://www.artacademy.edu/academics_and_programs/registrar/course-schedules.php.

Course Number

An alpha/numeric identifier that distinguishes a specific course from all others. Each course number begins with a two-character alphabetical prefix, followed by a three-digit sequence, followed by a hyphen and a two-digit suffix. The prefix identifies the department through which the course is offered, and the three-digit sequence identifies the course level and content. The suffix denotes the section number of the course. For example, in the course number: **AH101-02**, “AH” identifies the department as Art History; the 100 series identifies the level of study as a freshman-level course; “101” identifies the course as the initial course in the Art History sequence; and “02” denotes the section number as the second section offered for AH101.

Credit Hours Attempted

Credit hours for which you earn a grade are credit hours attempted and are used to calculate your Grade Point Average (GPA.) See the entry for GPA.

Cumulative GPA

See GPA.

Cyber-bullying

Cyber-bullying is the act of harassment directed at another person or persons using a digital device or any technological device, whether used on campus or remotely. Cyber-bullying can take many forms such as sending graphic or otherwise inappropriate images, sexting, making or sharing videos or images that cause others to feel that they are a target of ridicule, hate, or impending psychological, emotional, or physical harm. Other forms of cyber-bullying include making threatening or insulting comments or transmitting text messages, pictorial or voice

communications, or social media posts intended to incite fear, harass or insult others, cause harm, or cause any type of damage whether academic, physical, psychological, or emotional.

Even if persons claim that their harassing communications were not intentional, they will still be held responsible for the effects of such communications since they knew or should have known that their behavior constitutes prohibited actions. Many forms of cyber-bullying can be potentially against the law. No form of bullying or cyber-bullying is tolerated at the Art Academy of Cincinnati.

Dean's List

Undergraduate students who achieve a term grade point average of 3.50 or higher at the end of the semester will be placed on the Dean's List provided they are registered for at least 9 credit hours during the term and have completed all course work for the semester.

Default

Failure to repay a loan in accordance with the terms of the promissory note. If you default, the school, the financial organization that holds the loan, the state and the federal government can all take action to recover the money, including notifying national credit bureaus of your default. Such collection activity may affect your credit rating sometimes for years down the road.

Degree Audit

A Degree Audit (DA) is an automated electronic report that enables the student and his or her advisor to assess the student's academic progress toward his or her degree. The degree audit is a valuable tool for academic planning and course selection because it matches the courses that the student has taken with the requirements of his or her degree program or anticipated major. The degree audit includes courses taken at the Art Academy, courses that have been transferred (if applicable), courses for which credit was earned via examination, and all courses necessary for degree completion. Though a degree audit resembles a transcript, it does not function as a transcript, which is an official academic record. The Art Academy previously referred to this academic record as the Credit Requirements Analysis (CRA.) Questions concerning the Degree Audit or how to access it via SonisWeb should be directed to the Registrar: Sue Hutchens, shutchens@artacademy.edu or 513.562.8749.

Disbursement

The process by which financial aid funds are released to the college.

Early Alert Procedure

The Early Alert Procedure is in place to identify students who student show inconsistent attendance or performance in a class and to develop a plan of action to remedy these factors. In accordance with the procedure, faculty will notify the Counselor and Director of the Learning Assistance Center, who will determine a course of action for the student.

Elective Course

Electives are courses that are taken in addition to the core requirements of a degree program. Electives allow students to explore collateral areas of interest and to complement their major area of study.

End-of-Year Review

A mandatory assessment of student progress in studio work and writing that occurs after the Spring semester has ended. End-of-Year Reviews are required of all freshmen, sophomores, and juniors and takes places in conjunction with scholarship judging. Each student scheduled for a review will be assigned a review team comprised of three faculty members who will provide spoken and written feedback. The review provides the student the opportunity to have an intensive discussion of a body of work that represents a year-long effort.

Enroll

To officially register for courses. Enrollment involves the assessment and the collection of tuition. Enrollment is not official until tuition has been paid. Merely attending classes without completing the enrollment process does not constitute enrollment and is not sufficient for financial aid eligibility.

Expected Family Contribution

The amount the student's family is expected to contribute towards the cost of attendance, for the purpose of the student financial aid programs. The EFC is printed on the front of the Student Aid Report (SAR.) See the entry for Student Aid Report.

FAFSA

Free Application for Federal Student Aid

Federal PELL Grant

A grant awarded to undergraduates who demonstrate exceptional financial need.

Federal PLUS Loans

Federal Parent Loan for Undergraduate Student (PLUS). Parents can borrow to help pay for their student's education. This loan is made to the parent by the federal government. Interest rates are linked to the 52-week treasury bill rates, but may not exceed 12 percent. May be used to replace the Expected Family Contribution (EFC).

Federal School Code

A federal code assigned to each college or university that participates in financial aid programs. The Art Academy's Federal School Code for FAFSA is **003011**. By listing this code on your FAFSA, the Art Academy will receive the results of your application.

Federal Stafford Loan

Low-interest loans that are made to students attending college at least half-time. Loans are made by the federal government. The federal government pays the interest on the subsidized Stafford loan while the student is in college. The student is responsible for paying the interest on the unsubsidized Stafford loan. Interest rates will vary between the subsidized and unsubsidized loans under this program.

Federal Work-Study (FWS)

Provides part-time employment to students attending institutions of higher education who demonstrate a certain level of financial need. Call the Financial Aid Office at 513.562.8773 for information on eligibility, and visit Sue Hutchens, the Registrar to learn about on-campus Federal Work-Study opportunities.

Fees

Fees are additional charges not included in the tuition. Fees may be charged to cover the cost of materials, student services, programs, housing and other non-instructional services.

FERPA

The Family Educational Rights and Privacy Act of 1974. See the “Student Rights and Responsibilities” for detailed information about this federal law.

Finance Office

The Finance Office processes all financial transactions of the Art Academy. Visit the Finance Office to pay tuition and fees, to order a parking permit, to pick up checks, and to finalize any financial transaction. The Art Academy intends to launch the online tuition pay option available via SonisWeb in time for the Spring 2012 semester. Contact the Finance Office at 513.562.8752.

Financial Aid Package

The combination of financial aid funds such as loans, grants, scholarships and Federal Work-Study employment awarded to a student by a college.

Forbearance

A temporary cessation of repayment of loans allowing an extension of time for making loan payments or accepting smaller loan payments than were previously scheduled.

Fresh Start

A program that permits students to be readmitted to the Art Academy under specific conditions. Consult the Admissions Office for details (admission@artacademy.edu; 513.562.8740 or 800.323.5692.)

FSEOG

Federal Supplemental Education Opportunity Grant. A campus-based program for undergraduate students of exceptional financial need who have not completed their first baccalaureate degree. Priority for FSEOG awards is given to Pell Grant recipients.

Full-Time Student

A student who is enrolled at the Art Academy for 12-18 hours per semester.

Grace Period

The period of time that begins when a loan recipient ceases to be enrolled at least half-time and ends when the repayment period starts, typically six months later. During the grace period, the loan principal need not be paid, and interest does not accrue.

Grade Point

The numerical value of a grade multiplied by the credit hours for a course (A=4 points; B=3 points; C=2 points; D=1 point). If, for example, a student earns an A in HU 101 (Artist as Writer) (3 credit hours), then the student earns 12 points: A=4 points x 3 (credit hours) = 12 points.

Grade Point Average

The grade point average (GPA) is calculated by dividing the total number of grade points earned by the total number of credit hours attempted. For example, 45 grade points divided by 15 credit hours earned = 3.0 GPA. The Cumulative Grade Point Average (CGPA) is the calculation of the average of all grades a student has earned for all semesters and courses completed. Midterm grades are not calculated in this formula.

Harassment

Harassment covers a wide range of abusive behavior, including creating an unpleasant or hostile environment or situation by subjecting another person to unwelcome and offensive verbal, non-verbal, sexual, or physical conduct or treating persons unfairly based on personal or demographic factors. Commonly understood as behavior intended to upset, humiliate, torment, dehumanize, coerce, or disturb another person, harassment is typically characterized by persistence and repetition. It is intentional, malicious conduct perceived by the victim as threatening, insulting, or humiliating.

All forms of harassment are prohibited at the Art Academy of Cincinnati. See the section titled “Policies Prohibiting Harassment” for detailed information and resources for filing a grievance. If students believe they have been subjected to any form of harassment, they are to immediately report their concerns to Diane Smith, Interim Academic Dean, (513.562.6260 or dksmith@artacademy.edu.)

Hazard

Any source of potential danger, damage, harm, or adverse health effects on something or someone. A hazard is an unsafe condition that can cause harm to individuals, groups, facilities, property and equipment. Hazards can be biological, physical, ergonomic, psychosocial and can cause accidents.

Hold / Encumbrance

A hold is placed on a student's account when money is owed to the Art Academy, either for an unpaid tuition balance or for incidental fees or charges. Failure to satisfy outstanding financial obligations will result in the holding of transcripts and diplomas, among other encumbrances.

Humanities

The humanities are academic disciplines that investigate human intellectual pursuits as opposed to studio art, natural sciences, social sciences, mathematics, vocational disciplines, and technology. As fields of study, the humanities emphasize critical analysis and exchange of ideas rather than the creative expression of the arts or the quantitative explanation of the sciences. The humanities include philosophy, literature, language arts, poetry, religion, mythology, and other disciplines that incite the exploration of ideas, increase cultural awareness and prepare students to become critical thinkers and writers.

Inclement Weather

Inclement weather is severe, harsh weather that may impede safe travel, endanger life, or place health or safety at risk. In the event that the president of the college determines that weather conditions are severe enough to warrant closing the campus or delaying the start of classes or campus operations, all major radio and television stations will be notified of such a decision by 6:00 am. You may also visit www.wcpo.com to view the list of area school closings and delays.

Interest

The fee charged to borrow money. The student pays the lender interest in addition to repaying the principal (the sum borrowed). Usually, interest is calculated as a percentage of the principal and paid in monthly payments.

Kaldi's

Kaldi's food service is located in the Commons and offers many breakfast and lunch items available as dine-in or take-out options. Kaldi's also caters many Art Academy functions. Standard hours for the academic year will be 8:00 am – 3:00 pm Monday – Thursday and 8:00 am – 1:00 pm on Friday. Evening hours will be available once they have been determined. For more information, call Jeremy Thompson, owner of Kaldi's at 513.562.6264.

Learning Assistance Center

The Learning Assistance Center is available for free tutoring sessions for Academic Studies courses and first-year studio classes. A writing tutor is also available. Contact Dabby Blatt, Counselor /Learning Assistance Center Director to arrange tutoring: dblatt@artacademy.edu or 513.562.6261.

Loan Deferment

A condition during which payments of principal are not required, and for Stafford Loans, interest does not accrue. The repayment period is extended by the length of the deferment period.

Loan Servicer

A company hired by the lender to perform account services for its student loans. These services may include application and repayment processing, customer information, and accounting.

Major Day

Major Day is an event for first-year students, scheduled early in the Spring semester. This is an opportunity to learn about the different majors at the Art Academy. Faculty members present the curriculum within the majors and show and discuss examples of work by former students. They are available to meet informally with interested students to answer any questions. Typically, a buffet lunch is served during this event.

Matriculated Student

A student who has been accepted to a degree program at the Art Academy and who is enrolled in such a program. A non-matriculated student is one who takes courses without having been accepted to a degree program.

Midterm Grades

Mid-term grades are issued to give students an idea of their progress in their courses. Used for informational purposes only, mid-term grades are not recorded on official transcripts, and they have no effect on the student's Grade Point Average.

Minumental

The Minumental Exhibition is an annual exhibit of works of art that measure no larger than two inches in dimensions. Conceived by Gary Gaffney 25 years ago, this exhibition features hundreds of works by students, faculty, staff, and alumni. Media include printmaking, painting, sculpture, photography, mixed media, book-making, and others. In conjunction with the exhibition, student artists vie for cash prizes and cash-equivalent awards. **The deadline to**

submit works to the 2012 exhibition is Friday, January 27, 2012 at 12:00 Noon. For more information, contact Denise Watson, Academic Administrative Coordinator at dwatson@artacademy.edu or 513.562.8777.

Non-Taxable Income

All income received that is not reported to the Internal Revenue Service or is reported but excluded from taxation. Such income would include but not be limited to any untaxed portion of Social Security benefits, welfare payments, untaxed capital gains, interest or tax-free bonds, IRAs, Keogh, dividend exclusion, military or other subsistence and housing allowances, retirement contributions and child support.

Non-Traditional Student

The term "non-traditional student" is not a precise one, although age and part-time status (which often go together) are common defining characteristics. Generally, a non-traditional student is one who has any of the following characteristics:

- Delays enrollment, i.e. does not enter postsecondary education in the same calendar year that he or she finished high school.
- Attends part time for at least part of the academic year.
- Works full time (35 hours or more per week) while enrolled.
- Is considered financially independent for purposes of determining eligibility for financial aid.
- Has dependents.
- Is a single parent.
- Is married.
- Has responsibility for parents, grandparents, siblings, or others.

Part-Time Student

At the Art Academy, a student who is enrolled for fewer than 12 credit hours during a semester.

Prerequisite

A prerequisite is a condition that must be met before a student can enroll in a course. Prerequisites for each course are listed on the Course Master Listing for Fall and Spring semesters.

Promissory Note

A legal document that the borrower must sign prior to receiving loan funds, in which the borrower promises to repay the loan, with interest, in specified installments. The Promissory Note will also include any information about the grace period, deferment or cancellation provisions and the student's rights and responsibilities with respect to the loan. This is also known as Master Promissory Note.

Registrar

The registrar is responsible for maintaining all academic records and personal data for all students past and present. Duties also include maintaining class enrollment records; issuing transcripts and grade reports; assigning instructional spaces; providing statistical information on student enrollment; certifying student eligibility for academic honors; generating degree audits; verifying the completion of degree requirements for graduation; and issuing diplomas.

Required Course

A course that is required for degree completion or that is required for a specific major or minor.

School Code

See Federal School Code

Security Escort

The Art Academy contracts with Brantley Security Services to provide campus security services. Students, faculty, and staff are encouraged to utilize the security escort service, which provides a safe walk to and from their cars, bus stops, apartments, and other destinations in the immediate vicinity, **Call Brantley Security at 513.562.6279 or 513.616.4802 to request an escort.**

smART Talk

A presentation held in conjunction with a free lunch that is open to the entire student body. These talks are part of a lecture series featuring informative and often entertaining one-hour presentations by art professionals from national, regional, and Cincinnati's local art community. Artists, designers, instructors, critics, gallery directors, and other professionals have participated in the smART Talk series. Look for fliers with dates and on-campus location information. Liz Neal, the Student Life Coordinator, organized all smART Talks and other student activities.

SonisWeb

The Art Academy's online data management system that allows students, faculty, and staff to access its modules through Internet access. SonisWeb is used to register for courses, add or drop courses, monitor the status of financial aid, pay tuition, communicate with faculty, and view midterm and final grades. The system will permit students to receive their student account invoices and pay those charges with a credit card online. The goal is to have this part of the system operational for the Spring 2012 semester.

Spray Booth

A ventilated booth designed to suction away hazardous fumes from aerosol sprays, glues, adhesives, fixatives, and other noxious and toxic substances. Application and use of such toxic substances are prohibited any place other than a spray booth. The Art Academy has three spray booths, located in Rooms N008, S456, and S659 respectively. The one located in S456 is available only to students completing projects for printmaking classes in which they are currently enrolled. **No spray mount is permitted in the Fourth Floor Printmaking Spray Booth.** Use of spray mount is restricted to the booths located in N008 and S659.

Student Aid Report (SAR)

The federal "output document" printed by a FAFSA processor and mailed to the student. The SAR contains the family's financial data and other information as reported by the student on the financial aid application. The student can update information on the SAR and submit it to the federal processor. The student's eligibility for aid is indicated by the estimated family contribution printed on the front of the SAR.

Student Ambassador

Student Ambassadors are a vital part of the Art Academy community and social life of the college. Contact Joe Fisher in Admissions (jfisher@artacademy.edu or 513.562.8754) to find out more about the Student Ambassador program.

Student Course Evaluation

A student's formal assessment of a course, its teaching methods, structure, benefit, purpose, and overall educational value. Students evaluate their courses at midterm and at the end of the term.

Student Identification Number

A nine-digit identification number used to identify a student's permanent records such as transcripts, course schedules, registration reports, grade reports, enrollment verifications, and student accounts. In accordance with privacy standards, the student's Social Security Number is not used as the Student Identification Number.

Study Abroad

Studying abroad is the act of pursuing educational opportunities in a country other than one's own. Please see the section titled "Mobility and Study Abroad Programs" for more information.

Suder's Art Store

Art supply store located in easy walking distance from the Art Academy's main building and dorm. Suder's is located at 1309 Vine Street, and the phone number is 513.241.0800.

Syllabus

A description of a college course including its title, course number, required texts, stated objectives and requirements. The syllabus may include detailed information such as an instructor's grading system, attendance policies, examination dates, and assignment dates, and information about field trips, if applicable.

Taxable Income

Income earned from wages, salaries, and tips as well as interest income, dividend income, business or farm profits, and rental or property income.

TBA

To Be Arranged: TBA is a term used on the Course Master Listing to indicate that more information is available from the instructor about the course. Frequently, TBA indicates a flexibly scheduled course that allows students to meet with the instructor independently of a formal classroom setting. When TBA is present in the instructor column of the course schedule, the course had not yet been assigned to an instructor at the time the schedule went to print.

Title IV

Federal regulations regarding the award and disbursement of financial aid funds, as well as the return of funds for students who withdraw during the semester.

Transcript

The official record of a student's college coursework that is maintained by the registrar. Courses taken, assessments completed, grades earned, credit hours earned, GPA, and graduation information (if applicable) are included on the transcript. Contact Sue Hutchens, the Registrar, for information on how to access transcripts via SonisWeb. Her phone number is 513.562.8749, and her email address is shutchens@artacademy.edu.

Tuition

Tuition is the amount paid to the Art Academy to enroll in courses. Tuition does not include the cost of textbooks, art supplies, fees, or dorm residency. The Art Academy intends to launch the

online tuition pay option available via SonisWeb in time for the Spring 2012 semester. Call the Finance Office at 513.562.8752 for information about the online pay option.

Unmet Need

The difference between a student's total available resources and the total cost for the student to attend the Art Academy.

Verification

Verification is a process used to verify certain information on the FAFSA to ensure its accuracy. Some students are selected for verification by the U.S. Department of Education. Others are selected by the college. Usually only a certain percentage of students are selected for verification, but please note that some schools choose to do 100% verification to ensure that every student file is verified.

There are several possibilities for being selected for FAFSA verification. Keep in mind that additional possibilities exist, but the following are the main reasons for being selected:

- You were selected randomly.
- You are eligible to receive a Federal Pell Grant
- The submitted FAFSA application has incomplete data.
- The data on the FAFSA application appears to contradict itself.

Veteran

A person who has served on active duty in the Army, Navy, Air Force, Marines, or Coast Guard and who was discharged other than dishonorably. Veterans are considered to be independent for purposes in determining eligibility for financial aid.

Wilder Scholarship

The Stephen H. Wilder Traveling Scholarship provides financial support to graduating seniors to advance their educational and artistic growth by enabling graduates to travel. This scholarship encourages and publicly recognizes exceptional achievement and potential and further prepares graduates for their chosen fields of study. This scholarship is open only to graduating seniors whose application for graduations have been approved by the Academic Dean and who have earned a cumulative GPA of 3.0 or above at the completion of all course work.

Established in 1947, the Wilder Scholarship is an endowed fund that has enabled recipients to travel in the United States and abroad for nearly 65 years. For 2012 application deadlines and other information, please contact the Scholarship Committee.

Writing Diagnostic

A writing diagnostic is an assessment of a student's writing and is used to determine the student's preparedness to do college-level writing. Each student must complete the Incoming Writing Diagnostic and the Mid-Level Writing Diagnostic. The Chair of the Academic Studies Department will communicate the deadlines and criteria for these assessments.

School Mailing Address

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Cover Artists

Front Cover Art by Senior Maureen Fellingner
Back Cover Art by Senior Kristen Lundberg

