

May 1, 2012

Ms. Carolyn Small
Postsecondary Registration Administrator
Iowa College Student Aid Commission
200 10th Street, Fourth Floor
Des Moines, Iowa 50309

Dear Ms. Small,

The Savannah College of Art and Design (SCAD) is a private nonprofit institution conferring bachelor's and master's degrees in distinctive locations and online to prepare talented students for professional careers. SCAD seeks authorization to offer distance education programs to residents of Iowa. As such, please find enclosed SCAD's Application for Approval and Registration of a Postsecondary School under Iowa Code Chapter 261B. Note that, under the requirements of the Iowa Code, SCAD has also taken out a bond in the amount of \$50,000 and been issued a certificate of authority by the Iowa Secretary of State. Should you have questions about SCAD or its programs, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,



Erin Lee O'Leary, J.D.
Executive Director of Institutional Effectiveness
Savannah College of Art and Design®
P.O. Box 3146
Savannah, GA 31402
T: 912.525.5227 - Fax: 912.525.5201
C: 404.216.5866
eoleary@scad.edu - www.scad.edu

Application for Approval and Registration of
Postsecondary School

The Savannah College of Art and Design, Inc.

May 1, 2012

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Iowa College Student Aid Commission

Postsecondary Approval and Registration Administrator
200 10th Street, Fourth Floor
Des Moines, IA 50309
(515) 725-3470

Application for Approval and Registration of Postsecondary School Iowa Code Chapter 261B

Pursuant to Iowa Code Chapter 261B, the undersigned school applies for registration to conduct or maintain one or more courses of instruction, including courses of instruction by correspondence, where the courses are offered in Iowa or the school has a presence in Iowa and desires to offer courses in other states or foreign countries.

Submit a paper document and a complete duplicate in pdf format on a CD.
Applications may be submitted electronically by contacting the Postsecondary Approval Administrator at the Iowa College Student Aid Commission.

Applications fees are to be sent to:

Postsecondary Approval and Registration Administrator
200 10th Street, Fourth Floor
Des Moines, IA 50309

All items must be completed before the application will be considered as received by the Commission. Attach additional pages as needed to provide the requested information. Responses are required to have a minimum of a summary paragraph on this form. Responses that include only statements similar to "please see attached", will be considered incomplete. Other documents or materials may also be attached to support the application. Attachments must be tabbed and clearly marked on both the paper and pdf documents..

(Registrations must be renewed every four years or upon any substantive change in program offerings, location, or accreditation.)

Name of school and address of the principal office as defined in Iowa Code Section 490.140 or 510.141:
[(261B.4(2))] and [(261B.4(1))]

Name of School: The Savannah College of Art and Design (SCAD)
Suite: _____
Street: 622 Drayton Street
City: Savannah
State: Georgia
Zip: 31401
Country: United States
Telephone Number (including country or area code): 912.525.5227

Type of corporation:

- For-profit
 Non-profit

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Suite	Street	City	State	Zip	Country	Telephone
	1600 Peachtree St.	Atlanta	Georgia	30309	United States	404.253.3100
	292 Tai Po Rd.	Sham Sui Po, N. Kowloon	Hong Kong		Hong Kong	852.2253.8000
	Rue du Four	84480 Lacoste			France	912.525.4786

Address of all locations in Iowa where instruction is to be provided

Note that SCAD does not seek to deliver academic instruction from a physical location in the State of Iowa.

Suite	Street	City	State	Zip	Country	Telephone
N/A						

Tuition charges, fees and other costs payable to the school by a student. [(261B.4(3))]

Program to be Offered in Iowa	Tuition	Fees	Books and Supplies	Other	Total
See Exhibit 1.					

Refund policy of the school for the return of refundable portions of tuition, fees, or other charges [(261B.4(4))] If the refund policy is attached, please summarize the policy below.

SCAD's refund policy is available in the university's catalog under Student Financial Services, on pages 371-72. It can also be viewed online at www.scad.edu/financialpolicies. The policy has been included as evidence in Exhibit 2.

Degrees granted by the school [(261B.4(5))]

Offered in Iowa [(261B.4(11))]

SCAD offers Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Master of Arts (M.A.), Master of Fine Arts (M.F.A.), and Master of Arts in Teaching (M.A.T.) degrees online via SCAD eLearning. All eLearning programs can be taken entirely online, with the exception of the M.A.T. programs, which have practicum components, and the M.F.A. in painting program, which has a limited residency (Savannah, Georgia) requirement.

Offered outside of Iowa

SCAD Atlanta: B.A., B.F.A., M.A., M.F.A.

SCAD Savannah: B.A., B.F.A., M.A., M.F.A., M.A.T., Master of Architecture (M.Arch.), Master of Urban Design (M.U.D.)

SCAD Hong Kong: B.F.A., M.A., M.F.A.

Name, business address and telephone number of the chief executive officer of the school: [(261B.4(7))]

Name: Paula Wallace, President

Suite: _____

Street: 622 Drayton Street
City: Savannah
State: Georgia
Zip: 31401
Country: United States
Telephone Number (including country or area code): 912.525.5200

Provide a copy or description of the means by which the school intends to comply with 261B.9 [(261B.4(8))]. Code section 261B.9 is as follows:

261B.9 DISCLOSURE TO STUDENTS.

Prior to the commencement of a course of instruction and prior to the receipt of a tuition charge or fee for a course of instruction, a school shall provide written disclosure to students of the following information accompanied by a statement that the information is being provided in compliance with this section:

1. The name or title of the course.
2. A brief description of the subject matter of the course.
3. The tuition charge or other fees charged for the course. If a student is enrolled in more than one course at the school, the tuition charge or fee for all courses may be stated in one sum.
4. The refund policy of the school for the return of the refundable portion of tuition, fees, or other charges. If refunds are not to be paid, the information shall state that fact.
5. Whether the credential or certificate issued, awarded, or credited to a student upon completion of the course or the fact of completion of the course is applicable toward a degree granted by the school and, if so, under what circumstances the application will be made.
6. The name of the accrediting agency recognized by the United States department of education or its successor agency which has accredited the school.

Response:

The information requested can be found in the SCAD catalog, which is made available to prospective students online at www.scad.edu/catalog and in print. A print copy of the 2011-12 catalog has been included with this application for your reference. Also note that, prior to enrolling at SCAD, students indicate that they have read and understand the policies and procedures within the student handbook. The student handbook contains information on tuition and fees, financial aid, and refunds, and it also refers students to SCAD's website at www.scad.edu/fees, as an additional reference point for this information.

Name, address, and telephone number of a contact person in Iowa. [(261B.4(10))]

Name: CT Corporation System
Suite: _____
Street: 500 East Court Avenue
City: Des Moines
State: Iowa
Zip: 50309
Country: United States

Telephone Number (including country or area code): 515.245.4469

Name, address, and title of the other officers and members of the legal governing body of the school:
[(261B.4(6))]

SCAD is governed by an elected Board of Trustees. A list of the university's Board members has been included in Exhibit 3 of this application.

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone No. (including country or area code): _____

For officers 2 or more, add pages as needed:

Owner Number 1

Names and addresses of persons owning more than 10% of the school: [(261B.4(6))]

Name: N/A: SCAD is a private, nonprofit institution.
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone Number (including country or area code): _____

For owners 2 or more, add pages as needed

Name all agencies accrediting the institution. For each agency, include **name, address, telephone number, and whether the agency is recognized by the U.S. Department of Education.** [(261B.4(9))] Attach copies of accreditation certificates of status for each agency. If the Iowa location is not accredited, provide accrediting agency certification that the Iowa location will be granted accreditation upon approval by the College Student Aid Commission. **Provide documentation that every location of applicant school is approved by the accrediting agency and in good standing, for all locations throughout the world.**

Accrediting agency 1

Name: Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
Suite: _____
Street: 1866 Southern Lane
City: Decatur
State: Georgia
Zip: 30033
Country: United States
Telephone Number (including country or area code): 404.679.4500
Contact Person: Dr. Rudy Jackson

Is this agency recognized by the U. S. Department of Education? Yes [] No

Accrediting Agency 2

Name: Georgia Professional Standards Commission
Suite: Suite 6000
Street: Two Peachtree St. SW
City: Atlanta
State: Georgia
Zip: 30303
Country: United States
Telephone Number (including country or area code): 800.869.7775
Contact Person: Paquita Morgan

Is this agency recognized by the U. S. Department of Education? [] Yes [X] No

Accrediting Agency 3

Name: _____
Suite: _____
Street: _____
City: _____
State: _____
Zip: _____
Country: _____
Telephone No. (including country or area code): _____
Contact Person: _____

Is this agency recognized by the U. S. Department of Education? [] Yes [] No

Accrediting Agency 4+

Respond on a separate page:

Describe the procedures followed by the school for permanent preservation of student records. [(261B.4(12))]

SCAD's records retention policy requires that student records be preserved for periods of time that vary in length: some records are preserved for one month, some for seven years, and some records are maintained permanently. Among the records that are retained permanently are the following: student academic records, to included transcripts, course exemptions, original grade submissions (electronic), class rosters and grade changes, class rosters and final grades, and professor change of grade requests; commencement records, to include graduation applications, degree compliance audits, graduation programs and degree statistics; certificates of completion, course substitutions, FERPA authorizations, FERPA revocations, temporary grades of incomplete, and undergraduate and graduate thesis applications.

Provide the contact information to be used by students and graduates who seek to obtain transcript information.

Name: Office of the Registrar
Suite: _____
Street: P.O. Box 3146
City: Savannah
State: Georgia
Zip: 31402
Country: United States
Telephone Number. (including country or area code): 912.525.5800

List the states and approval or registration agencies for all states in which the school operates or maintains a presence.

An explanation of the school's good faith effort with respect to the state authorization provision of the program integrity regulations has also been appended to this application in Exhibit 4.

State	Agency Name	Address	Contact Person	Telephone Number
Georgia	NPEC*	2082 E. Exchange Pl., Tucker, GA 30084	Dr. Carl Camann	770.414.3300
South Carolina	SCCHE*	1122 Lady St., Columbia, S.C. 29201	Mrs. Lane Goodwin	803.737.3918
*See Exhibit 4.				

Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used,, including, but not limited to, classroom instruction, correspondence, internet, electronic telecommunications, independent study, and portfolio experience evaluation. [(261B.4(13))]

An explanation of SCAD eLearning, with an emphasis on instructional methodologies used, has been included as evidence in Exhibit 5. This attachment also illustrates the academic and other resources available to students enrolled in SCAD eLearning programs.

Provide the name of every other State of Iowa agency required to approve the applicant school in Iowa, the school's contact person at the agency and the current status of that approval. Attach documentation in the form of a letter or certificate for each agency.

Agency Name	Contact Person	Telephone Number	Approval Status

Is the school subject to a limitation, suspension or termination (LST) order issued by the U.S. Department of Education?

Yes No

If yes, explain below.

Provide the name and contact information for a U. S. Department of Education official who can verify the LST statement.

The following contact at the U.S. Department of Education has agreed to verify the LST statement should the Commission request it: Ms. Lauren A. Pope, Paralegal Specialist, Administrative Actions and Appeals Service, Program Compliance, Federal Student Aid, U.S. Department of Education, 830 First Street N.E., Washington, D.C. 20002 (telephone number 202.377.4282, email lauren.pope@ed.gov)

Do you:

Enroll students in Iowa? Yes No

Employ Iowa faculty? Yes No

Do you intend to:

Enroll students in Iowa? Yes No

Employ Iowa faculty? Yes No

Describe current operations or plans to enroll students in Iowa or employ Iowa faculty.

SCAD currently enrolls three residents of Iowa in SCAD eLearning degree programs. The school seeks authorization in Iowa to continue offering distance education programs to Iowa residents pursuant to USDOE 34 C.F.R. § 600.9. SCAD has no plans to purchase or lease instructional space in Iowa for purposes of delivering academic programs on-ground. The school neither employs nor intends to employ Iowa faculty or other staff. Accordingly, SCAD respectfully requests a waiver of the full-time Iowa resident faculty member/program coordinator requirement.

Name, address, and telephone number of full-time employees in Iowa.

Name: N/A: See above for the university's request for a waiver of the Iowa resident requirement.

Suite: _____

Street: _____

City: _____

State: _____

Zip: _____

Country: _____

Telephone Number (including country or area code): _____

Will your school comply with *Iowa Code* section 261B.7 limiting the use of references to the Secretary of State, State of Iowa, or College Student Aid Commission in promotional material (See the *Iowa Code* for details)

Yes No

Will your school comply with the requirements of *Iowa Code* section 261.9(1)"e" to "g"? [

(See the *Iowa Code* for details.) Yes No See Exhibit 6 to read the specific SCAD policies that comply with these requirements.

Does the school agree to file annual reports that the Commission requires from all Iowa colleges and universities?

Yes No

Attached a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application and state below where, in the audit report, there is evidence that the auditor is providing an unqualified opinion.

Attached as evidence in Exhibit 7 is a copy of SCAD's most recent fiscal year financial statements and the accompanying report of the independent certified public accountants. Note the following as it appears on page one, Report of Independent Certified Public Accountants: "In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of The Savannah College of Art and Design, Inc. and Subsidiaries as of June 30, 2011 and 2010, and the consolidated changes in its net assets and consolidated cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America."

Describe how students will be provided with access to learning resources, including appropriate library and other support services requisite for the schools' degree programs.

The university provides a variety of support services to SCAD eLearning students that connect them to SCAD locations from their home computers. Professional staff and faculty advisers assist SCAD eLearning students with their online education, helping them in course selection and professional development on a regular basis and helping guide students toward fulfillment of the requirements for graduation. Furthermore, SCAD's online education format allows students to have access to many online and print materials that support the university's curricula and cover a wide array of subject matter. The libraries' extensive holdings include books, periodicals, DVDs, research databases, image databases, e-books and special collections of rare books, student theses and unique items. SCAD eLearning students may borrow materials from the Savannah and Atlanta libraries through inter-SCAD loan by completing an interlibrary loan form. Students may also contact Jen Library of SCAD Savannah for routine assistance, as well as for one-on-one research help via email, telephone or IM chat.

Provide evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the program(s) to be registered in Iowa.

SCAD faculty has primary responsibility for establishing and managing curricula at the school. All faculty, chairs, associate chairs, program coordinators, associate deans and deans participate in curriculum development within their respective departments and schools, as well as within the the university. For a more in-depth explanation of how curriculum review and evaluation is carried out at SCAD, see Exhibit 8.

Provide evidence that the school has adequate physical facilities appropriate for the program(s) to be offered and are located in the state. Include a copy of a signed agreement for a facility purchase or lease or option to purchase or lease. Please include a photograph of the location.

SCAD seeks authorization from the Commission to provide distance education programs to residents of Iowa. The university has no plans to establish a physical location in Iowa for purposes of on-the-ground instruction. For virtual tours of SCAD's locations in Savannah and Atlanta, Georgia; Lacoste, France; and Hong Kong, visit www.scad.edu/experience/tours.

Include a statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

The requested statement has been included in Exhibit 9 of this application. It outlines SCAD's full commitment to the programs for which the school seeks authorization in Iowa and has been signed by SCAD President Paula Wallace.

Provide an organizational plan that shows the location and physical address, telephone number, fax number and contact information for all internet-based and site-based educational locations, administrative, and service centers operated by the applicant and any parent organization.

All of SCAD's online instruction is provided via servers housed at Jen Library, at the university's Savannah location, at 201 East Broughton St., Savannah, Georgia 31401 (telephone number 912.525.5000). Contact information for the university's other site-based educational locations is as follows:

SCAD Atlanta, 1600 Peachtree St., Atlanta, Georgia 30309 (telephone number 404.253.3100)

SCAD Hong Kong, 292 Tai Po Rd., Sham Shui Po, North Kowloon, Hong Kong (telephone number 852.2253.8000)

SCAD Lacoste, York Hall, 115 East York St., Savannah, Georgia 31401 (telephone number 912.525.4786) and

SCAD Savannah, 622 Drayton Street, Savannah, Georgia 31401 (telephone number 912.525.5000).

Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints. Provide complete contact information to which complainants may be referred.

SCAD's policy on complaints and appeals, which appears in the university's catalog on pages 335-37, has been included as evidence in Exhibit 10. Please note that contact information for the following SCAD administrators is listed in the text of the policy:

Vice President for Academic Services

Vice President for SCAD Atlanta

Vice President for SCAD Hong Kong and

Vice President for Student Success.

Provide a copy of a current Certificate of Authority provided by the applicant's home state and the Iowa Secretary of State.

A certificate of existence has been issued to SCAD by the Georgia Secretary of State. It serves as legal evidence of the incorporation of the school in the State of Georgia on September 29, 1978 and authorizes SCAD to do business in the Georgia. SCAD has also filed for and received a certificate of authority from the office of the Secretary of State in Iowa. This document authorizes SCAD to do business in Iowa. These documents have been included in Exhibit 11 of this application.

Provide the U.S. Department of Education cohort default rate for each associated organizational entity for which the U.S. Department of Education reports a cohort default rate.

SCAD's cohort default rate was 3.4% for fiscal year 2009. The university's cohort default rates for fiscal years 2008 and 2007 are also available on the website of the U.S. Department of Education's office of Federal Financial Aid.

Provide the average debt upon graduation of individuals completing programs at each branch location and the entire organization,

Students receiving financial aid who graduated from SCAD with bachelor's degrees between July 1, 2010 and June 30, 2011 carried an average per-student debt of \$35,549. Note that SCAD does not disaggregate student financial aid by location, so this figure represents all SCAD locations.

Provide the U. S. Department of Education cohort graduation rate for each branch location and the total organization, showing rates for graduates of diploma, two-year, and four-year, programs if those rates are reported to the U. S. Department of Education National Center for Education Statistics.

SCAD reports to the U.S. Department of Education its overall four-year, five-year and six-year graduation rates for the cohort entering the university in Fall 2004. The four-year graduation rate is 52 percent, the five-year graduation rate is 64 percent, and the six-year graduation rate is 66 percent.

SIGNATURE

Applicant School Chief Executive Officer

Paula Wallace
Name

President
Title

Paula Wallace
Signature

5.4.12
Date

If any information in this application changes between the time of application Commission action, the school must inform the Commission by filing an Amended Application clearly indicating the information which is being amended. Amendments must be received before the Commission takes action.

INSTRUCTIONAL SCHOOL BOND

Bond No. 0539122

KNOW ALL PERSONS BY THESE PRESENTS, That we, Savannah College of Art and Design, Inc., as Principal, and The Cincinnati Insurance Company as Surety, are held and firmly bound unto the State of Iowa in the sum of \$50,000.00 lawful money of the United States, for which payment we bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal proposes to maintain, advertise, or conduct in Iowa a course of instruction for profit, or for tuition charge, by classroom instruction or by correspondence and to enter into contracts and agreements with students for such courses of instruction; this Bond is conditioned on the faithful performance of all contracts and agreements made by it or its salespersons with students. If the Principal shall faithfully perform all such contracts and agreements, then this obligation is to be void and of no effect.

PROVIDED, The liability of the Surety upon this Bond shall be continuous, except that the Surety shall have the right to terminate its liability under this Bond by serving notice of its election to do so upon the State of Iowa. The Surety's liability under the Bond shall be terminated and canceled effective thirty (30) days after receipt by the State of a written notice signed by the Surety or its authorized agent, stating that the liability of the Surety is thereby terminated and canceled. Thereafter the Surety shall be discharged from any liability under this Bond for any default or violation of the terms of any contract or agreement made by the Principal or violation of the laws of the State of Iowa affecting such contract or agreement occurring after the effective date of the cancellation of this Bond.

Signed and dated this 16th day of September, 2011.

Savannah
College of Art and Design, Inc.

BRIAN F. MURPHY, TREASURER, Principal

By:

Brian F. Murphy, TREASURER

The Cincinnati Insurance Company

By:

Deborah G. Rich Ins. Co., Surety

Attorney-in Fact:

Deborah G Rich

THE CINCINNATI INSURANCE COMPANY

Fairfield, Ohio

POWER OF ATTORNEY

0539122

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

Deborah G Rich

of Savannah, GA its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States, Twenty Five Million and No/100 Dollars (\$25,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary or Assistant Secretary and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company.

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Vice President this 1st day of April, 2007.



STATE OF OHIO) ss:
COUNTY OF BUTLER)

THE CINCINNATI INSURANCE COMPANY

Handwritten signature of Thomas H. Kelly

Vice President

On this 1st day of April, 2007, before me came the above-named Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.



Handwritten signature of Mark J. Huller

MARK J. HULLER, Attorney at Law
NOTARY PUBLIC - STATE OF OHIO
My commission has no expiration date. Section 147.03 O.R.C.

I, the undersigned Secretary or Assistant Secretary of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this 16th day of September 2011

Handwritten signature of Gregory J. Schlemmer

Secretary





The University for Creative Careers®

Iowa College Student Aid Commission
Postsecondary Registration

Exhibit 1: Tuition charges, fees and other costs payable to the school by a student.

Evidence:

1.1 2011-12 SCAD catalog, tuition and fees

Note: This information can be found on the back inside cover of the 2011-12 SCAD catalog, which has been included with this application for your reference. The information is also available online at www.scad.edu/fees or at www.scad.edu/catalog.

Tuition and Fees 2011-2012

SCAD Atlanta, SCAD Savannah, SCAD eLearning

Tuition for One Academic Year	Undergraduate Student	Graduate Student
Total Full-time Student for One Academic Year	US\$30,510	US\$30,960
Quarterly Tuition		
Full-time Student, Three Courses Per Quarter (15 hours of credit, 150 hours of instruction).....	US\$10,170	US\$10,320
Part-time Student, Two Courses Per Quarter (10 hours of credit, 100 hours of instruction).....	US\$6,780	US\$6,880
Less than Part-time Student, One Course Per Quarter (5 hours of credit, 50 hours of instruction).....	US\$3,390	US\$3,440
New Student Application and Enrollment Fees		
Application fee (nonrefundable)		
Online (preferred).....	US\$35	
Paper	US\$70	
One-time enrollment fee due May 1 for fall enrollment	US\$500	
Housing Fees for One Academic Year*		
Housing reservation fee (nonrefundable) due June 1 for fall enrollment.....	US\$250	
Residence hall balance (nonrefundable) due Aug. 1 for fall enrollment		
Dormitory style, Savannah (meal plan required).....	US\$7,785	
Dormitory style, Savannah, triple occupancy (meal plan required).....	US\$7,185	
Dormitory style, Atlanta (meal plan required).....	US\$7,260	
Apartment style, Savannah and Atlanta (includes kitchen; meal plan optional).....	US\$8,025	
Apartment style, Savannah (separate bedroom; meal plan optional)	US\$8,835	
Apartment style, Atlanta (separate bedroom; meal plan optional).....	US\$8,835	
Meal Plan Fee		
Basic rate per quarter (available to all students; several options).....	US\$1,490	
English as a Second Language (10-week regular session)		
Levels II, III and IV (four ESL courses).....	US\$2,520	
Level V (two ESL courses)*	US\$1,260	
Level VI for graduate students (one ESL course)*	US\$630	

*ESL course fees only. Does not include academic course fees.

* Includes accommodations, furnishings, utilities, local phone, cable and Internet services. Some variations exist in residence hall accommodations. Specifics are provided to students who request college housing. No guarantees may be made regarding specific housing requests/ assignments. Housing is limited, and assignments are confirmed beginning July 1 each year as quarterly payments and signed housing contracts are received.

SCAD Hong Kong

Tuition for One Academic Year	Undergraduate Student	Graduate Student
Total Full-time Student for One Academic Year	HK\$236,700	HK\$239,400
Quarterly Tuition		
Full-time Student, Three Courses Per Quarter (15 hours of credit, 150 hours of instruction).....	HK\$78,900	HK\$79,800
Part-time Student, Two Courses Per Quarter (10 hours of credit, 100 hours of instruction).....	HK\$52,600	HK\$53,200
Less than Part-time Student, One Course Per Quarter (5 hours of credit, 50 hours of instruction).....	HK\$26,300	HK\$26,600
New Student Application and Enrollment Fees		
Application fee (nonrefundable)		
Online (preferred).....	HK\$275	
Paper	HK\$545	
One-time enrollment fee for degree-seeking students due one month prior to enrollment.....	HK\$3,875	
Housing Fees for One Academic Year*		
Housing reservation fee (nonrefundable) due one month prior to enrollment.....	HK\$1,950	
Apartment-style, Hong Kong	HK\$69,210*	
English as a Second Language (10-week regular session)		
Levels II, III and IV (four ESL courses)	HK\$19,520	
Level V (two ESL courses)*	HK\$9,760	
Level VI for graduate students (one ESL course)*	HK\$4,880	

*ESL course fees only. Does not include academic course fees.

* Estimate; based on availability

Students attending a SCAD program where they do not have citizenship may incur additional expenses related to student visas.

Tuition and fees also available at www.scad.edu/fees.



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Exhibit 2: Refund policy of the school for the return of refundable portions of tuition, fees, or other charges.

Evidence:

2.1 2011-12 SCAD catalog, refunds

Note: This information can be found on pages 371-72 of the included 2011-12 SCAD catalog. It can also be accessed by visiting www.scad.edu/catalog, or by visiting www.scad.edu/cost and clicking on “student accounts,” followed by “refunds.”

Billing Statements

Monthly billing statements are issued July through October for the fall quarter and immediately after the registration periods for winter, spring and summer quarters. Prompt registration ensures that students receive their billing statements in time to meet the payment due dates. All students with account balances receive billing statements at their SCAD email address and at their mailing address. Account balances also can be viewed on MySCAD via the SCAD website. Students must notify their student financial adviser in order to request that billing statements be sent to a third party.

Terms of Payment

All SCAD fees are payable in accordance with SCAD's published due dates. The student (or parent/guardian, if assuming responsibility) is responsible for ensuring that payments are made by the scheduled due dates. The student is urged to make any necessary financial arrangements (including outside sources such as federal and/or state financial aid, vocational rehabilitation, benefits provided by an employer outside of SCAD or scholarship programs) well in advance of the dates on which fees are due.

A student who is in arrears to any SCAD department may not receive academic transcripts or a diploma. Collection costs are added to all accounts assigned to SCAD's collection service.

Fees not paid by any outside funding sources by the due dates must be remitted by the student or responsible party by the due dates. Late payment fees may be charged when students do not pay tuition, housing or meal plan balances in full by the published due dates or do not have sufficient authorized financial aid. Failure to meet financial obligations may result in dismissal from SCAD.

Payment Options

1. MySCAD online secure payment in U.S. dollars with electronic check, credit or debit card: MasterCard, Visa, Discover, American Express. Payments also are accepted by mail or in person.
Payments in Hong Kong dollars should be made in person at SCAD Hong Kong. Checks should be made payable to "SCAD Foundation (Hong Kong) Limited" and should include the student's name and ID number on the back of the check.
2. Cash, check, money order or traveler's check is accepted in U.S. or Hong Kong dollars (only those students attending SCAD Hong Kong may pay in Hong Kong dollars).
3. Wire transfers in U.S. dollars to SCAD's bank. Allow five to seven business days for the bank to notify SCAD. Indicate student's name and student's SCAD ID number at bank of origin and pay any transfer fees. For bank information and details, go to scad.edu/studentaccounts and click on Methods of Payment.
4. My Payment Plan. Automated drafts in U.S. dollars from a credit card or bank account may be made through MySCAD. The enrollment fee for this service must be paid upon signup. For more information, go to scad.edu/studentaccounts. Students paying in Hong Kong dollars can sign up for a payment plan in person at SCAD Hong Kong. Installment payments in Hong Kong dollars can be paid by cash or check. The enrollment fee for this service must be paid upon signup.
5. Sallie Mae Tuition Pay Plan. This interest-free monthly prepayment program allows students to pay certain fees in U.S. dollars on a monthly basis throughout the year out of their current income or savings. For more information, go to tuitionpay.salliemae.com/scad.

Disbursement Schedule for Financial Aid Funds

Disbursement of financial aid funds begins following the drop/add period each quarter. The following information is important to the disbursement of financial aid, is in compliance with federal and state regulations and is subject to change.

To be eligible for financial aid funds, students must be enrolled in a degree program (some exceptions may apply) and must be enrolled at least half-time. Before disbursement of financial aid funds, eligibility is reviewed and necessary adjustments are made based on enrollment, class level, and program-specific eligibility requirements. Program specific requirements include:

- SCAD academic and artistic scholarships are prorated by the number of credit hours in which the student is enrolled, require a cumulative grade point average of 3.0, and may be subject to reduction if living off-campus.
- HOPE scholarship (Georgia state aid) is prorated by the number of credit hours in which the student is enrolled through the drop/add period.
- GTEG (Georgia state aid) requires full-time enrollment.
- Federal grants are prorated by enrollment and may require half-time enrollment.
- Federal loans require at least half-time enrollment. All required documentation, including FAFSA results, must be completed and approval received by SCAD before the loan(s) is disbursed. Specific program requirements include the following.
- Stafford Loan: acceptance through MySCAD; master promissory note; entrance loan counseling.
- Graduate PLUS Loan: positive credit check; approved loan application and master promissory note; entrance loan counseling.
- Parent PLUS Loan: positive credit check; approved loan application and master promissory note.
- Detailed information is available at studentloans.gov. Loan proceeds are reduced by the required government fee. Students without access to the Internet can schedule an appointment with their student financial adviser to complete loan entrance counseling and discuss the paper application process.
- Alternative loans (or private loans) require a positive credit check and generally require at least half-time enrollment (exceptions are program-specific).

Adjustments made when funds are disbursed, or anytime thereafter, can create a balance due on the student's account which is immediately payable.

Funds are credited to the student account to pay for educational charges incurred. Parent Plus loans are the last funds to be credited to the student's account and credit balances resulting from Parent Plus loan proceeds are refunded to the parent borrower or student if authorization is received.

Refunds

After all SCAD charges have been paid, any credit in excess of charges may be refunded. Credit balances created by Federal Title IV aid programs are available for refund to students the second week of each quarter. To claim their refunds, students must have been awarded aid and must meet the enrollment criteria for their aid programs. SCAD does not provide cash advances prior to the drop/add period. Students must plan ahead and have their own funds available to purchase books and supplies, pay rent, etc. Students may elect to have their refunds deposited directly into their bank accounts in order to avoid delays in receiving funds. Direct deposit forms are available through the student accounts office and via MySCAD.

Book Provision

Pell Grant recipients may be eligible for finances to purchase books and supplies prior to the end of the first week of class. To be eligible, students must have received the Pell Grant, must have a Federal Title IV credit balance for the quarter, and must have met all requirements for disbursement 10 calendar days prior to the start of the quarter. Eligibility is reviewed each quarter. The complete book provision policy is available online at scad.edu/financialpolicies.

Authorization for Disposition of Financial Aid Fund

By signing an Authorization for Disposition of Financial Aid Funds form, students or parents give SCAD permission to pay other fees in addition to tuition, room and board with their Federal Title IV aid; request that SCAD retain credit on their accounts for budgeting purposes; and indicate in whose name refund checks should be issued. Federal Title IV funds include Pell and SEOG grants and student and parent federal loans. This is a one-time authorization and is valid for subsequent award years. The form and conditions are available on the SCAD website at scad.edu/studentaccounts and may be modified in writing through the student accounts office.

Drop Fee for Nonattendance

SCAD reserves the right to drop any student from a registered class for nonattendance by the end of the drop/add period. In such cases, the student is dropped from the class by the registrar and charged a US\$500 drop fee per class.

Drop for Nonpayment

SCAD reserves the right to drop any student from registered classes for nonpayment of tuition by the published due dates. Students whose classes are dropped due to nonpayment may be charged a late registration fee of US\$150 to re-register.

Late Payment Fee

A late payment fee of US\$150 may be charged when a student has an outstanding balance after the published due date.

Returned Check Fees

The charge for a returned check is US\$35. After two checks have been returned, all check writing privileges are revoked. A student whose tuition payment check is returned for insufficient funds is charged a late payment fee of US\$150 as well as the returned check charge of US\$35.

Financial Policy for Withdrawal

Students demonstrate their intent to withdraw from a course by completing the electronic withdrawal form available in MySCAD. The withdrawal form is processed automatically and is effective immediately upon receipt of the request by the registrar's office. The date the registrar receives notice is the official date of withdrawal for calculation of any financial refund. Students who do not withdraw according to the withdrawal policy (see "academic policies") are responsible for all charges incurred.

Students who cancel enrollment or withdraw prior to the first day of class are entitled to a full refund of charges (tuition, housing, meal plan) less non-refundable fees and deposits, which are retained by the university. Students who partially withdraw (drop one or more classes but remain enrolled in at least one course for that quarter) before the end of the drop/add period will have charges and financial aid (as applicable) adjusted based on the

change in enrollment. After the end of the drop/add period, no adjustments are made for partial withdrawal.

Students who completely withdraw from the university after the drop/add period are subject to a refund calculation. This calculation is used to determine the percentage of incurred tuition charges the student is responsible for and to determine the percentage of financial aid (if applicable) earned by the student. Tuition charges are adjusted and all unearned financial aid is returned to the funding program(s) according to federal regulations. This process takes place as soon as possible and not later than 45 days after withdrawal date.

Students who withdraw after completing 60 percent of the term are not subject to recalculation, are responsible for all incurred charges and are considered to have earned all financial aid (as applicable). The complete refund policy and calculation guidelines are published online at scad.edu/financialpolicies.

Financial Appeals

Students with extenuating circumstances may appeal in writing to the student financial services department for tuition credit, tuition reimbursement or reinstatement of financial aid lost due to unsatisfactory academic progress. Such appeals must be initiated during the quarter for which the credit, reimbursement or reinstatement is requested. Appeals should be submitted by email to sfs@scad.edu and include a statement of request, description of the extenuating circumstances, and supporting documentation. A decision from the financial appeals committee regarding the appeal is made in writing to the student within 30 days following receipt of the appeal. The decision is final.

Financial Aid

Financial aid is made available to qualified students to assist them in paying for their education at SCAD. Financial aid information is updated annually regarding the types and amounts of financial aid available, the process to apply for aid, policies and procedures related to the awarding of financial aid, and disbursement information for each aid program. This information is published on the SCAD website at scad.edu/financialaid, with links to other applicable sites and publications, such as the Free Application for Federal Student Aid, the Georgia aid application for Georgia residents, the William D. Ford federal direct loan program, and non-institutional scholarship searches.

Students can access their SCAD financial records through MySCAD at scad.edu to review financial aid application requirements, download required forms, receive award notification and view all aid applied to their student accounts.

Students applying for admission to SCAD should contact the office of admission regarding financial aid:

Atlanta 877.722.3285 or 404.253.2700 or scadatl@scad.edu
Hong Kong +852.2253.8000 or admission_hk@scad.edu
Savannah/eLearning 800.869.7223 or 912.525.5100;
admission@scad.edu

Continuing SCAD students should contact their student financial adviser:

Atlanta 404.253.3400 or sfs@scad.edu
Hong Kong +852.2253.8000 or sfs@scad.edu
Savannah/eLearning 912.525.6104 or sfs@scad.edu



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Exhibit 3: Names of members of the legal governing body of the school.

SCAD, a private, nonprofit, accredited, degree-granting university for the arts, is governed by the university's elected Board of Trustees, which serves as the supreme authority of the institution by establishing broad policies for the university, securing financial resources to adequately support the university's goals, and electing the president. The SCAD administration is accountable to the Board of Trustees. Board members direct the administration of the university to implement and comply with the policies and guidelines required by the criteria for accreditation issued by the Southern Association of Colleges and Schools Commission on Colleges. The Board of Trustees holds biannual meetings to transact and resolve any and all business.

The current Board of Trustees consists of the following individuals:

Taras John Danyluk, D.O., F.A.C.E.P., is an attending physician in emergency medicine at Memorial Health University Medical Center, and co-owner and operator of The Paris Market and Brocante, both in Savannah. Dr. Danyluk was educated at McGill University in Montreal, Canada, and the Kansas City School of Medicine and Biosciences. He completed his residency at Johns Hopkins Hospital in Baltimore, Maryland, before joining Memorial Health University Medical Center and is a Fellow of both the College of Emergency Physicians and the American Academy of Emergency Medicine. Dr. Danyluk is a founding partner of Georgia Emergency Medical Specialists. Dr. Danyluk serves as Chairman of SCAD's Board of Trustees.

Nancy Herstand is an arts management and fundraising consultant with an extensive career working with many of America's major visual and performing arts institutions, and on selected international projects. In 2002, as chairman of the board of the Lacoste School of the Arts in France, Inc., Herstand led the board in developing and effecting the relationship between Lacoste and SCAD. She also serves on the SCAD European Board of Visitors. A native of Scarsdale, New York, and a graduate of Barnard College, Herstand lives in Miami, Florida, where she led the private sector's \$80-million dollar capital campaign for Miami's \$483-million Adrienne Arsht Center for the Performing Arts. She is a member of the board of directors of the Florida Grand Opera, a resident company of the Arsht Center, and the France Florida Foundation for the Arts, Inc.

Chan Lai Wa is a distinguished entrepreneur, diplomat and patroness of the arts. In 1999, she established the China Red Sandalwood Museum in Beijing, China - the first and only museum of its kind dedicated to the preservation of and education about the ancient Chinese art of sandalwood carving. Dr. Chan has continuously promoted international arts education and

cultural exchange and is involved with many worthy causes in Asia and abroad. In recognition of her philanthropy and profound commitment to the arts, Dr. Chan was awarded an honorary doctorate from SCAD in 1999. Dr. Chan resides in Beijing with her husband.

Robert (Bob) L. Nardelli is Senior Adviser of Cerberus Capital Management, L.P. and serves as chair of the SCAD Board of Visitors. Previously, he served as CEO of Cerberus Operations & Advisory Company, L.L.C., CEO of Freedom Group, and CEO of Chrysler. He earned a bachelor's degree in business from Western Illinois University and earned a master's of business administration from the University of Louisville. Nardelli began his professional career at General Electric, then joined Case Corporation and returned to General Electric before moving to The Home Depot, where he was the president and CEO. Nardelli previously served on President Bush's Council of Service and Civic Participation.

Sally Waranch Rajcic is the owner and director of the Sarah Bain Gallery in Los Angeles, California, where she represents and exhibits the work of emerging artists. Her clientele include local collectors as well as art aficionados both nationally and internationally. Waranch Rajcic is the former director of the Muckenthaler Cultural Center in Fullerton, California, and is currently president of the Ronald C. Waranch Charitable Foundation.

André Leon Talley joined Vogue magazine in 1983 and now serves as a contributing editor. With a master's degree in French studies, he forged a career in the world of high style. He has worked closely with some of the most celebrated names in fashion, Hollywood and the arts. Dr. Talley received an honorary doctorate from SCAD in 2008. The André Leon Talley Lifetime Achievement Award is given annually to luminaries of the fashion world at the university's annual fashion show. Dr. Talley resides in New York and is an active member of his community and church.

Alan B. Whitaker III is an investment advisor and expert in financial services with a wide background in private banking. Currently a vice president at Bernstein Global Wealth Management, Whitaker has worked previously at SunTrust Private Wealth Management and in the Private Banking and Investment Group at Merrill Lynch. A passionate runner and advocate for the disabled, he occupies leadership roles at the Shepherd Center Society at The Shepherd Center, a hospital for patients with brain and spinal cord injuries, and the Getting2Tri Foundation, which helps disabled athletes compete against able-bodied athletes. Whitaker is a strong supporter of SCAD and an Atlanta resident who has done much to increase visibility for the growing SCAD Atlanta campus.



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Exhibit 4: A list of states and approval or registration agencies for all states in which the school operates or maintains a presence

The Savannah College of Art and Design (SCAD) has locations in Savannah and Atlanta, Georgia, and an equestrian facility in Hardeeville, South Carolina. SCAD qualifies for exemption from the Nonpublic Postsecondary Education Commission (NPEC) of the State of Georgia and is licensed and in good standing with the South Carolina Commission on Higher Education (SCCHE).

SCAD is currently engaged in the process of securing state authorization (or exemptions, where appropriate) based on the institution's provision of distance education programs pursuant to USDOE 34 CFR § 600.9. As the requirement for authorization is not yet in effect, the institution's activities in this regard are for purposes of demonstrating a good-faith effort. The higher education governing bodies in the following states have confirmed that SCAD is licensed to accept students from the respective jurisdictions into the school's online degree programs. The institution is in good standing in all of these states:

- Alaska (Commission on Postsecondary Education)
- Arizona (State Board for Private Postsecondary Education)
- California (Bureau for Private Postsecondary Education)
- Colorado (Department of Higher Education)
- Connecticut (Office of Financial and Academic Affairs for Higher Education)
- Delaware (Department of Education)
- District of Columbia (Education Licensure Commission)
- Florida (Department of Education)
- Idaho (State Board of Education)
- Illinois (Board of Higher Education)
- Louisiana (Board of Regents)
- Maine (Department of Education)
- Maryland (Higher Education Commission)
- Michigan (Department of Licensing and Regulatory Affairs)
- Mississippi (Community College Board)
- Nevada (Commission on Postsecondary Education)
- New Hampshire (Postsecondary Education Commission)
- New Jersey (New Jersey Higher Education)
- New Mexico (Higher Education Department)
- New York (State Education Department)
- North Dakota (Department of Career and Technical Education)

Oklahoma (State Regents for Higher Education)
Pennsylvania (Department of Education)
Utah (Department of Commerce)
Vermont (Department of Education)
Virginia (State Council of Higher Education)

The following states either have no regulatory system in place to oversee the state authorization requirement or have otherwise confirmed that SCAD may operate in the absence of physical presence:

Hawaii (Department of Commerce and Consumer Affairs)
Nebraska (Coordinating Commission for Postsecondary Education)
South Dakota (Board of Regents)

In addition, SCAD is licensed and in good standing with the Minnesota Office of Higher Education, the Washington Higher Education Coordinating Board, the Wyoming Department of Education and the West Virginia Higher Education Policy Commission and has an application pending in Arkansas.

Note: The institution is not aware of any pending complaints in any state.



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Exhibit 5: Describe the academic and instructional methodologies and delivery systems to be used by the school and the extent to which the school anticipates each methodology and delivery system will be used, including, but not limited to, classroom instruction, correspondence, Internet, electronic telecommunications, independent study, and portfolio experience evaluation.

SCAD eLearning is available to students enrolled online and at SCAD Savannah, SCAD Atlanta, SCAD Hong Long and SCAD Lacoste, making it possible either to earn a full degree online or take an online class in conjunction with on-ground courses. Residents of Iowa; however, would expect to complete their eLearning programs completely online via Web-based correspondence and other electronic communication with SCAD faculty. (SCAD has no plans to establish an instructional site within Iowa.)

SCAD eLearning courses begin and end on a 10-week schedule to coincide with on-ground courses at all SCAD locations. eLearning programs are fully integrated with on-ground programs of study, offering students one-click access to university resources and support, one on-one attention from distinguished and dedicated SCAD faculty members, and an open invitation to on- and off-campus programs and activities. Students complete assignments by designated due dates and participate in asynchronous online class sessions to meet, assess and critique work, and expand upon discussion board postings. With 22 degree programs fully online, and dozens of course selections offered each quarter, SCAD eLearning meets students' needs for convenience and flexibility, while also offering an award-winning reputation.

SCAD faculty teach all eLearning courses and interact with students through online meeting rooms, IM, email, phone and discussion board. The Blackboard learning management system, which provides students access to their eLearning courses, is available through SCAD's digital portal, MySCAD. MySCAD offers SCAD eLearning students a digital community that provides a forum through which they can participate in the life of the university. Through MySCAD, students access the online education center and the eLearning services channel, where they can read announcements, get the latest SCAD news, participate in discussion forums, create Web postings and access a wide range of university resources. SCAD eLearning also provides comprehensive online services through the school, including online career coaching, research workshops, counseling services, access to SCAD libraries, and additional resources including the Virtual Lecture Hall, SCAD.tv, and the Visual Resources Center.

SCAD.tv provides an online video library of events and lectures taking place at SCAD locations, in addition to webcasts and other Web-based media coverage of signature events such as the

Savannah Film Festival, the annual student fashion show and the Sidewalk Arts Festival. Professors post presentations and lectures in the Virtual Lecture Hall, which is a digital video library of events, lectures and workshops that take place at SCAD locations, accessible to online students. SCAD eLearning staff also organize events and extracurricular activities to ensure that eLearning students are connected with the SCAD community, and eLearning specialists provide comprehensive technical support services.

SCAD supports and enhances the educational experience of eLearning students. Student success advisers provide academic advising while career counselors offer students individual guidance about professional pathways, resumes, portfolios, interviews and job-search strategies. Students also have online access to one of the largest art and design library systems in the United States, including the Virtual Resource Center, which provides more than 70,000 reference images. Through the library's searchable online catalog, eLearning students can select materials to borrow, which are delivered priority U.S. mail with return postage paid. An online bookstore is also available for ordering textbooks.

For more information about SCAD eLearning, please visit www.scad.edu/elearning. To view the SCAD eLearning brochure visit www.scad.edu/forms/pdf/elearning-broch.pdf.



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Exhibit 6: Will the school comply with the requirements of *Iowa Code* section 261.9(1), e to g?

SCAD submits the policies listed below as evidence of compliance with *Iowa Code* section 261.9(1), e to g. Please note that on March 9, 2012, SCAD confirmed with the Commission that the policies included satisfy these requirements.

Evidence:

- 6.1 SCAD student handbook 2011-12, drug and alcohol policy, to comply with 261.9(1), e
- 6.2 SCAD staff handbook 2011-12, end of employment policies, to comply with 261.9(1), e
- 6.3 SCAD policies on sexual assault and sexual harassment, to comply with 261.9(1), f
- 6.4 SCAD military mobilization policy, to comply with 261.9(1), g



STUDENT HANDBOOK 2011-12

SCAD® The University for Creative Careers®

ACADEMIC AND GENERAL SCAD POLICIES

Guidelines for Compliance

For specific examples of uses of copyrighted material that are permissible, refer to the SCAD Copyright Compliance Guidelines.

Directory Information Policy

In compliance with the Family Educational Rights and Privacy Act, the Savannah College of Art and Design directory information policy allows the university to release the following information at its discretion, unless a student opts out:

- Student name
- Address
- Telephone number
- Date of birth
- Participation in officially recognized activities and sports
- Dates of attendance

Students who would like to request that their information be kept confidential can contact the office of the registrar.

Drug and Alcohol Policy

The Savannah College of Art and Design is in full compliance with the Drug-free Schools and Communities Act Amendment of 1989 (Public Law 101-226); 49 Code of Federal Regulations, Part 40: Procedures for Workplace Drug and Alcohol Testing; 49 Code of Federal Regulations, Part 382: Controlled Substances and Alcohol Use and Testing; and the Omnibus Transportation Employee Testing Act of 1991; and is committed to a program that discourages the illegal use and abuse of alcohol and controlled substances by students and employees.

SCAD prohibits the unlawful possession, use, manufacture, distribution or dispensing of alcohol or controlled substances by students or employees in SCAD buildings, on grounds or property, or as part of any college activity. Any full- or part-time student/employee found to be in violation of this policy is subject to disciplinary action in accordance with the policies and laws of the college, the city, the county, the state and the federal government. Students also are responsible for the actions of their guests.

The abuse of alcohol and/or use of other controlled substances can result in potentially life-threatening emergencies. With this in mind, students who display

intoxicated or unusual behavior apparently resulting from the use of alcohol or other controlled substances while on college property or at SCAD-sponsored events are required to be evaluated by a licensed medical professional. Appropriate college personnel as designated by the dean of students determine decisions regarding the need for medical evaluation. Refusal to be transported for emergency evaluation will result in prompt eviction from the residence hall community and/or possible suspension from the college.

Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, barbiturates, LSD, PCP, amphetamines, tranquilizers and inhalants.

Students and employees are to be aware that illegal manufacture, possession, use, distribution or dispensing of controlled substances may subject individuals to criminal prosecution.

Health Risks

Alcohol abuse can lead to various health problems. Alcoholism, left untreated, shortens life expectancy by 10 to 15 years. A substantial number of alcohol users begin to drink due to the relaxing effect of this drug, but they can become dependent on it and create more problems for themselves, friends and family. Alcohol is the leading drug of abuse, is addictive for many people and has many side effects. Alcohol is a depressant. A psychological dependence occurs long before there is a physical dependence. Alcohol is a psychoactive or mind-altering drug. Therefore, its effects can lead to unhealthy choices.

Marijuana is a harmful drug. Its potency has increased 400 percent during the last 15 years. There are more cancer-causing agents in marijuana smoke than in cigarette smoke. Marijuana interferes with the body's immune response to various infections and diseases. Small doses can impair memory function, distort perception, hamper judgment and diminish motor skills.

Cocaine is one of the most powerfully addictive drugs, and it can kill. Cocaine is a very strong stimulant to the central nervous system. The drug produces an accelerated heart rate, while at the same time constricting blood vessels. These physical changes may be accompanied by seizures, cardiac arrest, respiratory arrest or stroke.

PCP is a hallucinogenic drug. It alters sensation, mood and consciousness and may distort hearing, touch, smell or taste, as well as vision. PCP induces a

ACADEMIC AND GENERAL SCAD POLICIES

profound departure from reality, which leaves the user capable of bizarre behavior and severe disorientation. Psychotic behavior may continue for as long as two weeks after a single dose.

Hallucinogens include LSD, mescaline and mushrooms. These drugs affect perception, sensation, thinking and emotion. The user may have difficulty distinguishing between fact and fantasy and may hallucinate. The effects of these drugs may be different in each person with each administration.

A detailed list of health risks associated with alcohol and controlled substances is available through a personal counselor.

State of Georgia Criminal Liability—Alcohol

Note: These are only state penalties and sanctions. Additional city, county or federal penalties and sanctions may apply. The following alcohol-related offenses are misdemeanors under Georgia law and are punishable by up to one year in jail and a fine of \$1,000 [O.C.G.A. Section 3-3-9(b)].

Offenses

- Giving an alcoholic drink to a person who is in a state of noticeable intoxication [O.C.G.A. Section 3-3-22].
- Selling, giving or furnishing alcoholic drinks to a person under 21 years of age [O.C.G.A. Section 3-3-23(a)(1)].
- Possession of an alcoholic beverage by a person under 21 years of age [O.C.G.A. Section 3-3-23(a)(2)].
- Misrepresentation by a person under 21 of his or her age for the purpose of obtaining an alcoholic beverage illegally [O.C.G.A. Section 3-3-23 (a)(3)].

Penalties

Penalties for supplying alcoholic beverages to people under 21 years of age or unlawful purchase and possession of alcoholic beverages by any person under 21 years of age [O.C.G.A. Section 3-3-23.1]:

- First conviction: A misdemeanor punishable by not more than six months imprisonment and/or a fine of up to \$300 [O.C.G.A. Section 3-3-23.1(b): (b) (1) Any person convicted of violating any prohibition contained in subsection (a) of Code Section 3-3-23 shall, upon the first conviction, be guilty of a misdemeanor, except that any person convicted of violating paragraph (2) of subsection (a) of Code Section 3-3-23 shall, upon the first conviction, be guilty of a misdemeanor and shall be punished by not more than six months' imprisonment

or a fine of not more than \$300.00, or both and except that any person convicted of violating paragraph (4) of subsection (a) of Code Section 3-3-23 shall, upon the first conviction, be guilty of a misdemeanor of a high and aggravated nature].

- Second conviction: A misdemeanor of a high and aggravated nature punishable by a fine of up to \$5,000 and/or up to one year in a county jail [O.C.G.A. Sections 17-10-4 and 3-3-23.1: 3-3-23.1(b) (2) Any person convicted of violating any prohibition contained in subsection (a) of Code Section 3-3-23 shall, upon the second or subsequent conviction, be guilty of a misdemeanor of a high and aggravated nature, except that any person convicted of violating paragraph (2) of subsection (a) of Code Section 3-3-23 shall, upon the second or subsequent conviction, be guilty of a misdemeanor].

State of Georgia Criminal Liability—Drugs

The following drug-related offenses are felonies under Georgia law [O.C.G.A. Section 16-13-30(c)].

Offenses

- Purchase, possess, or have under his or her control any controlled substance [O.C.G.A. Section 16-13-30(a)].
- Manufacture, deliver, distribute, dispense, administer, sell or possess a controlled substance [O.C.G.A. Section 16-13-30(b)].
- Manufacture, deliver, distribute, dispense, administer, purchase, sell or possess with the intent to distribute marijuana [O.C.G.A. Section 16-13-30(j)(1)].
- Hire, solicit, engage, or use an individual under the age of 17 years for the purpose of manufacturing, distributing, dispensing, on behalf of a solicitor, any controlled substance [O.C.G.A. Section 16-13-30(k)].

Penalties

- First conviction for violation of Offense 1: A felony and imprisonment for not less than two years and not more than 15 years [O.C.G.A. Section 16-13-30(c)].
- Second and subsequent convictions for violation of Offense 1: A felony and imprisonment for at least five years and not more than 30 years [O.C.G.A. Section 16-13-30(c)].
- First conviction for violation of Offense 2: A felony and imprisonment for at least five years and not more than 30 years [O.C.G.A. Section 16-13-30(d)].

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- Second and subsequent convictions for violation of Offense 2: A felony and imprisonment for at least 10 years and not more than 40 years or life imprisonment [O.C.G.A. Section 16-13-30(d)].
- Any conviction for violation of Offense 3: A felony and imprisonment for at least one year and not more than 10 years [O.C.G.A. Section 16-13-30(j)(2)].
- Any conviction for violation of Offense 4: A felony and imprisonment for at least five years and not more than 20 years, or by fine not to exceed \$20,000 or both [O.C.G.A. Section 16-13-30(k)].

Federal Penalties and Sanctions for Illegal

Possession of a Controlled Substance

21 U.S.C. 844(a)—First conviction: Up to one year imprisonment or a fine of at least \$1,000 or both. After one prior drug conviction: At least 15 days in prison, not to exceed two years, or a fine of at least \$2,500 or both.

After two or more prior drug convictions: At least 90 days in prison, not to exceed three years, and a fine of at least \$5,000. Special sentencing provision for possession of crack cocaine: At least five years in prison is mandatory, not to exceed 20 years and a fine of at least \$1,000, if:

- A. It is the first conviction and the amount of crack possessed exceeds five grams.
- B. It is the second crack conviction and the amount of crack possessed exceeds three grams.
- C. It is the third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 862 (b)-862(d) and 881(a)(7)—Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than one year of imprisonment. (See special sentencing provisions regarding crack.)

21 U.S.C. 881 (a)(4)—Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 862—Denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to one year for the first offense, up to five years for the second and subsequent offenses.

18 U.S.C. 922(g)—Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain federal licenses and benefits, such as pilot licenses, public housing tenancy, etc., are vested within the authorities of individual federal agencies.

University Sanctions Against Student Abuse of Alcohol or Controlled Substances

A SCAD student who violates the SCAD drug and alcohol policy will be subject to the sanctions set forth in the Code of Student Conduct. All violations are handled on an individual basis. Disciplinary action includes, but is not limited to, warnings, probation, suspensions and expulsions or referral for prosecution and/or for the completion of a substance abuse assistance or rehabilitation program specified by SCAD at the expense of the student.

Drug and Alcohol Abuse Programs

SCAD has an established substance abuse education program and a substance abuse counselor. SCAD may require, as part of disciplinary action, that the student receive treatment by a designated professional. Failure to comply with SCAD's requirements is justification for immediate dismissal from the university.

Evacuation Policies

SCAD follows all procedures regarding mandatory evacuations as instructed by the appropriate government agency (such as the Chatham Emergency Management Agency and Fulton County Emergency Management Agency). All SCAD buildings are closed during a mandatory evacuation period. Either the president or a designated alternate may authorize the closing of SCAD facilities or evacuation of the residence halls at his or her discretion prior to a mandatory evacuation order issued by a government emergency management agency. Notices of closing are announced on local television and radio, sent by SCAD email and Blackboard Connect, SCAD's emergency notification system, and posted in the buildings and on the SCAD website, www.scad.edu.



STAFF
HANDBOOK
2011-12

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END OF EMPLOYMENT POLICIES

701: End of Employment

Employees who are not subject to the terms of a written employment contract are hired on an at-will basis. As such, the employment relationship between an employee and the college may end due to the employee's resignation, retirement, discharge, death, or the elimination of the position.

Whatever the reason for the end of the employment relationship, the college treats all terminations in a confidential and professional manner.

702: Voluntary Resignation

The college understands that employees resign from their positions for a variety of personal and professional reasons. The college asks that employees who decide to end their employment relationship with the college notify their supervisors, in writing, as soon as possible in order to assist the college in making a smooth transition with a minimal disruption in service.

The college reserves the right to accept the resignation immediately and may require that the employee depart immediately or prior to his or her resignation date. Failure to give appropriate written notice may affect consideration for future employment with the college.

Supervisors should notify human resources immediately of any full-time or part-time employee who has tendered his or her resignation.

703: Retirement

The college does not have a mandatory retirement age. Employees should notify their supervisors upon their decision to retire, and the supervisor should, in turn, immediately notify human resources. The human resources benefits manager will contact employees who plan to retire to discuss retirement-benefits issues. Employees who decide to retire should meet with the benefits manager at least 30 days before they retire, as some retirement programs require several weeks to implement.

704: Position Elimination/Lack of Work

In order to meet its operational needs, the college may reduce an employee's schedule or eliminate a position. Human resources administers the process with direction from the vice president for human resources. The college may define opportunities that may be available to staff affected by these circumstances.

705: Death of a Staff Member

Supervisors must contact human resources immediately upon being notified of the death of a staff member. Unless directed otherwise in writing by a duly authorized representative of the employee's estate, human resources will ensure that final paychecks are paid to the employee's estate, less proper withholding taxes.

706: Resignation in Lieu of Discharge

At the college's discretion, an employee may be given the option of resigning in lieu of discharge. This may be appropriate in a situation where an employee has not been able to meet performance expectations and where no misconduct was involved. In cases of serious misconduct, warranting immediate discharge, a resignation option is not available.

707: Discharge

An employee may be terminated from employment at any time, with or without notice, and with or without cause. The human resources department advises supervisors on proper discharge procedures. Supervisors must consult with human resources and their department head before discharging a staff member. Discharge is effective immediately, and there is no provision for severance pay.

707.1: Reasons for Discharge

An employee may be discharged for violation of any policy or practice stated in this handbook, or for any one of the following reasons or for any other reason deemed by the college:

- Unacceptable or substandard performance.
- Insubordination, or failure to obey any college policy, rule, or instruction, or failure to perform a duty or duties to which the employee was assigned or for which he or she was employed.
- Personal conduct detrimental to college morale or operations, including but not limited to inappropriate behavior with students, such as public humiliation, unprofessional remarks or conduct, or use of abusive language when communicating with college students, fraternization, any discrimination against faculty, staff, or students based on gender or sexual orientation, race, color, national or ethnic origin, age, marital or parental status, disability, religion, veteran status, or status in any group protected by applicable law.

END OF EMPLOYMENT POLICIES

- Failure to uphold the mission, philosophy, principles, or policies of the college.
- Bona fide financial exigency of the college.
- Position elimination.
- Actions based on an untruthful or dishonest premise that may damage the reputation of the institution or the financial viability of the institution.
- Unauthorized access or use of college computers, hardware, or software, or disclosure of information obtained through the computer or any other college system.
- Unauthorized possession, use, copying or reading of college records or unauthorized disclosure of information contained in such records.
- Lying or misrepresentation to a supervisor and/or other college employee.
- Falsification of forms, records and/or other official documents/information.
- Absence from work without properly notifying one's supervisor, chronic tardiness or lateness, or job abandonment.
- Obtaining a leave of absence under false pretenses or failure to report to work upon expiration of an approved leave of absence.
- Conviction of a felony.
- Actions that are illegal as defined by local, state or federal statutes.
- Concealing or having possession of any weapons, firearms, or explosives while on college premises or during college events.
- Unauthorized use, possession or distribution of alcohol on college property, in college vehicles or while conducting college business, or working while under the influence of alcohol.
- Use, possession, or distribution of controlled substances/illegal drugs, including reporting to work with the presence of any controlled substances/illegal drugs in one's system.
- Unauthorized removal or theft of college property or the property of other employees or students.
- Any willful act, careless act, or conduct detrimental to college operations or the safety and rights of other persons on college property or during a college event.
- Use of vile, intemperate, abusive or threatening language; or fighting, pushing, or acting in a threatening manner to any college employee, student, or visitor.
- Violation of the college's discrimination and harassment policies.
- Excessive or unauthorized use of college telecommunications devices other than for college business.
- Unauthorized use of college stationery, logo, etc. as stated in the handbook.
- Unauthorized or negligent use, willful destruction, defacement, or misuse of college vehicles or property, or property of another person on college premises.
- Sleeping on the job.

708: End of Employment Process

Employees who leave the college go through an end of employment process. Employees who end employment and their supervisors are responsible for ensuring that human resources is properly notified of the employee's last work day so that the exit process can be completed in a timely manner.

708.1: Exit Interview

The last day an employee works is considered the termination date. The human resources department schedules exit interviews on the employee's last work day in order to collect college property and complete the exit process.

The human resources department considers the exit interview an opportunity to gain valuable feedback regarding the employee's work experience. Employees who end employment complete a written exit interview form in order to provide information regarding their work experience.

All employees are required to return all college property at the end of employment (i.e., SCAD Card, keys, computer equipment, telephones, files, etc.). College property may be returned to the employee's supervisor or to human resources at the time of the exit interview. Employees who do not return college property as required may incur charges for replacement of unreturned property.

Nonexempt (hourly) staff must submit their final time sheets to their supervisor on or before their last day of work.

END OF EMPLOYMENT POLICIES

708.2: End of Employment and Benefits

Employees who end employment, and whose medical insurance benefits end as a result, may be able to continue their insured benefits coverage at their own cost for a defined period. For more information about continuing benefits after ending employment, employees should contact the human resources department and consult the summary plan descriptions for each benefit in which they participate.

The human resources department handles all unemployment claims and hearings. Any employee who receives a request for information related to an unemployment claim must immediately forward the request to human resources. Deadlines exist for employer responses to unemployment claims and must be honored in a timely manner.

708.3: Final Paychecks

Final paychecks for employees who are ending their employment should be available the next regular pay date. Georgia law does not require that the final paycheck be presented at the time employment ends. Final paychecks are direct deposited in accordance with applicable semi-monthly and bi-weekly pay calendars.

Any outstanding advances charged to the employee, such as petty cash, must be reconciled at the end of employment. Advances and amounts not reconciled may be deducted from the employee's final paycheck, in accordance with applicable law.

708.4: Separation Notices

Georgia law requires that employers furnish employees who end employment with a Georgia Department of Labor separation notice. The human resources department provides the notices during the exit interview or by regular mail to the employee's last known address.

708.5: Rehire/Past Service Credit

Former employees do not have any right to rehire or credits for past service, except as required by law. Former employees who are rehired by the college are considered new employees.

709: Unemployment Compensation Benefits

The Georgia Department of Labor administers the state's unemployment compensation benefits program, but the costs of these benefits are paid by the former employer through a system of taxation or direct charges. The state determines an employee's eligibility for unemployment compensation benefits. Employees whose employment has ended with the college should contact the Georgia Department of Labor for eligibility information.

These policies have been revised and were approved on February 20, 2012 in order to comply with the requirements of Iowa Code section 261.9(1), f. In keeping with SCAD procedures for policy changes, they have been submitted for inclusion in the 2012-13 student handbook.

Sexual Assault

The Savannah College of Art and Design recognizes that sexual harassment and sexual assault undermine individual growth and self-esteem. The university informs students about sexual assault through seminars and through the efforts of the SCAD office of counseling and student support services and its coordinator of risk awareness/prevention. SCAD investigates reports of sexual harassment and sexual assault; adjudicates them according to the policies and laws of the university as well as local, state and federal laws; and informs the SCAD community of such instances and supports survivors of sexual harassment and sexual assault.

SCAD affirms its commitment to ensuring an environment for all members of the SCAD community that is safe, fair, humane and respectful. Behaviors that inappropriately assert sexuality or gender as relevant to performance are damaging to this environment. Sexual harassment, discrimination or assault by any member of the SCAD community is not tolerated.

In the event of a report of sexual harassment or assault, student services staff advise students, faculty and staff of their options and support them in their decisions; however, in the event of an imminent threat to the safety of the SCAD community, SCAD proceeds without consent to protect the safety and well-being of all and prosecute offenders to the fullest extent of the law.

Victims have the right to privacy and confidentiality. In most circumstances, SCAD does not release a victim's name; however, in the event a victim decides to file a complaint, the accused has a right to see the complaint.

This policy applies to all members of the SCAD community – students, faculty, staff and administration. Recognizing that both men and women are victims of sexual harassment and assault and may commit such offenses, this policy is gender-neutral and applies equally to men and women.

A full review of SCAD policies, definitions and hearing procedures regarding sexual harassment and sexual assault are available in the Code of Student Conduct.

Process for Reporting and Addressing Sexual Assault

Students should report a sexual assault as soon as possible so that essential support can be provided. Reporting the crime can help the student regain a sense of personal power and control and can also help to ensure the safety of other potential victims. Confidential reports can be made to the dean of students, director of counseling and student support services, or to SCAD security.

Students have the right to make a criminal report to the police department having jurisdiction over the incident, and SCAD officials assist the student in making that report.

A counselor from counseling and student support services or a rape crisis center should be contacted to provide additional confidential support. A rape crisis center provides advocacy in accompanying students throughout the court system process.

Medical Attention/Preserving Evidence

It is important that the victim seek medical attention even if the victim does not report the assault to the police. A medical exam is needed to check for sexually transmitted diseases, other infections, injuries and pregnancy. A test for "rape drugs" may also be requested, since evidence of these drugs leaves the body within two to 48 hours. It is important that the victim not bathe, shower, brush teeth, use mouthwash, comb hair, wash or dispose of clothing or bedding, or take other actions to clean up before going to the hospital. Physical evidence should be collected as soon as possible following the assault. It is recommended that any physical evidence should be collected by a trained professional (such as a medical professional, law enforcement, or rape crisis center personnel), in the event that legal action is pursued.

Victim Rights

Victims have the right to:

- Be treated with respect by anyone handling the sexual assault case.
- Be interviewed by a same-sex police officer if requested.

Report the crime and not prosecute.
Reasonable prosecution by the law.
Withdraw testimony against the attacker at any time.
Decide whether or not to seek medical treatment (however, this is strongly encouraged).
Request that a same-sex physician or personal physician perform the examination.
Change his/her mind and refuse treatment.
Exclude law enforcement officers from the examining room.
Receive confidential counseling.
Receive free, on-going, confidential counseling from the SCAD owned and operated counseling center, including access to the 24/7 on-call counselor.
Receive free transportation to one of the city hospital emergency rooms or other urgent care center of the individual's choosing.

The SCAD office of counseling and student support services may serve as liaison between students, faculty and the dean of students to make necessary academic and/or housing accommodations. Transportation is available to help students access ongoing counseling/medical appointments.

Student-to-Student Sexual Assault

A victim of sexual assault by another student, in addition to contacting local law enforcement, has the right to notify a SCAD official. That information is forwarded to the dean of students.

The dean of students investigates the charge. During the investigation, the victim may request a new housing assignment (if applicable) and to have extensions of academic requirement deadlines. Requests are granted whenever possible. When the safety of the person reporting is at risk, restrictions are placed on the alleged perpetrator.

A hearing is scheduled in accordance with the Code of Student Conduct (see definition in the student handbook).

The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding.

Both the accused and accuser are informed of the outcome of the hearing and the action(s) taken.

Students found responsible for, or who admit responsibility to, harassment or unwanted sexual contact (which includes, but is not limited to fondling and/or penetration) are subject to probation, suspension or expulsion. Additional sanctions may be combined with those listed above.

Sexual Harassment

The Savannah College of Art and Design affirms its commitment to ensuring an environment for all members of the college community that is fair, humane and respectful. This environment supports and rewards employee and student performance on the basis of relevant considerations such as ability, effort and especially results-oriented accomplishments. Behaviors that inappropriately assert sexuality or gender as relevant to performance are damaging to this environment. Sexual harassment or discrimination by any member of the college community is not tolerated.

Unwelcome sexual advances, requests for sexual favors, stalking, or other verbal, nonverbal, written or physical conduct of a sexual nature constitutes sexual harassment and/or discrimination when:

- A. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or a student's participation in an educational program or activity, or an educational decision is based on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, written or physical conduct of a sexual nature;
- B. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or as the basis for a decision affecting a student's participation in an educational program or activity;
- C. such conduct has the purpose or effect of substantially interfering with an individual's performance or creating an intimidating, hostile or offensive working environment. Conduct can result in the creation of a hostile environment where a member of the college community engages in conduct that is sufficiently severe, persistent or pervasive so as to substantially interfere with an employee's performance, or with a student's ability to participate in or benefit from an educational program or activity, or to create a hostile or abusive educational environment. Conduct constituting a hostile environment may include the harassment of one student by another student; or,
- D. the conduct is gender-based and includes acts of verbal, nonverbal, written or physical aggression, intimidation or hostility based

on sex, but not involving conduct of a sexual nature, and is sufficiently severe, persistent or pervasive and is directed at the individual because of his or her sex.

Overview of Sexual Harassment Policies and Procedures

Students who feel they have a complaint against another student are encouraged to notify the vice president for student success within 60 days of the occurrence of the event believed to violate SCAD policy. Depending on the nature of the complaint, the vice president for student success may feel it is appropriate to have the matter investigated by the dean of students. In the event a complaint involves an employee in the office of the vice president for student success or the dean of students, the complaint should be directed to the office of the executive vice president for college resources. Complaints against faculty or staff members will be referred to the vice president for human resources and governed by the staff or faculty handbook as appropriate.

In order to protect individuals who have initiated complaints, the policy includes a prohibition against retaliation, which is set forth below. Accordingly, while SCAD honors every request that a complaint be kept confidential, the complainant should know that such a request could hamper the university's ability to investigate the complaint and render a meaningful decision.

Complaints may be initiated either orally or in writing. Retaliatory action of any kind is prohibited when taken against the complainant, a witness or any other person involved in the complaint. Any retaliatory action shall be regarded as a separate and distinct cause for complaint.

A complaint is initiated by either (a) signing and delivering a written complaint to the office of the vice president for student success, or (b) presenting the complaint in person to the office of the vice president for student success. In the event that the complaint is made in person, and the complainant decides to proceed formally, the complaint is reduced to writing during the meeting and signed by the complainant.

The complaint should include the following: the date and time of the alleged incident, the location of and individuals involved in the alleged incident, and specific details of what allegedly occurred. The vice president for student success will schedule a meeting with the complainant to discuss the complaint and provide information about the informal procedures available.

Within a timely period following the initiation of the complaint, the vice president for student success or the dean of students investigates the circumstances involved in the allegations. The vice president for student success or the dean of students may take interim action to protect the complainant until the conclusion of the proceedings.

Within a timely period after the conclusion of that investigation, the vice president for student success informs the complainant and respondent, in writing, of the decision. Should the vice president for student success determine that evidence of harassment exists and that a hearing is warranted, the vice president for student success will notify the student of his/her findings. The vice president for student success may consult with college counsel regarding these matters. The hearing shall be scheduled within 30 days of the initial decision, and efforts will be made to schedule the hearing at a time convenient to all parties.

The vice president for student success will make a decision regarding merits of the case and disciplinary action to be taken. The complainant or subject of complaint may appeal the decision to the executive vice president for college resources for reconsideration. This appeal must be made in writing, within three business days of receipt of the initial decision. The decision of the executive vice president for college resources is final, and may not be appealed further.

This policy has been revised and was approved on March 8, 2012 in order to comply with the requirements of Iowa Code section 261.9(1), g. In keeping with SCAD procedures for policy changes, it has been submitted for inclusion in the 2012-13 catalog.

Military Mobilization

SCAD's Military Mobilization Policy is intended to provide financial relief for students affected by military mobilization. This policy protects students who are members of a state national guard or reserve forces of the United States and are ordered to report for state or federal military service.

When a currently enrolled student (or the spouse of a currently enrolled student, if the spouse has a dependent child) has received orders to deploy the student should submit a copy of the orders to the Registrar's office. The Registrar's office will communicate to student financial services that the change in the student's status is the result of military mobilization. The student shall be given the option to receive a full refund of tuition and fees for courses that he/she will be unable to complete due to deployment, regardless of the point during the quarter at which the student withdraws.

If the student wishes, he/she may opt to receive a grade of incomplete for courses that he/she will be unable to complete due to the deployment, with the option to finish the courses at a later date. Alternatively, the student may make arrangements with his/her instructors for final grades in courses that will not be fully completed. If the student opts for a grade of incomplete, or for final grades prior to the end of the current quarter, registration shall remain intact, and the student will be responsible for tuition and fees in full. If the student seeks an incomplete he/she will not be eligible to withdraw from the course after the end of the quarter. In order to replace the incomplete grade with a final grade, all work must be turned in for grading on or before the midterm point of the one of the next two terms after military service concludes except in the case of an e-Learning course when the work would be due midterm of the next quarter if the type of deployment would allow.

If a currently enrolled student is registered in one or more e-Learning courses when deployed, the student may decide to remain registered in e-Learning classes based on his or her type of deployment.

Administration of the student's account

The financial aid office will perform the standard return of Title IV refund calculation based on the student's withdrawal date. Funds will be returned to the appropriate program as mandated by federal regulation. If the student withdraws, SCAD will refund 100% of his/her personal payments for that quarter. Any balance created by the return of funds to appropriate programs and personal funds will be written off by SCAD. If the student receives a grade of incomplete, registration in the same class in one of the next two succeeding quarters after deployment concludes will be permitted at no charge to the student.



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Iowa College Student Aid Commission
Postsecondary Registration

Exhibit 7: Attach a copy of the applicant school's most recent audit prepared by a certified public accounting firm no more than 12 months prior to the application.

Evidence:

7.1 Consolidated Financial Statements and Report of Independent Certified Public Accountants,
The Savannah College of Art and Design, Inc., June 30, 2011 and 2010

Consolidated Financial Statements and Report of
Independent Certified Public Accountants

The Savannah College of Art and Design, Inc.

June 30, 2011 and 2010

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Report of Independent Certified Public Accountants

To the Board of Trustees of
The Savannah College of Art and Design, Inc.:

We have audited the accompanying consolidated statement of financial position of **The Savannah College of Art and Design, Inc. and Subsidiaries** (the College) as of June 30, 2011 and 2010, and the related consolidated statements of activities and cash flows for the years then ended. These consolidated financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these consolidated financial statements based on our audits.

We conducted our audits in accordance with auditing standards generally accepted in the United States of America as established by the American Institute of Certified Public Accountants and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the consolidated financial statements are free of material misstatement. An audit includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control over financial reporting. Accordingly, we express no such opinion. An audit also includes examining, on a test basis, evidence supporting the amounts and disclosures in the consolidated financial statements, assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall consolidated financial statement presentation. We believe that our audits provide a reasonable basis for our opinion.

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of The Savannah College of Art and Design, Inc. and Subsidiaries as of June 30, 2011 and 2010, and the consolidated changes in its net assets and its consolidated cash flows for the years then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated October 14, 2011 on our consideration of the College's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the College's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Grant Thornton LLP

Atlanta, Georgia
October 14, 2011

Consolidated statements of financial position

June 30	2011	2010
Assets		
Cash and cash equivalents	\$ 27,667,256	\$ 8,170,669
Restricted cash	8,269,975	-
Student accounts receivable, net of allowance for uncollectible accounts of \$1,528,367 and \$1,269,333 at June 30, 2011 and 2010, respectively	13,790,037	6,813,231
Receivable from Federal government	1,866,826	1,808,424
Contributions receivable, net	4,081,010	2,983,209
Inventories	1,397,588	1,405,884
Current deferred tax asset	1,715,662	2,045,593
Prepaid expenses and other current assets	8,178,752	4,825,397
Student loans receivable	145,256	145,256
Investments	22,855,256	15,034,695
Debt issuance costs	2,400,943	209,793
Land, buildings, and equipment, net	259,433,156	243,104,675
Beneficial interest in perpetual trust	-	2,792,953
Works of art	31,549,614	30,448,395
Total assets	\$ 383,351,331	\$ 319,788,174
Liabilities		
Accounts payable, deposits, and accrued expenses	\$ 31,929,143	\$ 34,022,987
Deferred revenues	27,653,231	21,065,819
Accrued interest payable	613,274	216,433
Notes payable	52,000,000	30,000,000
Other bank loans	20,000,000	-
Bonds payable	54,300,000	58,700,000
Capital lease obligation	2,389,665	3,050,557
Refundable advances	7,915,916	7,286,674
Noncurrent deferred tax liability	1,715,662	2,045,593
Other liabilities	21,886,585	19,913,955
Total liabilities	220,403,476	176,302,018
Net assets		
Unrestricted	138,495,737	123,408,260
Temporarily restricted	12,440,989	8,893,498
Permanently restricted	12,011,129	11,184,398
Total net assets	162,947,855	143,486,156
Total liabilities and net assets	\$ 383,351,331	\$ 319,788,174

The accompanying notes are an integral part of these consolidated financial statements.

Consolidated statements of activities

For the years ending June 30	2011	2010
Revenues and other support:		
Tuition and fees	\$ 284,140,176	\$ 262,260,056
Less student aid	(65,420,799)	(56,934,646)
Net tuition and fees	218,719,377	205,325,410
Private contributions and grants	721,280	2,281,991
Sales and services of auxiliary enterprises	41,116,077	37,715,723
Net realized and unrealized gains on investments	553,777	1,476,965
Other	5,443,889	3,802,095
	266,554,400	250,602,184
Net asset reclassification:		
Satisfaction of program and gift restrictions	2,958,139	3,708,334
Total unrestricted revenues and other support	269,512,539	254,310,518
Operating expenses:		
Instruction	94,863,262	87,925,427
Academic support	17,562,896	16,273,999
Student services	45,673,549	47,967,261
Institutional support	63,446,754	69,081,475
Auxiliary enterprises	32,857,008	29,817,799
Total operating expenses	254,403,469	251,065,961
Change in unrestricted net assets before income taxes	15,109,070	3,244,557
Income tax expense	21,593	-
Total change in unrestricted net assets	15,087,477	3,244,557
Changes in temporarily restricted net assets:		
Private contributions and grants	4,357,381	3,512,791
Investment income (loss)	2,148,249	(154,817)
Net assets released from restrictions	(2,958,139)	(3,708,334)
Total change in temporarily restricted net assets	3,547,491	(350,360)
Changes in permanently restricted net assets:		
Private contributions and grants	3,619,684	176,166
Change in value of beneficial interest in perpetual trust	(2,792,953)	313,912
Change in permanently restricted net assets	826,731	490,078
Total change in net assets	19,461,699	3,384,275
Net assets at beginning of year	143,486,156	140,101,881
Net assets at end of year	\$ 162,947,855	\$ 143,486,156

The accompanying notes are an integral part of these consolidated financial statements.

Consolidated statements of cash flows

For the years ending June 30	2011	2010
Cash flows from operating activities:		
Change in net assets	\$ 19,461,699	\$ 3,384,275
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	21,069,651	18,257,469
Amortization of debt issue costs	377,884	209,792
Accretion of asset retirement obligation	8,223	11,340
Contributions in-kind	(540,493)	(1,585,099)
(Gain) loss on sale of assets	(18,235)	62,778
Provision for uncollectible student accounts receivable	259,004	443,084
Realized and unrealized gains on investments	(2,702,026)	(1,322,148)
Decrease (increase) in beneficial interest in perpetual trust	2,792,953	(313,912)
Valuation (gain) loss on derivative instruments	(1,434,496)	3,776,558
Receipt of agency funds (Federal Direct Student Loans and Pell Grants)	137,642,949	127,636,746
Disbursement of agency funds	(137,642,949)	(127,636,746)
Contributions restricted for long-term investment	(3,619,684)	(176,166)
Change in assets and liabilities:		
Student accounts receivable	(7,235,810)	(2,252,157)
Receivable from Federal government	(58,402)	235,712
Contributions receivable	(670,427)	511,915
Inventories	8,296	(363,478)
Prepaid expenses and other current assets	(3,353,355)	(754,990)
Accounts payable, deposits, and accrued expenses	(5,176,264)	(1,130,099)
Deferred revenues and refundable advances	6,587,412	2,910,690
Accrued interest payable	396,841	(72,549)
Other liabilities	3,398,903	150,824
Refundable advances	629,242	-
Net cash provided by operating activities	30,180,916	21,983,839
Cash flows from investing activities:		
Changes in restricted cash	(8,269,975)	-
Purchases of land, buildings, and equipment	(34,276,680)	(40,586,138)
Proceeds from sale of property and equipment	334,673	34,474
Purchases of works of art	(916,196)	(601,232)
Purchases of investments	(11,899,103)	(5,050,015)
Proceeds from sale of investments	6,780,568	5,898,949
Net principal repayments on student loans receivable	-	4,511
Net cash used in investing activities	(48,246,713)	(40,299,451)
Cash flows from financing activities:		
Proceeds from issuance of notes payable and other bank loans	73,000,000	30,000,000
Principal repayments on notes payable	(31,000,000)	-
Principal repayments on bonds payable	(4,400,000)	(4,400,000)
Principal repayments on capital lease	(660,892)	(7,147,647)
Contributions restricted for long-term investment	3,192,310	176,166
Debt issuance costs	(2,569,034)	-
Net cash provided by financing activities	37,562,384	18,628,519
Net increase in cash and cash equivalents	19,496,587	312,907
Cash and cash equivalents at beginning of year	8,170,669	7,857,762
Cash and cash equivalents at end of year	\$ 27,667,256	\$ 8,170,669

Consolidated statements of cash flows (cont'd)

For the year ended June 30	2011	2010
Supplemental disclosure:		
Cash paid for interest	\$ 4,301,118	\$ 3,433,626
Cash paid for income taxes	18,925	-
Contributions in-kind:		
Buildings and equipment	355,470	150,000
Artwork and antiques	30,343	1,133,000
Fashion Collection	151,485	67,966
Jewelry	3,195	-
Amortization of deferred contribution related to buildings and equipment	-	234,133

Capital asset purchases in accounts payable at June 30, 2011 totaled \$3,082,420.

Interest totaling \$278,117 and \$171,656 was capitalized during the years ending June 30, 2011 and 2010, respectively.

Notes to consolidated financial statements

1 Summary of Significant Accounting Policies

The Savannah College of Art and Design, Inc. (the College or SCAD) is a private, not-for-profit college which exists to prepare talented students for professional careers, emphasizing learning through individual attention in a positively oriented university environment. The College offers the Bachelor of Arts, Bachelor of Fine Arts, Master of Arts, Master of Arts in Teaching, Master of Fine Arts, Master of Architecture and Master of Urban Design degrees. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools. The Master of Architecture program is additionally accredited by the National Architectural Accrediting Board. The College is approved by the Georgia Professional Standards Commission to offer the Master of Arts in Teaching program. The College is licensed by the South Carolina Commission on Higher Education to offer the Bachelor of Arts in Equestrian Studies. The College recruits students both nationally and internationally.

Basis of Accounting

The accompanying consolidated financial statements have been prepared on the accrual basis of accounting.

SCAD Group, Inc.

On March 1, 2004, the College transferred its nonacademic functions into a wholly owned for-profit subsidiary, SCAD Group, Inc. (Group).

The College and Group entered into an operating agreement on March 1, 2004 (the Agreement). The Agreement documents the terms and conditions under which the College agrees to obtain, and Group agrees to provide, certain nonacademic services, which include recruitment and communication services, academic support services, financial management services, student services, information technology services, human resource management services, and physical resource services. Group also provides facilities and equipment to the College's academic programs to support expansion and to meet current professional standards.

The College pays Group for the services that Group provides on a cost plus basis, which are eliminated in consolidation. All education services and control of the academic programs remain with the College (see Note 20).

SCAD Foundation Hong Kong

In April 2008, the College formed a new company under Hong Kong law, SCAD Foundation (Hong Kong) Limited (SCAD Hong Kong), to be the local provider in Hong Kong of certain SCAD degree programs. On October 10, 2008, Hong Kong Inland Revenue recognized SCAD Hong Kong as exempt from taxes under Section 88 of the Inland Revenue Ordinance. In accordance with Hong Kong regulatory requirements, SCAD Hong Kong's net assets are restricted and not available for distribution to the College. As of June 30, 2011 and 2010, the accumulated deficit for SCAD Hong Kong was \$14.19 million and \$4.2 million, respectively. As of June 30, 2011 and 2010, the College has a receivable from SCAD Hong Kong for \$27 million and \$14.9 million, respectively.

In March 2010, the Hong Kong Development Bureau entered into an agreement with SCAD Hong Kong granting the right to renovate and then use the North Kowloon Magistracy Building as a campus at which SCAD degrees are offered. The Hong Kong Development Bureau has granted a ten year lease to SCAD Hong Kong with a five year renewal option. The SCAD Hong Kong campus opened in fiscal year 2011 with the first classes being held in September 2010.

Basis of Consolidation

The accompanying consolidated financial statements of the Savannah College of Art and Design, Inc. include the financial position and activity of SCAD Group, Inc., Savannah Media Support, LLC, the Lucas Theatre for the Arts, Inc., the Association of the Lacoste School of the Arts in France, SCAD Museum, LLC and SCAD Foundation (Hong Kong) Limited. All inter-organization transactions and balances have been eliminated in the accompanying consolidated financial statements.

Basis of Presentation

The net assets and revenues, expenses, gains, and losses of the College are classified based on the existence or absence of donor-imposed restrictions. Accordingly, the net assets of the College and changes therein are classified and reported as follows:

Unrestricted net assets – Net assets that are not subject to donor-imposed stipulations.

Temporarily restricted net assets – Net assets subject to donor-imposed stipulations that will be met either by actions of the College and/or the passage of time.

Permanently restricted net assets – Net assets subject to permanent donor-imposed stipulations.

Revenues are reported as increases in unrestricted net assets unless use of the related assets is limited by donor-imposed restrictions. Expenses are reported as decreases in unrestricted net assets. Gains and losses on investments and other assets or liabilities are reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulation or by law. Expirations of temporary restrictions on net assets (i.e., the donor-stipulated purpose has been fulfilled and/or the stipulated time period has elapsed) are reported as reclassifications from temporarily restricted to unrestricted net assets. Net assets restricted for acquisition of long-lived assets are released from restriction at the time such long-lived assets are placed into service.

The College has interpreted the Georgia Uniform Prudent Management of Institutional Funds Act (the Act) as requiring the preservation of the historical value (corpus) of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the College classifies as permanently restricted net assets (1) the original value of gifts donated to the permanent endowment, (2) the original value of subsequent gifts to the permanent endowment, and (3) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. If the endowment assets earn investment returns beyond the amount necessary to maintain the endowment assets' real value, that excess is available for appropriation and, therefore, classified as temporarily restricted net assets until appropriated for expenditure. The College records the investment returns on the specific-purpose endowment funds in temporarily restricted net assets and makes those earnings available for expenditure for the donor-restricted purpose. In accordance with the Act, the College considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- (1) The duration and preservation of the fund;
- (2) The purposes of the donor-restricted endowment fund;
- (3) General economic conditions;
- (4) Effect of inflation and deflation;
- (5) The expected total return from income and the appreciation of investments;
- (6) Other resources of the College; and
- (7) The investment policies of the College.

The spending policy used for the endowment fund is up to 5% of the ending balance in the fund, measured on the last day of the preceding fiscal year. The spending policy attempts to balance the long-term objective of maintaining the purchasing power of the endowment with the goal of providing funds to underwrite the educational needs of current and future generations of the students and to enhance the College's financial well-being.

Fair Value Measurements

The College's financial instruments include cash and cash equivalents, investments, student accounts receivable, accounts payable, capital lease obligations, interest rate swap agreements, notes payable, other bank loans and bonds payable.

The carrying value, which is the fair value of investments except for cash held in endowment, money market accounts and certificates of deposit, and interest rate swaps is based upon quoted market values or values provided by external investment managers. The fair value of notes and bonds payable at June 30, 2011 and 2010 approximates carrying value due to variable interest rates in effect which approximate current fair value. The other bank loan consists of two notes, Note A and Note B (See Note 9). The fair value of Note A at June 30, 2011 approximates its carrying value due to variable interest rates in effect which approximate current fair value. The fair value of Note B approximates its carrying value given the provision that the note can be accelerated after December 29, 2017 at 1% of its outstanding balance. The carrying value of other financial instruments approximates their fair value determined as of June 30, 2011 and 2010 due to the short-term maturities of these financial instruments.

Fair value is defined as the exchange price that would be received for an asset or paid to transfer a liability (an exit price) in the principal or most advantageous market for the asset or liability in an orderly transaction between market participants. There is a three-tier fair value hierarchy that distinguishes between assumptions based on market data (observable inputs) and the College's assumptions (unobservable inputs).

Observable inputs are inputs that market participants would use in pricing the asset or liability based on market data obtained from independent sources. Unobservable inputs reflect assumptions that market participants would use in pricing the asset or liability based on the best information available in the circumstances. The hierarchy is broken down into three levels based on the transparency of inputs as follows:

- Level 1: Quoted prices are available in active markets for identical assets or liabilities as of the report date. A quoted price for an identical asset or liability in an active market provides the most reliable fair value measurement because it is directly observable to the market.
- Level 2: Pricing inputs are other than quoted prices in active markets, which are either directly or indirectly observable as of the report date. The nature of these securities include investments for which quoted prices are available but traded less frequently and investments that are fair valued using other securities, the parameters of which can be directly observed.
- Level 3: Securities that have little to no pricing observability as of the report date. These securities are measured using management's best estimate of fair value, where the inputs into the determination of fair value are not observable and require significant management judgment or estimation.

Inputs are used in applying the various valuation techniques and broadly refer to the assumptions that market participants use to make valuation decisions, including assumptions about risk. Inputs may include price information, volatility statistics, specific and broad credit data, liquidity statistics, and other factors. A financial instrument's level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. However, the determination of what constitutes "observable" requires significant judgment by the College. The College considers observable data to be that market data that is readily available, regularly distributed or updated, reliable and verifiable, not proprietary, and provided by independent sources that are actively involved in the relevant market.

Cash and Cash Equivalents

Cash and cash equivalents consists of cash and short-term investments with original maturities of three months or less. Cash and cash equivalents consist primarily of demand deposits at financial institutions. The credit risk is the amount on deposit in excess of federally insured limits. The College mitigates this risk by depositing and investing cash with major financial institutions. The College has not experienced any losses in such accounts and believes it is not exposed to any significant credit risk on cash.

Accounts Receivable

The College's receivables are due from students for tuition and other fees and from other agencies. Receivables are stated at amounts due net of an allowance for doubtful accounts. The College determines its allowance for doubtful accounts by considering the College's previous loss history and specific account circumstances.

Investments

The College accounts for its investments at fair value, except for cash held in endowment, money market accounts and certificates of deposit. Realized gains and losses on sales of securities represent the difference between net proceeds received and the cost of the investments. Realized and unrealized gains and losses are included in the statement of activities and gains and/or losses are allocated to net asset classes, dependent upon donor specifications. If the underlying restriction is met in the same period, realized gains and/or losses are reported under unrestricted net asset classes.

Investment expenses are reported as a reduction of net realized and unrealized gains (losses) on investments.

Investments in domestic equity securities, government bonds, corporate bonds, mutual funds and other investments are valued based on quoted market prices. In instances when market prices are obtained from active markets, the investments are classified as Level 1 inputs. The College does not adjust the quoted price for such investments. Investments in government bonds, corporate bonds, state and local government bonds and money market funds are valued using inactive markets and are classified as Level 2.

Unstable market conditions and the resulting uncertainties contribute to additional risks associated with certain significant investment valuation estimates. Management continues to monitor the composition of its portfolio to assess the potential impact of these market conditions on the valuation and liquidity of its investments and various financial instruments. Due to the level of risk associated it is at least reasonably possible that changes in the values of investment securities will occur in the near term and that such changes could materially affect the amounts reported in the College's consolidated financial statements. The changes in economic condition or model-based valuation techniques may require the transfer of investments from one fair value level to another. In such instances, the transfer is reported at the beginning of the period.

The College evaluated the significance of transfers between levels based upon the nature of the financial instrument and size of the transfer relative to total endowments available for investments. The College's policy is to record transfers on the actual date of transaction. For the year ended June 30, 2011, there were no significant transfers in or out of Levels 1, 2 or 3 with the exception of the transfer noted in the following paragraph.

Upon further evaluation of authoritative guidance contained in Financial Accounting Standards Board ("FASB") Accounting Standards Codification ("ASC") 820, *Fair Value Measurements and Disclosures*, the College considered that some of the state and local government bonds previously reported as Level 1 were invested in inactive markets, which are more representative of Level 2 measurements. The transfer had no impact on the statement of net assets or the statement of changes in net assets for any period presented.

Interest Rate Swap

As described in Note 10, the College entered into an interest rate swap agreement effectively converting a portion of the underlying debt to a fixed-rate, thereby hedging against the impact of potential interest rate changes on future interest expense. The fair value of the interest rate swap was based on quotes from independent sources and represents the estimated amounts that the College would expect to pay to terminate the swap. The methods and independent sources used to value the interest rate swap are considered Level 2 inputs.

Inventories

Inventories are valued at lower of cost or market, determined on a basis that approximates the first-in, first-out (FIFO) method. Inventories consist mainly of items held for resale at the College's various auxiliary enterprises.

Debt Issuance Costs

Issuance costs related to the issuance of bonds payable, notes payable and other bank loans are being amortized over the term of the instrument using the effective interest rate method. In connection with the execution of the credit facility and the other bank loans, the College incurred approximately \$2.6 million in fees in the year ended June 30, 2011 which are being amortized over the term of the loans using the effective interest rate method. Amortization of approximately \$378,000 and \$209,700 is recognized as a component of interest expense during the years ended June 30, 2011 and June 30, 2010, respectively.

Land, Buildings, and Equipment

Land, buildings, and equipment are stated at cost at the date of acquisition or at estimated fair value at the date of donation if acquired as gifts, less accumulated depreciation and amortization at a capitalization threshold of \$1,000.

Depreciation of buildings and equipment and amortization of leasehold improvements are computed using the straight-line method over the estimated useful lives of the respective assets. Amortization of the leasehold improvements is computed over the shorter of the useful life of the improvement or the lease term.

Expenditures for maintenance are expensed; expenditures for renewals and improvements are generally capitalized. A summary of depreciable lives follows:

	Years
Buildings and major building improvements	40 - 70
Other building renovations	10 - 20
Leasehold improvements	2 - 18
Furniture and fixtures	10
Equipment	5 - 10
Library books	20
Computer equipment	5 - 10
Computer software	3

Long-Lived Assets

The College reviews the carrying value of long-lived assets for impairment whenever events or changes in circumstances indicate that the carrying value of an asset may not be recoverable. Measurement of any impairment loss is based on the fair value of the asset. Generally, fair value will be determined using valuation techniques such as the present value of expected future cash flows. No loss for impairment of long-lived assets was recorded during the years ended June 30, 2011 and 2010.

Contributions

Contributions, which include unconditional promises to give, are recognized as revenues in the period received. Contributions with donor-imposed restrictions are reported as temporarily or permanently restricted support, as appropriate. Contributions of assets other than cash are recorded at their estimated fair value at the date of the gift as determined by independent appraisal or other valuation methods as deemed appropriate by management.

Works of Art

Works of Art is comprised of art work and antiques that are held for exhibition and various other program activities. Each of these items is cataloged, preserved, and cared for, and activities verifying their existence and assessing their condition are performed continuously. The collections are subject to a policy that requires proceeds from any sales to be used to acquire other items for collections.

The College has capitalized its collections since its inception. Purchased items are capitalized at cost; donated items are capitalized at fair value at the date of receipt from the donor. Fair value is determined by independent appraisals as of the date of receipt and is subject to a number of judgments and estimates. Gains or losses on the deaccession of collection items are classified on the statement of activities as unrestricted or temporarily restricted support depending on donor restrictions, if any, placed on the item at the time of accession. Items which by donor stipulation may never be deaccessioned are classified as permanently restricted net assets.

Deferred Revenues

Deferred revenues represent tuition and fees invoiced for programs and services to be conducted predominantly in the subsequent fiscal year.

Functional Expenses

Expenses are reported in the consolidated statements of activities in categories recommended by the National Association of College and University Business Officers. The College's primary program service is instruction. Expenses reported as academic support, student services, institutional support and auxiliary enterprises are incurred in support of these program services. Institutional support includes fund-raising expenses of \$1,817,968 and \$2,158,172 and advertising expenses of \$1,353,502 and \$2,025,829 for the years ended June 30, 2011 and 2010, respectively.

Conditional Asset Retirement Obligations

The College has identified asbestos and lead paint abatement as conditional asset retirement obligations in certain property. Asbestos abatement costs are estimated using site-specific surveys where available and a per/square foot estimate where surveys were unavailable. Lead paint removal costs are based on estimates received from environmental consultants. During the years ended June 30, 2011 and June 30, 2010 the College recorded no additional asset retirement obligations.

The following table presents the activity for the College's asset retirement obligations:

June 30	2011		2010	
Balance at beginning of year	\$	210,204	\$	198,864
Accretion expense		8,223		11,340
Balance at end of year	\$	218,427	\$	210,204

Sabbatical Leave and Other Similar Benefits

The College awards sabbaticals to both its faculty and staff after working for a specific period of time without requiring any additional services to be performed. The College expenses future sabbaticals or similar paid absences over the same period in which the benefits are earned in instances where the compensated employee is not required to perform duties for the entity during the absence.

Derivative Financial Instruments

The College does not use derivative financial instruments for speculative or trading purposes. The College utilizes interest rate swaps to hedge interest rate market exposure of the underlying bonds payable. The College uses the accrual method to account for the interest rate swaps in connection with the underlying bonds. The difference between amounts paid and received under such agreements and the changes in fair value of the swap agreements are reported as interest expense on a functional basis in the accompanying statements of activities.

Income Taxes

The College has been recognized by the Internal Revenue Service as an organization exempt from Federal income tax under Section 501(a) of the Internal Revenue Code (the Code) as an organization described in Section 501(c)(3) whereby only unrelated business income, as defined by Section 512(a)(1) of the Code, is subject to Federal income tax (see Note 11). The College has a wholly owned subsidiary, SCAD Group, Inc. that is subject to Federal and state income taxes.

The College provides for income taxes based on FASB ASC Topic 740 *Income Taxes*, which requires recognition of deferred tax liabilities and assets for the expected future tax consequences of events that have been included in the consolidated financial statements or tax returns. The College provides an allowance for deferred tax assets when it is determined that it is more likely than not that the deferred tax assets will not be utilized. The College's policy is to record interest and penalties related to income tax matters in income tax expense.

The College is required to determine that the relevant tax authority would more likely than not sustain the tax position following an audit. The College has applied this criterion to all tax positions for which the statute of limitations remains open. Tax years open to examination by tax authorities under the statute of limitations include fiscal 2008-2011.

Translation of Foreign Currencies

Assets and liabilities related to functional currencies other than U.S. dollars are translated into U.S. dollars at the year-end rate of exchange. Revenues and expenses, if any, are translated at the weighted average exchange rates for the year. The resulting translation adjustments are reported as gains or losses from foreign currency transactions in the current period. The College held €14,017 valued at \$20,169 and HK\$2,118,035 valued at \$273,295 at June 30, 2011. The College held €22,800 valued at \$27,834 and HK\$19,577,690 valued at \$2,515,733 at June 30, 2010. The College recognized foreign currency translation gains (losses) of \$96,650 and \$(105,643) for the years ending June 30, 2011 and 2010, respectively as other income on the consolidated statements of activities.

Reclassification

Certain reclassifications have been made to the prior year amounts to conform to current year presentation. In that regard, 2010 expenses totaling \$2,447,000 have been reclassified from Institutional Support to Student Services on the consolidated statement of activities.

Subsequent Events

The College has addressed the accounting for and disclosure of events that occur after the financial statement date but before financial statements are issued or are available to be issued. Management has evaluated all events or transactions that occurred after June 30, 2011 through October 14, 2011, the date the financial statements are available for issuance, for potential recognition or disclosure in the financial statements.

Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts that are reported in the consolidated financial statements and accompanying disclosures. Although these estimates are based on management's best knowledge of current events and actions that the College may undertake in the future, actual results may be different from the estimates. Significant items subject to such estimates and assumptions include but are not limited to, fair value of investments, fair value of interest rate swaps, carrying amounts of property and equipment, allowances for receivable balances, liability for post-retirement medical benefits and asset retirement obligations. Actual results could differ from those estimates.

2 Contributions Receivable

Unconditional promises to give are recorded as revenue upon receipt. Contributions to be received after one year are discounted at a rate commensurate with the risk involved. Amortization of this discount is recorded as additional contribution revenue. The College believes substantially all contributions receivable to be fully collectible at June 30, 2011 and 2010. Contributions receivable are summarized as follows:

June 30	2011	2010
Unconditional promises to give	\$ 4,309,407	\$ 3,252,253
Less unamortized discount	(228,397)	(269,044)
Net contributions receivable	\$ 4,081,010	\$ 2,983,209
Amounts due in:		
Less than one year	\$ 2,917,407	\$ 1,238,003
One to five years	1,392,000	2,014,250
Total	\$ 4,309,407	\$ 3,252,253

Estimated cash flows to be received after one year were discounted at rates ranging from 3.76% to 8.03%.

3 Student Loans Receivable

A reasonable estimate of the fair value of the loans receivable from students under government loan programs and advances from Federal government for student loans could not be made because the loans receivable are not salable and can only be assigned to the U.S. government or its designees; the fair value of notes receivable from students under College loan programs approximates carrying value. Student loans receivable also include institutional loans to qualified students.

4 Investments

Investments at carrying value consisted of the following:

June 30	2011	2010
Cash held in endowment	\$ 640,921	\$ -
Domestic equity securities	6,509,125	4,154,274
Government bonds	1,572,599	2,135,062
State and local government bonds	315,000	-
Corporate bonds	1,566,662	1,597,982
Certificate of Deposit	-	200,000
Money market funds	1,289,898	-
Mutual funds - bonds	253,837	-
Mutual funds - equity	5,543,247	2,928,221
Other	481,919	843,115
Money market accounts	4,682,048	3,176,041
Total	\$ 22,855,256	\$ 15,034,695

Net realized and unrealized gains (losses) consist of the following:

For the years ended June 30	2011	2010
Realized gains (losses)	\$ 393,777	\$ (64,346)
Unrealized gains	2,400,231	1,465,973
Investment fees	(91,982)	(79,479)
Total	\$ 2,702,026	\$ 1,322,148

The following table summarizes the valuation of financial instruments measured at fair value on a recurring basis:

June 30, 2011	Level 1	Level 2	Level 3	Total
Domestic equity securities	\$ 6,509,125	\$ -	\$ -	\$ 6,509,125
Government bonds	1,257,454	315,145	-	1,572,599
Corporate bonds	1,315,646	251,016	-	1,566,662
Mutual funds - bonds	253,837	-	-	253,837
Mutual funds - equity	5,543,247	-	-	5,543,247
Other	481,919	-	-	481,919
State and local government bonds	-	315,000	-	315,000
Money market funds	-	1,289,898	-	1,289,898
Total investments	\$ 15,361,228	\$ 2,171,059	\$ -	\$ 17,532,287
Interest rate swap agreement	\$ -	\$ (10,692,875)	\$ -	\$ (10,692,875)
June 30, 2010	Level 1	Level 2	Level 3	Total
Domestic equity securities	\$ 4,154,274	\$ -	\$ -	\$ 4,154,274
Government bonds	2,135,062	-	-	2,135,062
Corporate bonds	1,597,982	-	-	1,597,982
Mutual funds - equity	2,928,221	-	-	2,928,221
Other	843,115	-	-	843,115
Total investments	\$ 11,658,654	\$ -	\$ -	\$ 11,658,654
Interest rate swap agreement	\$ -	\$ (12,314,779)	\$ -	\$ (12,314,779)
Beneficial interest in perpetual trust	\$ -	\$ -	\$ 2,792,953	\$ 2,792,953

The College's investment of restricted funds in certificates of deposit, money market accounts as well as cash held in endowment are classified as Investments in the statement of financial position and are carried at amortized cost. The College had \$5,322,963 and \$3,376,041 in such investments as of June 30, 2011 and 2010, respectively. These investments do not qualify as securities as defined in ASC 320, *Investments – Debt and Equity Securities*, thus the fair value disclosures required by ASC 820, *Fair Value Measurements and Disclosures*, are not provided.

The following table summarizes the changes in fair values associated with ASC 320 Level 3 assets:

	Beneficial Interest in Perpetual Trust
Balance as of June 30, 2009	\$ 2,629,041
Unrealized gains	313,912
Transfers in / (out)	(150,000)
Balance as of June 30, 2010	2,792,953
Transfers in / (out)	(2,792,953)
Balance as of June 30, 2011	\$ -

5 Beneficial Interest in Perpetual Trust

In February 2007, the College and the Community Foundation of Greater Atlanta, Inc. (the Community Foundation), as it relates to endowment funds held by the Community Foundation for the support of the Atlanta College of Art (ACA), entered into an agreement whereby the Community Foundation has determined that, in accordance with the intent of the donor, the College is eligible to receive such funds pursuant to the June 5, 2006 agreement to integrate ACA into the College's Atlanta campus. As the Community Foundation has variance power on the underlying trust, the value associated with the beneficial interest has been eliminated from the statement of financial position. However, the income of the funds held in the trust continues to be advanced to the College for scholarships for students studying in the arts in Atlanta based on the Community Foundation's spending policy. Annual income payments received by the College are recorded as temporarily restricted contributions until restrictions are met.

6 Endowments

Effective July 1, 2008, administration of the College's endowment is subject to the general provisions of the Uniform Prudent Management of Institutional Funds Act (UPMIFA or the Act). Under the provisions of this state law, the College may appropriate expenditures of underwater endowment funds as is deemed prudent for the uses and purposes for which an endowment fund is established. The College has applied accounting principles generally accepted in the United States of America when allocating investment gains to the net asset classes for financial statement purposes.

Endowment net asset composition by type of fund and changes in endowment net assets are summarized as follows:

Endowment Net Asset Composition by type of fund as of June 30, 2011	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted endowment funds	\$ (594,011)	\$ 1,063,903	\$ 11,294,829	\$ 11,764,721
Board-designated endowment funds	2,070,012	-	-	2,070,012
Total funds	\$ 1,476,001	\$ 1,063,903	\$ 11,294,829	\$ 13,834,733

Changes in Endowment Net Assets Year ended June 30, 2011	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Net assets, beginning of year	\$ 809,879	\$ 349,154	\$ 7,899,773	\$ 9,058,806
Investment return:				
Investment income	34,152	160,397	-	194,549
Net realized and unrealized return	630,261	1,063,289	-	1,693,550
Total investment return	664,413	1,223,686	-	1,888,099
Contributions received	-	-	3,395,056	3,395,056
Board designated endowments	168,000	-	-	168,000
Appropriation of endowment assets for expenditure	(166,291)	(508,937)	-	(675,228)
Endowment net assets, end of year	\$ 1,476,001	\$ 1,063,903	\$ 11,294,829	\$ 13,834,733

Endowment Net Asset Composition by type of fund as of June 30, 2010	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Donor-restricted endowment funds	\$ (942,914)	\$ 349,154	\$ 7,899,773	\$ 7,306,013
Board-designated endowment funds	1,752,793	-	-	1,752,793
Total funds	\$ 809,879	\$ 349,154	\$ 7,899,773	\$ 9,058,806

Changes in Endowment Net Assets Year ended June 30, 2010	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Net assets, beginning of year	\$ (177,979)	\$ 207,745	\$ 7,676,094	\$ 7,705,860
Investment return:				
Investment income	31,856	146,780	-	178,636
Net realized and unrealized return	588,002	204,388	-	792,390
Total investment return	619,858	351,168	-	971,026
Contributions received	-	-	223,679	223,679
Board designated endowments	368,000	-	-	368,000
Appropriation of endowment assets for expenditure	-	(209,759)	-	(209,759)
Endowment net assets, end of year	\$ 809,879	\$ 349,154	\$ 7,899,773	\$ 9,058,806

From time to time, the fair value of assets associated with individual donor restricted endowment funds may fall below the level that the donor or UPMIFA requires the College to retain as a fund of perpetual duration. In accordance with GAAP, deficiencies of this nature that are reported in unrestricted net assets were \$594,011 and \$942,914 as of June 30, 2011 and 2010, respectively. These deficiencies resulted from unfavorable market fluctuations that occurred after the investment of new permanently restricted contributions.

7 Land, Buildings, and Equipment

Land, buildings, and equipment are summarized as follows:

June 30	2011	2010
Land	\$ 22,455,235	22,310,119
Buildings	66,684,421	66,534,421
Building improvements	150,201,150	130,566,197
Equipment	101,597,233	88,273,194
Library books	8,689,194	8,203,183
Furniture and fixtures	20,854,540	18,403,483
Construction in progress	28,222,530	28,642,971
Total land, buildings, and equipment	398,704,303	362,933,568
Less - accumulated depreciation	(139,271,147)	(119,828,893)
Land, buildings, and equipment, net	\$ 259,433,156	\$ 243,104,675

Construction in progress consists primarily of various building improvement projects. Depreciation expense totaled \$21,069,651 and \$18,257,469 during 2011 and 2010, respectively.

8 Notes Payable

On April 8, 2011, the College entered into \$130,000,000 million credit facility (the “New Credit Facility”), which includes a \$40,000,000 term loan and \$90,000,000 of revolving line of credit to support letters of credit for the outstanding taxable bonds (see Bonds Payable Note) and to support operating cash needs. The New Credit Facility matures on April 8, 2016.

The New Credit Facility is secured by liens or a negative pledge on substantially all real property, a security interest in the property located on such real property and by the shares of capital stock in the College’s present and future subsidiaries. The Credit Facility bears LIBOR based variable interest, payable quarterly, at rates that vary based upon the College’s ratio of operating earnings (i.e. earnings before interest, depreciation, amortization and taxes) to the amount of outstanding long term debt. As of June 30, 2011, the interest rate was 2.18%. The unused amount available under the New Credit Facility as of June 30, 2011 was \$20,942,521. The amounts available on the line of credit are reduced by the amount of the letter of credit supporting the bonds and other advances on the facility. As of June 30, 2011, the amount outstanding under the term loan is \$39,000,000, and the amount outstanding on the revolving line of credit is \$13,000,000.

Aside from amounts supporting letters of credit for the bonds, amounts borrowed on the line of credit are due within the next fiscal year. Amounts due within the next fiscal year were \$13,000,000 and \$0 as of June 30, 2011 and 2010, respectively. Amounts due on the term loans are as follows:

	Amount
For the year ended June 30:	
2012	4,000,000
2013	4,000,000
2014	4,000,000
2015	4,000,000
2016	23,000,000
Total	\$ 39,000,000

As of June 30, 2010, Notes Payable consisted of borrowings under a \$105,000,000 credit facility (the Credit Facility) including cash loans and a letter of credit to support certain taxable bonds. The facility was secured by a mortgage loan on all real property, a security interest in the property located on such real property, all present and future shares of capital stock of the College’s present and future subsidiaries and all proceeds and products of the property. The Credit Facility bore interest at variable rates based upon the College’s rate of funded debt to earnings before interest, taxes, depreciation, and amortization. \$30 million was outstanding at June 30, 2010. The Credit Facility was replaced with the New Credit Facility on April 8, 2011, the terms of which are described above.

Prior to maturity, the College was not obligated to repay any principal outstanding under the Credit Facility. The unused amount available under the Credit Facility was \$14,365,240 at June 30, 2010. The amounts available are limited by the amount outstanding on the revolver and amount of letter of credit to support the bonds and other items, as defined in the agreement.

The terms of the College’s credit facility provides for certain financial and nonfinancial covenants. At June 30, 2011, management believes that the College is in compliance with these covenants.

Interest expense on the outstanding credit facilities was \$666,218 and \$136,527 for the years ended June 2011 and 2010, respectively.

9 Other Bank Loans

On December 29, 2010, \$20,000,000 was financed for the construction of the SCAD Museum of Art. The financing is between SCAD Museum LLC, as Borrower, and Carver Development CDE I, LLC (“Carver CDE”), as Lender. SCAD Museum LLC is 100% owned by the College, owns the real property consisting of the SCAD Museum of Art and leases the SCAD Museum of Art to the College. Carver CDE is an affiliate of Carver State Bank and obtained all of the funds associated with the financing from Bank of America affiliates. The financing is subsidized in part through Bank of America affiliates qualifying for New Market Tax Credits available under the Internal Revenue Code (the “NMTC Program”) with respect to the financing, and conditioned upon SCAD Museum LLC meeting certain requirements under the NMTC Program during a 7-year compliance period that ends in December, 2017.

The total financing of \$20,000,000 consists of two separate loan components summarized as follows: Loan A has a principal balance of \$14,150,000 and bears interest at a fluctuating rate based on the BBA LIBOR Daily Floating Rate plus 400 basis points per annum (approximately 4.19% as of June 30, 2011). Loan B has a principal balance of \$5,850,000 and bears interest at a fixed rate of 2% per annum.

Monthly payments of interest-only are due under Loan B commencing on February 1, 2011 and continuing until December, 2040, with the entire principal balance of the Loan B due in a single balloon payment on December 29, 2040. Monthly payments of interest-only are due under Loan A commencing on February 1, 2011 and continuing thereafter until December 1, 2017. Commencing on January 1, 2018 and continuing until December 1, 2040, monthly payments of principal and interest are due with respect to Loan A in amounts sufficient to fully-amortize the principal balance of Loan A by December 1, 2040. The lender has the right, exercisable after November 29, 2017, to require payment of the entire principal balance of Loan A within 150 days of exercise. If the lender so elects to accelerate Loan A, the \$5,850,000 principal balance of Loan B can be satisfied in full with a payment of \$58,500. The College has the option, exercisable after the compliance period of 7 years, to allow the College to pay the entire principal balance of Loan A when the tax credits have been earned by the equity investor and when the continuation of the loan is not beneficial to either party,

The loans are secured by a pledge of the real property that comprises the SCAD Museum of Art. The College has guaranteed the payment of all amounts due under the loans and certain matters associated with the failure of SCAD Museum LLC to comply with NMTC Program requirements for an eligible NMTC program borrower.

Funds held by Bank of America on behalf of SCAD Museum LLC, as of June 30, 2011 were \$8,269,975. These funds are being reported as restricted cash given the restriction on the use of such funds for construction.

The terms of the College’s other bank loans provides for certain financial and nonfinancial covenants. At June 30, 2011, management believes that the College is in compliance with these covenants. Interest expense on the other bank loans was approximately \$219,000 for the year ended June 2011.

10 Bonds Payable

Bonds payable include the following:

June 30	Date Issued	Interest %	Maturity Date	Original Issue	Outstanding		
					2011	2010	
The Savannah College of Art and Design, Inc. Taxable Variable Rate Demand Revenue Bond Series 2004							
	3/11/2004	Variable	04/01/2024	\$ 85,000,000	\$54,300,000	\$58,700,000	

Principal reductions related to bonds payable for the next four years and thereafter are as follows:

	Amount
For the year ended June 30:	
2012	4,400,000
2013	4,400,000
2014	4,400,000
2015	4,400,000
2016	4,400,000
Thereafter	32,300,000
Total	\$ 54,300,000

Under the terms of the indenture, the College is required to make monthly interest payments and quarterly payments for the retirement of bond principal. Interest expense on outstanding bonds was \$1,211,083 and \$1,220,954 for years ended June 30, 2011 and 2010, respectively. The Series 2004 bonds are secured by a letter of credit. The letter of credit was renewed in conjunction with the closing of the New Credit Facility as described in Note 8.

The College utilizes an interest rate swap to manage interest rate market exposure of the underlying debt. The College has entered into an interest rate swap agreement that effectively converts a portion of the variable rate revenue bonds to a fixed rate. Significant terms of the swap agreement for June 30, 2011 and 2010 are as follows:

Agreement Date	Notional Amount	College Pays	College Receives	Expiration Date	Effective Date	Fair Value at June 30, 2011	Fair Value at June 30, 2010
12/1/2004	\$ 32,521,800	7.26%	US 1M- BBA	4/1/2024	10/1/2009	\$ (10,692,875)	\$ (12,127,371)
		76.314% of US- 1 Month	68.84% of USD-5YR				

Fair value of the swap agreement is included in other liabilities in the accompanying consolidated statements of financial position. Net settlement transactions related to the swap agreement resulted in a net expense to the College totaling \$2,278,719 and in a net gain totaling \$1,707,698 for the years ended June 30, 2011 and 2010, respectively. Change in fair value of the swap is recorded as a component of interest expense and resulted in an approximately \$1.434 million gain and \$3.964 million loss for years ended June 30, 2011 and 2010, respectively.

11 Refundable Advances

On November 3, 2005, the College entered into a gift agreement under which a substantial collection of African-American art, including paintings, sculptures, and prints will be donated to the College over a ten-year period. The collection received in connection with this gift is subject to certain conditions related to the establishment of the Walter O. Evans Center for African-American Studies. The College has recorded the fair value of the collection acquired, totaling \$5,708,000, as a refundable advance as of June 30, 2011 and 2010. The College will record most of the contribution received once the conditions set forth in the gift agreement are satisfied which is expected to occur in year ended June 30, 2012.

Refundable advances at June 30, 2011 and 2010 also include a refundable advances totaling \$2,207,916 and \$1,509,549, respectively, related to unamortized capital expenditures which were provided by certain vendors, under the terms of certain operating agreements. Should the College terminate the agreements with vendors prior to the term as defined as such agreements, the College would be required to remit the vendors an amount equal to the unamortized capital expenditures as of the termination date. The College records unrestricted in-kind contribution revenue related to these capital expenditures on a straight-line basis over the term of the agreements as conditions of the agreement are met.

Contribution revenue recorded under these operating agreements totaled \$234,133 during the years ended June 30, 2011 and 2010. The unamortized portion is reflected in the accompanying consolidated statements of financial position as refundable advances.

12 Income Taxes

The provision for income taxes consists of the following:

For the years ended June 30	2011	2010
Federal:		
Deferred	\$ (1,084,189)	\$ (168,040)
State:		
Current	21,593	-
Deferred	497,490	(19,572)
Income tax provision before valuation allowance	(565,106)	(187,612)
Change in valuation allowance	586,699	187,612
Income tax provision	\$ 21,593	\$ -

Income tax expense (benefit) differs from the "expected" income tax expense for the periods (computed by applying the statutory Federal corporate tax rate of 34% to earnings (loss) before income taxes and cumulative effect of accounting principle for Group totaling \$(2,307,129) and \$58,197 in 2011 and 2010, respectively), as follows:

June 30	2011	2010
Computed "expected" tax expense (benefit)	\$ (784,424)	\$ 19,787
Increase in tax expense resulting from:		
Permanent items	117,623	180,201
State tax expense, net of Federal benefit	342,595	2,305
Change in valuation allowance	586,699	187,612
Prior year provision adjustment to actual	(240,900)	(389,905)
Actual tax expense (benefit)	\$ 21,593	\$ -

The tax effect of temporary differences give rise to significant portions of the deferred tax assets and deferred tax liabilities as of June 30, 2011 and 2010. The components of deferred income tax are as follows:

June 30	2011	2010
Deferred tax asset:		
Accounts receivable allowance	\$ 716,484	\$ 716,484
Accrued vacation	661,182	666,459
Miscellaneous accruals	1,711,271	1,394,497
Deferred rent	714,427	701,806
Alternative minimum tax credit	486,525	84,222
Historic preservation tax credit	1,573,270	2,029,673
Operating loss carryforward	1,782,408	1,361,380
Total deferred tax assets	7,645,567	6,954,521
Deferred tax liabilities:		
Depreciation	(6,175,544)	(6,148,293)
Prepaid expenses and other	(163,414)	(86,318)
Total deferred tax liabilities	(6,338,958)	(6,234,611)
Net deferred income tax asset before valuation allowance	1,306,609	719,910
Valuation allowance	(1,306,609)	(719,910)
Net deferred tax asset	\$ -	\$ -

Deferred income taxes are presented on the Statements of Financial Position as follows:

Current deferred tax assets	\$ 1,715,662	\$ 2,045,593
Non-current deferred tax liabilities	(1,715,662)	(2,045,593)
Net deferred tax liabilities	\$ -	\$ -

As of June 30, 2011, SCAD Group has Federal net operating loss carryforwards (NOL's) of approximately \$5,076,261 that will begin to expire in 2028. As of June 30, 2011, SCAD Group has state NOL's of approximately \$1,426,229 that will begin to expire in 2031. In assessing the likelihood of realization of deferred tax assets, management considers whether it is more likely than not that some portion or all of its deferred tax assets will not be realized. The continued existence of the College's for-profit subsidiary, which generated the deferred tax assets, is subject to the College's Board making the determination that the current organizational structure meets applicable regulatory compliance requirements (see Note 20) and contributes to the strategic goals and objectives of the institution. The College's ongoing assessment of these matters may result in the subsidiary being dissolved in the future. As such, management views the realization of the deferred tax assets as uncertain. Consequently, a valuation allowance as of June 30, 2010 and June 30, 2011 has been established for the full amount of the related net deferred tax assets.

13 Leases

The College leases buildings and equipment under noncancelable operating leases that expire over the next twenty five years. Total rental expense under operating lease agreements for the years ended June 30, 2011 and 2010 was approximately \$12,739,504 and \$11,415,642, respectively. These leases generally require the College to pay all operating costs such as maintenance and insurance.

Future minimum lease payments under noncancelable operating leases as of June 30, 2011 are as follows:

	Amount
For the year ended June 30:	
2012	8,887,083
2013	6,923,124
2014	5,207,870
2015	4,485,829
2016	4,363,763
Thereafter	22,800,809
Total	\$ 52,668,478

During fiscal year 2005, office furniture, video equipment, and computer equipment in the amount of \$5,881,090 were acquired under a capital lease. The interest rate on the capitalized lease is 4.87%. Depreciation of assets under these capital leases is included in depreciation expense, and the related accumulated depreciation related to equipment acquired under the capital lease totaled \$3,834,820 and \$3,251,908 at June 30, 2011 and 2010, respectively.

Future minimum lease payments under capital leases as of June 30, 2011 are as follows:

	Amount
For the year ended June 30:	
2012	\$ 744,061
2013	744,061
2014	744,061
2015	371,780
Total	2,603,963
Less amounts representing interest	(214,298)
Present value of minimum lease payments	2,389,665
Less current maturities	(641,873)
Capital lease obligation, excluding current maturities	\$ 1,747,792

14 Other Liabilities

The College has an employment contract with the President of the College. This agreement provides for certain amounts of retirement compensation and postretirement medical and other benefits contingent upon the provision of service to the College in accordance with the terms of the contract. The liability related to these postretirement benefits totaled \$6,071,021 and \$5,216,145 at June 30, 2011 and 2010, respectively. Postretirement expense is recognized during the periods in which services are rendered to the College. The accrual for retirement compensation is recorded as other liabilities in the accompanying consolidated statements of financial position. The plan is unfunded and benefit payments began in fiscal year 2010.

The following assumptions were used in determining the retirement compensation liability under the terms of the plan: 2.75% discount rate and 5% compensation rate increase for year ended June 30, 2011 and 5.25% discount rate and 4% compensation rate increase for year ended June 30, 2010.

15 Net Assets

Temporarily restricted net assets consist of the following:

June 30	2011	2010
Contributions and other unexpended revenues available for:		
Academic support	\$ 109,989	\$ 212,858
Student scholarships and aid	4,788,451	3,130,499
Student support	136,756	21,729
Buildings and equipment	2,415,605	2,397,410
Works of art	1,439,188	1,514,549
Accumulated donor-restricted endowment fund investment earnings	3,551,000	1,616,453
Total	\$ 12,440,989	\$ 8,893,498

Permanently restricted net assets are invested in perpetuity, the income from which is expendable to support:

June 30	2011	2010
Student aid	\$ 12,011,129	\$ 8,391,445
Beneficial interest in perpetual trust	-	2,792,953
Total	\$ 12,011,129	\$ 11,184,398

16 Net Assets Released from Restrictions

Net assets were released from donor restrictions during 2011 and 2010 by satisfying the restricted purposes as follows:

June 30	2011	2010
Academic support	\$ 214,796	\$ 518,828
Student scholarships and aid	456,393	317,940
Student support	602,140	929,071
Buildings, plant operations and maintenance	1,684,810	1,933,295
Auxiliary services	-	9,200
Total	\$ 2,958,139	\$ 3,708,334

17 Contributions In-Kind and Conditional Promises to Give

The following noncash contributions were received and recorded as contribution revenue at their appraised values:

June 30	2011	2010
Buildings and equipment	\$ 355,470	\$ 384,133
Artwork and antiques	30,343	1,133,000
Fashion Collection	151,485	67,966
Jewelry	3,195	-
Total	\$ 540,493	\$ 1,585,099

The College is entitled to the benefit of certain W. Woodruff Arts Center, Inc. (“WAC”) endowment funds that were restricted to the Atlanta College of Art’s (“ACA”) use. The amount of ACA’s endowment funds held by WAC as of June 30, 2011 and 2010 was \$1,800,813 and \$2,607,502, respectively. During year ended June 30, 2011, the College satisfied the certain conditions placed by WAC. Thus, as of June 30, 2011, the College has recorded the fair value of the funds as permanently restricted and temporarily restricted contributions based on the donor’s original intent.

18 Retirement Plans

The College has adopted a Tax Sheltered Annuity Program (the 403(b) Plan) in accordance with Section 403(b) of the Code for the benefit of all employees who have been employed with the College for at least 30 days. The 403(b) Plan permits employees to make contributions up to the amount of their compensation or the maximum allowed under the Code, which totaled \$16,500 per participant at June 30, 2011 and 2010. The College makes matching contributions to the Plan of 50%, subject to a maximum of 4% of the employee’s compensation. The College contributed \$667,298 and \$582,696 in matching contributions for the years ended June 30, 2011 and 2010, respectively.

Group has adopted a Tax Sheltered Annuity Program (the 401(k) Plan) in accordance with Section 401(k) of the Code for the benefit of all employees who have been employed with Group for at least 30 days. The 401(k) Plan permits employees to make contributions up to the amount of their compensation or the maximum allowed under the Code, which totaled \$16,500 at June 30, 2011 and 2010. Group makes matching contributions to the 401(k) plan of 50%, to a maximum of 4% of the employee’s compensation. Group contributed \$358,650 and \$305,448 in matching contributions for the years ended June 30, 2011 and 2010, respectively.

19 Profit Sharing Plan

The College and Group maintain separate defined contribution profit sharing plans (the Plan) covering all eligible employees. The College and Group, at their own discretion, may elect to make profit sharing contributions at the end of each plan year on behalf of each participant who is employed on the last day of the plan year, which is September 30. Total discretionary contributions accrued with respect to the Plan were \$1,500,000 and \$1,000,000 as of June 30, 2011 and 2010, respectively. The defined contribution obligation is included in Other Liabilities in the consolidated statement of financial position.

20 Commitments and Contingencies

Operating Structure

On March 1, 2004, the College implemented the current organizational structure. Certain nonacademic functions were provided by a wholly owned for-profit subsidiary, SCAD Group, Inc. The College did not obtain (nor was it required to obtain) advance approval from the Internal Revenue Service of the operating structure. The College was advised by Alston & Bird LLC, its outside legal counsel for this matter, that the organizational structure as implemented should not cause the College to fail to satisfy the tax-exemption requirements of Section 501(c)(3) of the Code. There is a risk that the Internal Revenue Service, upon examination, might assert that this new structure jeopardizes the College’s Federal tax-exempt status under Section 501(c)(3). Loss of Federal tax-exempt status could have negative implications for the College beyond increased Federal income tax liabilities. For example, loss of Federal tax-exempt status could cause the College to be in default on its outstanding taxable bonds and bank loans due to a covenant requiring the College to comply with all operational, organizational, reporting, and other requirements necessary to maintain its exemption from Federal income tax.

Management believes that the operating structure described above will not cause the College to fail to satisfy the tax-exemption requirements of Section 501(c)(3) and will not have a material adverse effect on the financial condition of the College at June 30, 2011.

Legal Matters

The College is involved in various legal proceedings, claims and governmental inquiries that have arisen in the ordinary course of its business and have not been fully adjudicated. The College will incur legal costs to handle the pending legal matters but, when fully concluded and determined, the resolution will not, in the opinion of management, have a material adverse effect on the financial position of the College.

Federal Financial Assistance

Certain federally funded financial aid programs are routinely subject to special audit. The reports on the examinations, which are conducted pursuant to specific regulatory requirements by the auditors for the College, are required to be submitted to both the College and the U.S. Department of Education. Such agency has the authority to determine liabilities as well as to limit, suspend, or terminate Federal student aid program.



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Iowa College Student Aid Commission
Postsecondary Registration

Exhibit 8: Evidence that faculty within an appropriate discipline are involved in developing and evaluating curriculum for the programs to be registered in Iowa.

Evidence:

8.1 Curriculum review and evaluation discussion

8.1.1 Curriculum Development Handbook 2010-11

8.2 Academic program assessment and review

8.2.1 Academic Program Review Guidebook 2011-12

8.3 Course-level assessment and evaluation

8.3.1 SCAD course evaluation form

8.3.2 SCAD classroom observation form



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8.1 Curriculum review and evaluation discussion

SCAD faculty has primary responsibility for establishing and managing curricula at the school. All faculty, chairs, associate chairs, program coordinators, associate deans and deans participate in curriculum development within their respective departments and schools, as well as within the university. Faculty subcommittees for curricular development submit proposals for new courses, new programs, program revisions, and course revisions to the curriculum council. The SCAD Curriculum Development Handbook delineates the roles and responsibilities of the faculty and the administration within the curriculum development process.

The curriculum council—whose membership is comprised of deans, associate deans, chairs and program coordinators at all SCAD locations—votes to endorse, table or reject new course proposals. The curriculum council exists to ensure that faculty (as represented by subcommittees, chairs and deans) has a primary voice in development of the curricula at SCAD. New programs, program revisions and course revisions are presented to the curriculum council for general information and are presented to the vice president for academic services for endorsement.

Each fall quarter, SCAD academic departments propose changes to the respective curriculum for academic programs. The changes are submitted as evidence for the annual report. As per the curriculum development policy, approved program revisions are included in the subsequent catalog and implemented in the following fall quarter for the foregoing academic year. Academic departments subsequently monitor and reflect on curriculum changes as courses are offered and students progress through the programs.

Evidence:

8.1.1 Curriculum Development Handbook 2010-11

Curriculum Development Handbook 2010-11



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The purpose of this document is to provide an overview of the university's curriculum development process.



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- b. Associate Deans, Department Chairs, Associate Chairs, Program Coordinators
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- d. Service Deans
- e. Vice President and Associate Vice President for Academic Services
- f. Chief Academic Officer

5. Quarterly Timeline for Curriculum Development

6. Procedures

- a. New Courses
- b. Course Revisions
- c. New Programs
- d. Program Revisions

7. Timeline and Deadlines

CURRICULUM DEVELOPMENT OVERVIEW

All faculty, chairs, associate chairs, program coordinators, associate deans, and deans are encouraged to participate in curriculum development in their departments, schools, and among schools. The Curriculum Council, whose voting members consists of deans, associate deans, chairs, and program coordinators, meets on the Friday of the sixth week of each quarter. The Curriculum Council votes to endorse, table, or reject new course proposals. New programs are presented at the council for information. Program revisions and course revisions may sometimes be presented — again, for information — depending on the nature and impact of the changes involved. Special topics courses are not presented at council and are approved by the undergraduate or graduate dean, depending on the level of the course proposed.

The curriculum process feeds directly into the catalog process. No curricular change should appear in the catalog without having passed through the processes outlined here.

CURRICULUM CHANGE POLICY

New Programs

When new programs are proposed, a realistic cycle of course offerings for two academic years should accompany the program proposal. A new program cannot be revised until two full years after its initial implementation.

Example: A new program implemented in Fall 2010 could not have changes proposed until Fall 2012, after two full years of program assessment. The program revisions would be active in Fall 2013.

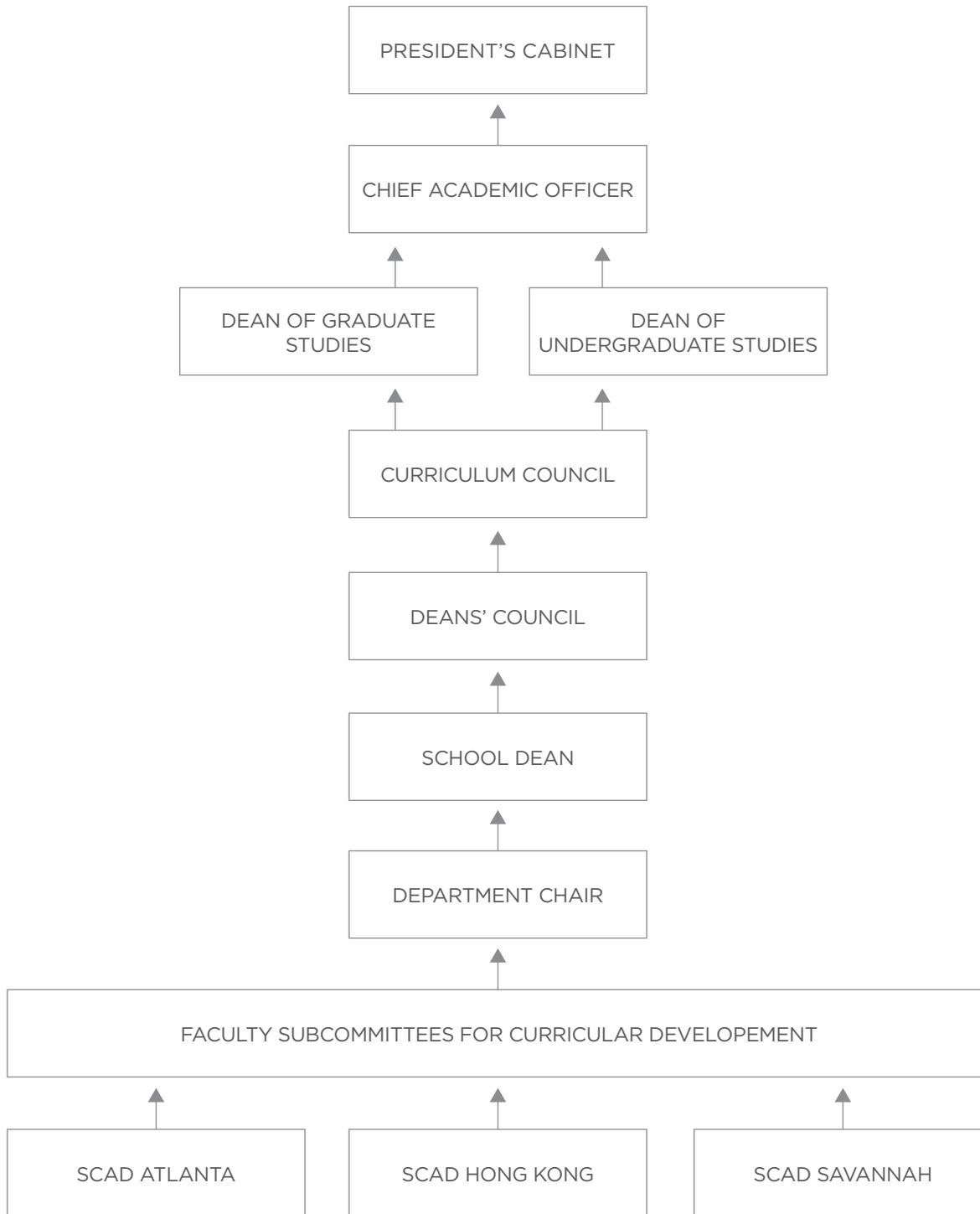
Program Revisions

Revisions to existing programs must be based on two years of program assessment, student performance, and evaluation. Once a program revision is submitted and approved, the program will collect assessment data for two years before the program can be revised again.

Example: A program revision is submitted during winter, spring, summer, or fall 2010 Curriculum Council cycle. Once approved, it falls into the 2011 catalog and is implemented in Fall 2011 for academic year 2011-12. The program should collect data through academic year 2012-13, and, if necessary and based on assessment data, another program revision could be submitted in time for the Fall 2013 Curriculum Council meeting.

CURRICULUM CHANGE POLICY

Curriculum communication and approvals should follow the curriculum flow chart:



ROLES AND RESPONSIBILITIES

- Faculty and Curriculum Subcommittees
 - Key role: Lending content expertise to curriculum development
 - Keep abreast of innovations in the field.
 - Maintain industry and academic contacts.
 - Engage in collegial curriculum discussions with peers in the department and in other departments.
 - Communicate regularly with associate dean, department chair, associate chair and program coordinators.
- Associate Deans, Department Chairs, Associate Chairs, Program Coordinators
 - Key role: Ensuring quality and innovation in curricular development
 - Develop and maintain industry and academic contacts.
 - Continuously facilitate and communicate with departmental faculty and curriculum subcommittees on all SCAD locations.
 - Help shape faculty discussions into bona fide proposals.
 - Initiate proposals for new courses via the Curriculum Tracking Application (CTA) or electronic forms (revised courses, new programs, revised programs).
 - Communicate regularly with school dean about curriculum proposals.
 - Participate in Curriculum Council.
- School Deans
 - Key role: Ensuring the best curricula possible in their school
 - Vet curricular plans with industry and academic contacts as well as advisory boards.
 - Review all curricular proposals for quality, legitimacy, rigor, and necessity.
 - Advocate for resources necessary for curricular proposals.
 - Provide initial approval of all curricula for school.
 - Participate in Curriculum Council and communicate regularly with service deans about curriculum proposals.
- Service Deans
 - Key role: Managing curriculum
 - Establish procedures to facilitate timely and accurate presentation of curriculum.
 - Review proposals for completeness and adherence to university standards and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) principles of accreditation.
 - Organize proposals for inclusion in Deans' Council and Curriculum Council.
 - Coordinate revisions to proposals after Curriculum Council.
 - Present final proposals to chief academic officer.
 - Communicate approvals at next Curriculum Council.
 - Serve as liaisons with catalog development team.
- Vice President and Associate Vice President for Academic Services
 - Key role: Represent the schools and locations on President's Cabinet
 - Participate in discussions of new and revised programs on President's Cabinet.
- Chief Academic Officer
 - Key role: Advocating for proposals that align with the mission and values of SCAD
 - Presents final proposals to President's Cabinet.
 - Communicates final curricular decisions of president and cabinet to service deans.
 - Ensures budget allocations for new proposals (faculty, facilities, technology, etc.).

QUARTERLY TIMELINE FOR CURRICULUM DEVELOPMENT

In concert with school deans, the undergraduate and graduate deans complete all curricular development for a given quarter within the 10-week period of the quarter and according to the following weekly stages:

- Friday, Week 4:
 - All proposals, including new courses (special topics included), course revisions, new programs, and program revisions, due to service deans via e-mail or CTA.
 - School dean prepares executive summaries of all proposals for his/her school. The executive summary should include all proposals for the school, including new courses (special topics included), course revisions, new programs, and program revisions and should follow the established executive summary template.
 - Any proposal that impacts another department must be vetted prior to submission.

- Tuesday, Week 5:
 - Summaries are compiled by service deans and submitted to school deans for discussion at the Deans' Council meeting.

- Wednesday, Week 5:
 - Deans' Council vets proposals and school deans note needed revisions for their schools.

- Friday, Week 5:
 - Revisions noted from Deans' Council due to service deans.
 - Curriculum Council agenda constructed from CTA and e-mail submissions and from changes suggested at Deans' Council. Agenda includes program proposals approved from previous term.

- Monday, Week 6:
 - Curriculum Council agenda distributed.
 - Members are asked to review proposals and engage in e-mail discussion, phone meetings, and face-to-face meetings during the week prior to the Curriculum Council meeting.

- Friday, Week 6:
 - Curriculum Council meets, including membership from SCAD eLearning, SCAD Atlanta, and SCAD Hong Kong.

- Tuesday, Week 7:
 - Curriculum Council minutes completed and sent to members. Any discussion should be directed to service deans.

- Friday, Week 7:
 - Service deans begin approving proposals; any proposals sent back to chairs for revision or clarification must be resubmitted within one week.

- Friday, Week 8:
 - Program proposals presented to chief academic officer for review with President's Cabinet.

- Friday, Week 10:
 - All curricular change is finalized and submitted for Banner entry.

ROLES AND RESPONSIBILITIES

New Courses:

- Faculty and faculty departmental committees generate new course proposals based on input from students, faculty research, external advisors, and discussion with other departments, industry advisors, deans, chairs, and senior administration.
- Please note that a course that was approved as a special topics course must be proposed following the guidelines below if the chair wishes to add it to the curriculum and offer it more than once.
- The proposal(s) should be described and justified as per the fields on the New Course Proposal form, which is submitted by the faculty to the chair as an electronic document.
- Department chairs review the submission and, if it meets approval, enter it into the CTA where it becomes available to the school dean for evaluation and discussion. School deans accept the proposal as is, ask for further revision, or reject it.
- If the school dean approves the new course, he or she sends to the appropriate service dean (undergraduate studies or graduate studies) via the CTA. The service dean then adds the course to the agenda for the next scheduled Curriculum Council meeting.
- If endorsed by council, the service dean passes the new course proposal to the chief academic officer via CTA for approval. Once approved by the chief academic officer, the course passes to the director of curriculum management. The director of curriculum vets the information for any numeric conflicts, and then enters the course into Banner. The director of curriculum management or designee e-mails the following as the new course becomes available:
 - o the school dean
 - o the service dean
 - o the chair
 - o the registrar
 - o the advising offices
 - o the eLearning office (if part of an eLearning program)
 - o the admissions office
 - o the corresponding offices at all SCAD locations

Course Revisions:

- Faculty and faculty departmental committees generate course revision(s) based on input from students, faculty research, external advisors, discussion with other departments, industry advisors, deans, chairs, and senior administration.
- The revision(s) should be described and justified as per the fields on the Course Revision form, available on the shares drive. Special consideration should be given to revised course outcomes, to prerequisites and to sequencing issues in the program(s) involved. When necessary a program revision must accompany a course revision(s).
- Special consideration should be given to the impact on foundation studies and general education, if any, and also to other programs that may be impacted by the course revision(s).

-
- Department chair presents revision to school dean for evaluation and discussion. School dean accepts the proposal as is, asks for further revision, or rejects it.
 - If the school dean approves the revision, he or she sends the electronic form to the appropriate service dean (undergraduate studies or graduate studies), who either accepts the revision or returns it for modification.
 - The service dean passes the accepted revision to the director of curriculum management. The director of curriculum management vets the information for any numeric conflicts, and then enters the change into Banner. The director of curriculum management emails the following offices after the revision(s) have been made:
 - o the chief academic officer
 - o the school dean
 - o the service dean
 - o the chair
 - o the registrar
 - o the academic advising offices
 - o the eLearning office (if part of an eLearning program)
 - o the admissions office
 - o the corresponding offices at other SCAD locations

New Programs:

- Faculty departmental committees generate proposals based on input from students, faculty research, external advisors, discussion with other departments, industry advisors, deans, chairs, and senior administration.
- The program proposal is placed on a New Program Proposal form, which is available on the shares drive.
- Department reviews proposal and confirms that it is aligned with the mission of the college and that resources are available.
- Department chair gives special consideration to, ensures consultation with and support of foundation studies and general education chair and/or dean, when necessary.
- Department chair presents departmentally approved proposal to school dean for evaluation and discussion.
- School dean accepts the proposal as is, asks for revision, or rejects it.
- If the school dean approves the proposal, he or she forwards the proposal to the appropriate service dean, who brings it to the council of deans for discussion and endorsement.
- The Deans' Council accepts the proposal as is, asks for revision, or rejects it.
- If endorsed by the Deans' Council, the proposal should be presented at the next scheduled Curriculum Council meeting for information and discussion.
- Service dean reviews the proposals with the chief academic officer and the vice president for institutional effectiveness.
- If endorsed, the chief academic officer presents the proposal for approval to the President's Cabinet and ultimately to the SCAD Board of Trustees.
- The members of the President's Cabinet convey approved new program information to their respective departments.

Program Revisions:

- Faculty departmental committees generate program revisions (including revision to program minors) based on input from students, faculty research, external advisors, discussion with other departments, industry advisors, chairs, deans, and senior administration.
- The revisions should be placed on a Program Revision form, which is available on the shares drive.
- Special consideration must be given to changes that affect pre-requisites and/or sequencing.
- Department reviews revision and confirms that it is aligned with the mission of the college and that resources are available.
- Department chair gives special consideration to, ensures consultation with and support of foundation studies and general education chair and/or dean, when necessary.
- Department chair presents departmentally approved revision to school dean for evaluation and discussion. This presentation includes appropriate New Course Proposal and Course Revision forms as they relate to the program revision.
- School dean accepts the proposal as is, asks for further revision, or rejects it.
- If the school dean approves the revision, he or she sends it to the appropriate service dean, who adds the revision to the agenda of the council of deans.
- The Deans' Council accepts the revision, asks for further revision, or rejects it.
- If endorsed by the Deans' Council, the revisions will be presented at the next scheduled Curriculum Council meeting, for information only.
- The service dean reviews the proposals with the chief academic officer and the vice president for institutional effectiveness and reconcile any recommendations with the school dean.
- The service dean sends the revisions to the chief academic officer for approval, and then notifies the director of curriculum management.
- The director of curriculum management notifies the following of the changes and when they will be put into practice:
 - the chief academic officer
 - the school dean
 - the chair
 - the registrar
 - the eLearning office (if appropriate)
 - the admissions office
 - the advising offices
 - the catalog editor
 - the corresponding offices at other SCAD locations

TIMELINES AND DEADLINES

Deadlines for curriculum development are summarized in a table such as the one that follows. Note that this table is updated each quarter, and it appears at the beginning of each Curriculum Council agenda.

Proposal deadlines follow a pattern outlined in the chart below:

Proposed At:	Summer 2010	Fall 2010	Winter 2011	Spring 2011
New Programs	Fall 2011	Fall 2012	Fall 2012	Fall 2012
New Courses and Course Revisions, Required by New Programs	Fall 2011	Fall 2012	Fall 2012	Fall 2012
Program Revisions	Fall 2011	Fall 2011	Fall 2012	Fall 2012
New Courses and Course Revisions, Required by Revised Programs	Fall 2011	Fall 2011	Fall 2012	Fall 2012
New Elective Courses and Elective Course Revisions	Winter 2011	Spring 2011	Summer/Fall 2011	Winter 2012
Special Topics	Winter 2011	Spring 2011	Summer/Fall 2011	Winter 2012

Please note:

New programs must have new courses ready at the time of presentation.
 If a new course triggers a program revision it will follow the program revision schedule.

Due to student registration for summer/fall, new elective courses or special topics would need to be proposed in winter in order to be offered in fall.

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8.2 Academic program assessment and review

Academic program assessment

SCAD implements appropriate program-level quality assurance that balances the need for replicable measurement with the need to preserve the unique aspects of its art and design programs. Program-level assessment is facilitated by the office of institutional assessment, which exists to support evidence-based decisions that enhance student learning, promote a positive university experience, and further SCAD's reputation as a leader in art and design education. All SCAD academic degree programs identify formally defined program-level student learning outcomes, which drive the evaluation of student achievement and ensure the contemporary relevance for each program of study.

As part of SCAD's quality assurance process, program-level learning outcomes are reviewed for relevancy and currency every two years by the office of institutional assessment and academic departments. The office of institutional assessment works collaboratively with each department to identify the most appropriate points at which to evaluate program-level outcomes and recommends quality assurance best practices that will enable evidence-based decision making. Assessment coordinators, within the office of institutional assessment, help program administrators to design and implement an individualized assessment plan and conduct, analyze, and interpret assessment results. The assessment coordinators compile these analyses into an annual report for review by department chairs and program faculty. Department chairs and professors use assessment data to identify program strengths and weaknesses, determine the need for curricular change, set new goals, and make decisions regarding resource allocation.

Academic program review

At SCAD, academic program review is an important cyclical mechanism that provides for the comprehensive, strategic review of a department's vision, goals, resources, processes, and outcomes. To ensure the continuous improvement of its academic programs, SCAD has implemented a five-year cycle for its academic program review process. The departments of academic services and institutional effectiveness are jointly responsible for oversight of this review.

The review process includes the preparation of a departmental self-study document and an on-site visit from external reviewers. Based on the self-study report and the information collected during the on-site visit, external reviewers are requested to complete comprehensive feedback forms. Strengths and weaknesses drawn from the external reviewer feedback and the self-study process are addressed in subsequent action planning meetings. The department chair is provided with an executive summary by the office of institutional effectiveness. Follow-up documentation outlining the progress of the implementation of the action plan, including feedback and further

recommendations, is submitted to the office of institutional effectiveness by the chair one year later. New programs are included in the program review cycle after they have completed a three-year start-up period. SCAD's Academic Program Review Guidebook for 2011-12 is presented in 8.2.1.

Evidence:

8.2.1 Academic Program Review Guidebook 2011-12



INSTITUTIONAL EFFECTIVENESS

ACADEMIC PROGRAM REVIEW
GUIDEBOOK

2011-12

SCAD®

The University for Creative Careers®

The Savannah College of Art and Design is a private, nonprofit, accredited institution conferring bachelor's and master's degrees in distinctive locations and online to prepare talented students for professional careers. SCAD offers degrees in more than 40 majors and more than 50 minors in Savannah and Atlanta, Georgia; in Hong Kong; in Lacoste, France; and online through SCAD eLearning.

The diverse student body, consisting of more than 10,000 students, comes from all 50 United States and nearly 100 countries worldwide. Each student is nurtured and motivated by a faculty of 700 professors with extraordinary academic credentials and valuable professional experience. These professors emphasize learning through individual attention in an inspiring university environment. SCAD's innovative curriculum is enhanced by advanced, professional-level technology, equipment and learning resources and has garnered acclaim from respected organizations and publications, including 3D World, American Institute of Architects, BusinessWeek, DesignIntelligence, U.S. News & World Report and the Los Angeles Times. SCAD has more than 20,000 alumni and offers an exceptional education and unparalleled career preparation. Over the past three years, an average of eight out of 10 SCAD alumni responding to a survey were employed or had been admitted to graduate school.

SCAD is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone number 404.679.4500) to award bachelor's and master's degrees. The university confers Bachelor of Arts, Bachelor of Fine Arts, Master of Architecture, Master of Arts, Master of Arts in Teaching, Master of Fine Arts and Master of Urban Design degrees, as well as undergraduate and graduate certificates. The professional M.Arch. degree is accredited by the National Architectural Accrediting Board. The Master of Arts in Teaching degrees offered by SCAD are approved by the Georgia Professional Standards Commission. SCAD is licensed by the South Carolina Commission on Higher Education. The SCAD interior design Bachelor of Fine Arts degree is accredited by the Council for Interior Design Accreditation, accredit-id.org, 206 Grandville Ave., Suite 350, Grand Rapids, MI 49503.

For more information, visit scad.edu, e-mail admission@scad.edu, call 800.869.7223 or 912.525.5100 in Savannah, or call 877.722.3285 or 404.253.2700 in Atlanta.

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MISSION

The Savannah College of Art and Design exists to prepare talented students for professional careers, emphasizing learning through individual attention in a positively oriented university environment.

VISION

The Savannah College of Art and Design, an institution with distinctive yet complementary locations, will be recognized as the leader in defining art and design education. By employing innovation in all areas, SCAD will provide a superior education through talented and dedicated faculty and staff, leading-edge technology, advanced learning resources and comprehensive support services.

VALUES

- Being a student-centered institution.
 - Providing an exceptional education and life-changing experience for students.
 - Demonstrating quality and excellence in every aspect of operations.
 - Sustaining a respectful and honest college environment.
 - Growing while continually improving.
 - Being innovative and results-oriented.
 - Promoting a cooperative team spirit and a positive “can-do” attitude.
 - Going the “extra mile.”
-

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OVERVIEW

Each academic department at SCAD completes a comprehensive academic program review of its undergraduate and graduate degree programs every five years. The purpose of the academic program review is to acknowledge strengths and to identify ways to further improve the quality of the department. The review process includes:

- the preparation of a departmental self-study report;
- the selection of external reviewers;
- a site visit;
- an action plan;
- and a follow-up report.

With oversight by the school dean and institutional effectiveness staff members, the department chair is responsible for completing the program review. Associate deans and chairs are also responsible for the program review process when departments grant degrees at more than one SCAD location and when each location has been operational for at least three years. Department chairs and associate chairs are expected to collaborate and are strongly encouraged to involve departmental faculty members throughout each step of the program review cycle.

SCAD's institutional effectiveness department is responsible for:

- leading and monitoring the planning and progression of the review;
- providing departments with self-study resources;
- and facilitating collaboration across locations.

THE SELF-STUDY REPORT

The self-study report is a comprehensive yet succinct study of the department's activities over the past five years as well as the department's future strategic directions. The report is a formal document targeted toward external reviewers who may have no prior knowledge of SCAD. Self-study reports should avoid abbreviations and references that assume the readers have common knowledge of SCAD policies and processes. Reports must be written in narrative third person and should follow SCAD's Editorial Style guidelines, published on the communications MySCAD page.

Key areas addressed in the self-study report include:

- description and history of the department;
- mission, vision and strategic direction of the department;
- curriculum and methods that facilitate the achievement of program learning outcomes;
- student enrollment trends;
- faculty credentials, accomplishments and professional development;
- efforts to enhance department visibility and recruitment;
- career success indicators, including internship opportunities, jobs and alumni;
- and samples of student work.

Academic program review self-studies are evidence-driven. Chairs and associate chairs should utilize the data profile provided by institutional effectiveness that includes enrollment statistics, assessment data, career placement data and other key information to complete the self-study document. Simple tables and charts should be placed within the text along with descriptive narrative, while longer lists and tables should be relegated to the appendixes and referenced (for example, "see List of Faculty Accomplishments, Appendix 4").

A template outline for the self-study document is included in this guidebook; suggestions are made regarding the types of data, materials and descriptions that should be included. While some parts of the outline may be requirements of the academic program review process, chairs and associate chairs should use their best judgment in how to organize and present information to external reviewers.

Associate chairs are required to contribute to and review self-study documents before they are submitted to the associate dean and dean for approval; however, it is the chair's responsibility to compile information from all SCAD locations into one document that accurately reflects the history and current state of the department.

THE SELF-STUDY OUTLINE

1. COVER PAGE

- a. Official SCAD logo (*provided on flash drive*)
- b. School, department and date
- c. Person(s) responsible for the preparation of the report and contact information

2. INTRODUCTION (PROVIDED ON FLASH DRIVE)

- a. SCAD Mission
- b. SCAD Vision
- c. SCAD Values
- d. Goals of this academic program review
- e. Role of an external reviewer
- f. Overview of what reviewers should expect from the self-study document

3. DEPARTMENTAL HISTORY, MISSION AND VISION

- a. Degrees, majors and minors offered over the past five years and currently
- b. Department's mission and vision and how they are aligned with SCAD's mission and vision

4. ENROLLMENT (*refer to data profile on flash drive*)

- a. Trends in enrollment
- b. Trends in demographics
- c. Trends in entrance test scores
- d. Trends in number of courses taught
- e. Trends in average class size
- f. Average time to completion (by degree program)

5. CURRICULUM

- a. Sequence of courses to be taken (for each degree program)
- b. Program-level assessment information (for each degree program)
 - i. Program-level goals, outcomes and scoring guides
 - ii. Curriculum map of program-level outcomes to required courses
 - iii. Description of the program-level assessment process
 - iv. Description of actions taken for curricula and departmental improvement based on program-level assessment data

6. FACULTY

- a. Trends in full-time/part-time faculty (*refer to data profile flash drive*)
- b. Trends in faculty/student ratios (*refer to data profile flash drive*)
- c. Faculty vitae - place in appendix

7. CAREER PLACEMENT

- a. Job placement: What is the job placement percentage for the department? What is the department doing to ensure job placement? (refer to data profile flash drive)
- b. Connection to alumni: Where do alumni work? What is the department doing to connect alumni with current students? (refer to data profile flash drive)
- c. Licensing exams and certifications: What exams and certifications exist in the field? Where does the department stand in terms of pass rates, etc.?
- d. Sponsored projects: What is the department doing to secure top-tier projects? Discuss strengths and opportunities.
- e. Internships: What is the department doing to secure high-profile internships for students? Discuss strengths and opportunities.

8. LEADING ART AND DESIGN EDUCATION

- a. Discipline visibility: What are the major national and international conferences, trade shows, competitions and events for the discipline? Are students and faculty winning awards, taking leadership roles, etc.?
- b. Media visibility: What are the top media outlets for the industry? What is the department doing to gain media visibility?
- c. Marquee or special departmental events: What events does the department host? Are these events attracting major names and national prominence?
- d. Rankings: What rankings exist? Where does the department stand?
- e. Recruitment efforts: What does the department do to ensure a growing, competitive and increasingly talented applicant pool?
- f. Star advocates: Does the department regularly invite and host “stars” in the field who advocate for the program? Who are they?

9. DEPARTMENT’S STRATEGIC DIRECTIONS TO REACH No. 1 STATUS

- a. Distinct characteristics: How is SCAD’s department distinct and unique? Why should students come to this department over any other school and department worldwide?
- b. Staying current: What are the emerging trends in the professional world? How is the department changing with these emerging trends? What is the relationship between curriculum and these trends?

10. APPENDIX

- a. Faculty vitae
- b. Other appropriate materials

THE SELF-STUDY SUMMARY OF INFORMATION SOURCES

Data/Documentation	Provided by academic department	Provided by institutional effectiveness
Official SCAD logo		X
Introduction		X
SCAD mission, vision and values		X
Description of the department	X	
Department’s history	X	
Current degrees, majors and minors	X	
Department’s mission, vision and strategic directions	X	
Enrollment data		X
Demographic data		X
Entrance test score data		X
Number of courses/average class size		X
Average time to completion		X
Curriculum and course sequencing	X	
Program-level goals and outcomes		X
Map of required courses to program-level outcomes and SCAD core competencies and goals		Assistance available
Assessment plan		Assistance available
Summary of assessment results		Assistance available
Full-time/part-time faculty data		X
Faculty/student ratios		X
Faculty vitae	X	
Career placement/success of graduates	X	
Student associations/special events	X	
Curriculum relevancy to field	X	
Notable achievements/unique features	X	
Interdisciplinary connections	X	
Emerging trends in the professional world	X	
Professional service/outreach	X	
Priorities for the future	X	

THE SELECTION OF EXTERNAL REVIEWERS

The selection of exceptional external reviewers is critical for a successful program review. Six persons should be nominated for each department; nominees should have: 1) preeminent stature in the discipline, 2) the ability to evaluate undergraduate and graduate curricula, 3) an understanding of emerging industry trends, and 4) no affiliation with SCAD, its faculty members or staff that would result in a biased review. Two reviewers will be selected per department.

Department chairs should collaborate with their associate chairs, deans and associate deans to select potential external reviewers. Chairs are responsible for preparing a five-to 10-minute PowerPoint presentation that includes, for each proposed reviewer, a brief biography, selections of their work and reviewer contact information (see PowerPoint template provided with the data profile flash drive). This PowerPoint presentation is shared at the external reviewer selection meeting, which includes all participating chairs, associate chairs, deans, associate deans and a representative from institutional effectiveness. Discussion will follow each department's presentation, and reviewers will be approved (or rejected) and ranked by academic leaders from each SCAD location. SCAD's vice president for academic services must approve all final decisions.

Institutional effectiveness is responsible for SCAD's communication with external reviewers prior to their visit. Institutional effectiveness will coordinate scheduling, contracting and travel, as well as send chosen reviewers the department's self-study, an itinerary and other informational materials three weeks prior to their site visit. Departmental administrative assistants play a key role in collaborating with institutional effectiveness on the coordination of these site visits.

External reviewers are expected to:

- review the self-study document and accompanying materials prior to the site visit;
- travel to SCAD Savannah and/or SCAD Atlanta for a site visit;
- exchange ideas between themselves, faculty, students and staff;
- evaluate the strategic direction of the department;
- verbally communicate an objective critique of the department during an exit interview;
- and complete the reviewer feedback form.

THE SITE VISIT

DAY ONE: Departmental representatives are responsible for escorting external reviewers from the airport to their hotel for check-in in the mid-afternoon. A short tour of downtown Savannah and the department is given prior to a business dinner scheduled for the evening to welcome the reviewers and to review the site visit schedule. Potential diners include the vice president for academic services and/or other representatives from academic services, the school dean, the department chair, a faculty member, a representative from institutional effectiveness and a representative from SCAD eLearning (when applicable).

DAY TWO: The review begins at the department's administrative office. Meetings include student panels, class observations, review of capstone student work in an exhibit room, and meetings with SCAD eLearning and SCAD Hong Kong staff and faculty when applicable. A working dinner with a student showcase or portfolio review concludes the day.

DAY THREE (omit for departments that grant degrees in only one location): For programs granting degrees at SCAD Savannah and SCAD Atlanta, reviewers travel to SCAD Atlanta for their second site visit in the morning. During the afternoon, the chair and the reviewers meet representatives from the second location, tour the facilities, and meet with additional faculty, students and other administrators as appropriate.

DAY FOUR: Additional gatherings to view student work and/or visit classes are scheduled in the morning hours as needed. Time is also offered for reviewers to complete the reviewer feedback form. A teleconference exit meeting and oral report to the vice president for academic services and/or other representatives from academic services, vice president for SCAD eLearning (when applicable), school dean, associate dean, department chair, associate chair, institutional effectiveness representatives and other administrators as appropriate conclude the academic program review. External reviewers are then escorted to the city airport by a departmental representative for their travel home.

Institutional effectiveness staff and departmental administrative assistants collaborate when arranging site visit plans. Institutional effectiveness arranges airline bookings, hotel accommodations, restaurant reservations, in-town visitor transportation and visitor itineraries. All departmental arrangements (such as class observations, faculty presentations, student panels, etc.) should be drafted by departmental administrative assistants and submitted to institutional effectiveness staff. Departmental staff are responsible for coordinating faculty and students for the site visit and making student work available.

Logistics involved in a SCAD Atlanta site visit are handled by the institutional effectiveness staff and appropriate administrative personnel at SCAD Atlanta. Institutional effectiveness is responsible for costs associated with the reviewer stipend, coach airfare travel, car rentals, hotel accommodations for the dates of the review and group meals. Academic departments are responsible for other miscellaneous costs or costs that are over and above these listed (e.g., additional reviewer payment, first-class airplane tickets, additional diners at business dinners, and additional outings such as coffees and cocktails). Academic departments must secure approval from their school dean before applying monies toward such additional costs.

ACADEMIC PROGRAM REVIEW IN SCAD HONG KONG

Departments granting degrees in SCAD Hong Kong are eligible for the academic program review process in academic year 2012-13. Academic leaders in departments participating in the program review cycle will contribute, as required, to 1) the preparation of a self-study report, 2) the selection of external reviewers, 3) the United States (U.S.) site visit, 4) the action plan and 5) the follow-up report.

SCAD Hong Kong will also employ an additional external reviewer from the Hong Kong region to maintain the same responsibilities as reviewers in the U.S. Hong Kong reviewers will:

- review the self-study document and accompanying materials prior to the site visit;
- travel to SCAD Hong Kong for a site visit;
- exchange ideas between themselves, faculty, students and staff;
- evaluate the strategic direction of the department;
- verbally communicate an objective critique of the department during an exit interview;
- and complete the reviewer feedback form.

2011-12 SCHEDULE DETAILS

SEPTEMBER

A kickoff meeting is held to discuss the scope, responsibilities and schedule of the review cycle. All involved deans (associate or otherwise), chairs (associate or otherwise), coordinators, assistants and institutional effectiveness staff are included. The vice president for academic services at SCAD Savannah will provide specific direction to departments of any particular focus that should guide the review.

Institutional effectiveness provides a flash drive to each department chair, which includes data from the following offices: institutional research, institutional assessment, and career and alumni success. The data on this flash drive will assist chairs with the compilation of their self-study document.

SEPTEMBER - FEBRUARY*

Chairs and associate chairs prepare the self-study report.

FEB. 3

External reviewers are nominated and approved/ranked, and site visit dates are selected.

FEB. 27

Chairs submit self-study reports to institutional effectiveness.

MARCH 9

Institutional effectiveness staff review and submit edits in track changes mode to the dean.

MAY

Chairs incorporate all self-study edits or suggestions and work with their dean, associate dean and associate chair as needed.

MAY 18

Chairs submit a copy of the dean-approved self-study report to institutional effectiveness. Institutional effectiveness compiles all self-studies and shares them with the executive director.

JUNE 15

Institutional effectiveness submits self-studies to academic services leadership at SCAD Savannah, SCAD Atlanta, SCAD eLearning and SCAD Hong Kong, as applicable. Self-study documents are either approved or further suggestions are made by July 9. Final reports are submitted by institutional effectiveness to the external reviewers four weeks prior to the visit.

SPRING QUARTER

Departments compile and submit materials for display in the student work exhibit room. Work from three to four capstone-level courses should be presented, along with a binder for each course that includes supporting documentation of student learning such as syllabi, assignments, texts/exams, field trip evidence and process work.

SUMMER QUARTER

Departments finalize reviewer feedback forms and help draft site visit itineraries.

FALL QUARTER

Reviewers visit SCAD. At the end of the visit, reviewers provide oral feedback via an exit interview as well as complete a written reviewer feedback form. Institutional effectiveness staff review the forms with department chairs to determine any errors of fact. Reviewers may be asked to correct errors and resubmit if necessary. Copies of final forms are forwarded to all involved leadership.

NOV. 9

Chairs present their action plans to the executive administration, academic service representatives from all applicable locations and institutional effectiveness staff. Short- and long-term actions are discussed.

FEBRUARY

Executive summaries of each academic program review are submitted to the vice president for academic services and associate vice presidents for academic services.

APRIL 2013

Academic departments submit a follow-up report to institutional effectiveness.

ACADEMIC YEAR 2016-17

Academic departments once again conduct the five-year program review.

**Suggested Internal Deadlines for Self-Study*

Oct. 21 - Associate chair submits location-specific sections of the document to the chair.

March 30 - Dean submits edits in track changes mode to appropriate associate dean.

April 13 - Associate dean submits edits to the chair.

CONTACT INFORMATION

For questions about the program review process and for resource needs, contact:

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GRANT PREISSER

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8.3 Course-level assessment and evaluation

All SCAD courses must identify expected student learning outcomes that are measurable, appropriate for the field of study, and aligned with the student learning outcomes of the department. These course-level learning outcomes become the basis for classroom assessments used to ensure student learning and achievement.

Course-level assessment is determined and conducted by individual professors. Throughout academic curricula, professors utilize multiple assessment methods to evaluate student achievement and assign course grades. As stated in the SCAD faculty handbook, each course must include a minimum of five assessment opportunities. These course-level assessment opportunities include but are not limited to: class assignments, quizzes, examinations, studio critiques, research papers, exhibitions, and portfolio reviews. Professors are free to determine the specific content and organization of their course-level assignments as long as they are clearly aligned with the agreed-upon student learning outcomes. By aligning these multiple assessment opportunities to course-level learning outcomes, professors are able to gauge student outcome achievement and incorporate different types of assignments, assessment methods, learning activities, and/or teaching strategies in order to improve learning and challenge students appropriately.

Upon determination of course-level grades, professors may choose to incorporate different types of assignments, assessment methods, learning activities, class content, and/or teaching strategies to improve learning and challenge students.

In addition to course-level students learning outcome achievement, SCAD utilizes course evaluations to evaluate instructional effectiveness as well as monitor student satisfaction with content and delivery. Department chairs or their appointed designees also conduct direct classroom observation of each faculty member to ensure that the delivery of the curriculum is educationally sound.

Evidence:

8.3.1 SCAD course evaluation form

8.3.2 SCAD classroom peer observation form

Please fill in each circle completely.

Correct:

Incorrect:

Course evaluations are administered online through MySCAD during weeks 8-10 of each quarter.

A. Course content		strongly agree	agree	disagree	strongly disagree	unsure
1.	The syllabus accurately reflected the grading opportunities, required textbook(s), and materials.	<input type="radio"/>				
2.	My professor successfully delivered the course content as noted in the syllabus.	<input type="radio"/>				
3.	I found the course content appropriately rigorous.	<input type="radio"/>				
B. Delivery of course content		strongly agree	agree	disagree	strongly disagree	unsure
4.	My professor was consistently well-prepared for class.	<input type="radio"/>				
5.	My professor's teaching style was engaging during the class.	<input type="radio"/>				
6.	Assignment expectations and grading criteria were clearly explained.	<input type="radio"/>				
7.	My professor provided me with constructive feedback throughout the quarter.	<input type="radio"/>				
8.	My professor provided me with feedback in a timely manner.	<input type="radio"/>				
9.	During my midterm review, I received individualized attention.	<input type="radio"/>				
10.	My professor used technology to effectively extend the learning environment outside of the classroom.	<input type="radio"/>				
11.	Overall, this course was well-organized.	<input type="radio"/>				
12.	My professor started and ended classes on time.	<input type="radio"/>				
C. Academic experience		strongly agree	agree	disagree	strongly disagree	unsure
13.	Classroom facilities (e.g., physical space) supported my learning.	<input type="radio"/>				
14.	My professor was available during stated office hours.	<input type="radio"/>				
15.	Extra help sessions and field trips were beneficial to my learning in this course.	<input type="radio"/>				
16.	My professor fostered a respectful and professional learning environment.	<input type="radio"/>				
17.	Students were encouraged to participate in class discussions.	<input type="radio"/>				
18.	I would recommend this professor to my peers.	<input type="radio"/>				
19.	I would recommend this course to my peers.	<input type="radio"/>				
20.	I put forth my best effort in this course.	<input type="radio"/>				

Thank you for providing your feedback.

D. Comments

21. List three things you learned from this course:

SAMPLE

22. How can this course be improved?

SAMPLE

23. Additional comments:

SAMPLE

Please fill in each circle completely. Correct: ○ ● ○ Incorrect: ⊗ ✓ ⊘

Faculty members are encouraged to continually identify ways to enhance instruction. Peer observation serves as one effective mechanism for colleagues to gain and share excellent teaching methods and successful classroom strategies.

Faculty members are to complete this form following an observation of one full class session at a mutually-agreed-upon date and time. A copy of the completed peer observation form should be submitted to the observed professor and to the school dean.

Delivery of class content

strongly agree agree disagree strongly disagree

- | | | | | |
|---|-----------------------|-----------------------|-----------------------|-----------------------|
| 1. The professor delivered class material in an engaging manner. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. The professor encouraged student participation and sharing of ideas. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. The professor used a variety of methods, materials, and technologies to accommodate different student learning styles. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. The professor was completely prepared for class. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. The professor appeared confident in the topic being taught. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. The entire class period was utilized for teaching. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments for this professor

7. Which teaching techniques did this professor demonstrate exceptionally well?

8. What would you recommend this professor do to further enhance student learning?

9. What did you observe in this class that you may want to adopt into your teaching?



The University for Creative Careers®

Iowa College Student Aid Commission
Postsecondary Registration

Exhibit 9: A statement, signed by the chief executive officer of the applicant school, on school letterhead, demonstrating the school's commitment to the delivery of programs located in Iowa, and agreeing to provide alternatives for students to complete programs at other institutions if the applicant school closes the program before students have completed their courses of study.

Evidence:

9.1 Statement signed by SCAD President Paula Wallace

9.2 Policy statement: Closing an Institution or Program: Teach-out Agreements, Southern Association of Colleges and Schools Commission on Colleges

May 1, 2012

Ms. Carolyn Small
Postsecondary Registration Administrator
Iowa College Student Aid Commission
603 E. 12th Street, FL 5th
Des Moines, IA 50319

Dear Ms. Small:

The Savannah College of Art and Design (SCAD) is a private, nonprofit institution conferring bachelor's and master's degrees in distinctive locations and online to prepare talented students for professional careers. The purpose of this letter is to respond to Iowa's inquiry regarding SCAD's commitment to delivering online degree programs in Iowa, and to providing alternatives in the event that the school closes a program before students have completed their courses of study.

SCAD is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and abides by SACSCOC policies, procedures, and expectations. In accordance with the SACSCOC teach-out policy, if SCAD was to discontinue one of the online programs currently pending registration in Iowa, the university would consider the following options:

1. The school would teach out currently enrolled students; no longer admit students to the program(s); and terminate the program(s) after students had graduated.
2. The institution would enter into a contract for another institution or organization to teach out students enrolled in the program(s).

SCAD is fully committed to continuing delivery of its current programs and does not foresee discontinuing any online program in such a way that would negatively impact Iowa students. The above SACSCOC policy further requires SCAD to assist students and other parties impacted by the discontinuation of degree programs - an effort to which SCAD is wholly dedicated. Please see the attached document for the complete SACSCOC policy statement regarding discontinuing programs.

Sincerely,



Paula Wallace
President



Commission on Colleges
Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097

CLOSING AN INSTITUTION OR PROGRAM: TEACH-OUT AGREEMENTS

- Policy Statement -

A decision to close an educational program, branch campus, or the entire institution requires thoughtful planning and careful consultation with all affected constituencies. Every effort should be devoted to informing each constituency as fully as possible about the conditions compelling consideration of a decision of such importance, and all available information should be shared. As much as possible, the determination to close a program, branch campus, or the institution should be made through a consultative process and only after alternatives have been considered, but responsibility for the final decision to close rests with the board of trustees. Since the immediate interests of current students and faculty are most directly affected, their present and future prospects require especially sensitive and timely attention and involvement.

If an institution decides to close an educational program, branch campus, or the entire institution, it must consider the following options:

1. The institution teaches out currently enrolled students; no longer admits students to programs; and terminates the program, the operations of a branch campus, or the operations of an institution after students have graduated.
2. The institution enters into a contract for another institution or organization to teach out the educational programs or program. Such a teach-out agreement requires Commission approval.

Teach-Out Agreements

A teach-out agreement is defined as a written agreement between accredited institutions that provides for the equitable treatment of students if one of those institutions stops offering an educational program before all students enrolled in that program complete the program. In accord with federal regulation 602.24 (c), if an institution enters into a teach-out agreement with another institution, it must submit the agreement to the office of the Commission on Colleges for approval prior to its implementation.

For approval by the Commission, the agreement must be between institutions that are accredited or preaccredited (candidates) by a nationally recognized accrediting agency, be consistent with applicable standards in the *Principles of Accreditation* and with Commission policies, and provide for the equitable treatment of students by ensuring that

1. the teach-out institution has the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling to that provided by the closed institution; and
2. the teach-out institution demonstrates that it can provide students access to the program and services without requiring them to move or travel substantial distances.

Closing a Program

When the decision is made to close an educational program, the institution must make a good faith effort to assist affected students, faculty, administrative and support staff so that they experience a minimal amount of disruption in the pursuit of their course of study or professional careers. In all cases, individuals should be notified of the decision to close a program as soon as possible so that they can make appropriate plans. Students who have not completed their programs should be advised by faculty or professional counselors regarding suitable options including transfer to comparable programs. Arrangements should be made to reassign faculty and staff or assist them in locating other employment.

The Commission on Colleges will work with the U.S. Department of Education and the appropriate State agency, to the extent feasible, to ensure that students are given reasonable opportunities to complete their education without additional charge.

Closing a Branch Campus

As stated in the Commission's policy "Substantive Change for Accredited Institutions of the Commission on Colleges," a branch campus is defined as a location of an institution that is geographically apart and independent of the main campus of the institution. A location is independent of the main campus if the location is (1) permanent in nature, (2) offers courses in educational programs leading to a degree, certificate, or other recognized educational credential, (3) has its own faculty and administrative or supervisory organization, and (4) has its own budgetary and hiring authority. After the decision has been made to close a branch campus, all affected constituencies should be notified promptly including students, faculty, administrative and support staff. The chief executive officer should notify the Commission in writing as soon as possible. Every effort should be made to assist current students to continue their education without disruption. Faculty and staff either should be reassigned or assisted in locating other employment.

Closing an Institution

A decision to close requires specific plans providing in appropriate ways for the students, the faculty, and the administrative and support staff, and the disposition of the institution's assets. Many considerations bear upon closing an educational institution and each situation will be unique. Nevertheless, general guidelines will be helpful to each institution considering closing.

A. The Students

Students who have not completed their degrees should be provided for according to their needs. Arrangements for transfer to other institutions will require complete academic records and all other related information gathered in dossiers which can be transmitted promptly to receiving institutions.

Agreements made with other institutions to receive transferring students and to accept their records should be in writing. Where financial aid is concerned, particularly federal or state grants, arrangements should be made with the appropriate agencies to transfer the grants to the receiving institution. Where such arrangements cannot be completed, students should be informed. In cases where students have held institutional scholarships or grants, appropriate agreements should be negotiated if there are available funds which can be legally used to support students while completing degrees at other institutions.

B. Academic Records and Financial Aid Transcripts

Arrangements should be made with the state board for higher education or another appropriate agency for filing of student records. If there is no state agency which can receive records, arrangements should be made with a state university, with the state archives, or with a private organization to preserve the records. Notification should be sent to every current and past student indicating where the records are being stored and what the accessibility to those records will be. Where possible, a copy of a student's record should also be forwarded to the individual student. The institution must notify the Commission regarding the final filing of student records.

C. Provision for Faculty and Staff

In every possible case, the institution should arrange for continuation of those faculty and staff who will be necessary for the completion of the institution's work pending the closing date. In those cases where faculty and staff will no longer be needed, the institution should make every effort to assist them in finding other employment. It should be understood that the institution can make no guarantees, but genuinely good faith efforts to assist in relocation and reassignment are essential.

D. Final Determinations

Determinations must be made to allocate whatever financial resources and assets remain after the institution provides for the basic needs of current students, faculty, and staff. When the financial resources of the institution are inadequate to honor commitments, the board should investigate prior to its decision to close what alternatives and protection are available under applicable bankruptcy laws. If bankruptcy can be avoided but funds are insufficient to maintain normal operations through the end of the closing process, the institution should not overlook the possibility of soliciting one-time gifts and donations to assist in fulfilling its final obligations.

Every effort should be made to develop defensible policies for dividing the resources equitably among those with claims against the institution. One of the best ways of achieving this goal is to involve potential claimants in the process of developing the policies. Time and effort devoted to carrying the process to a judicious conclusion may considerably reduce the likelihood of lawsuits or other forms of confrontation.

It is impossible to anticipate the many claims that might be made against the remaining resources of an institution, but institutions should give attention to the following three concerns:

1. Students have the right to expect basic minimal services during the final semester not only in the academic division, but also in the business office, financial aid office, registrar's office, counseling, and other essential support services. Staff should be retained long enough to provide these services.
2. Staff should be willing to accept the possibility of early termination of their contracts, provided that reasonable notice is given to all employees and that the reasons for retaining some personnel longer than others are based on satisfying the minimal needs of students and the legal requirements for closing.
3. Every effort should be made to honor long-term financial obligations (loans, debentures, etc.) even though the parties holding such claims may choose not to press them.

E. The Closing Date

The final action of the board of trustees should be a formal vote to terminate the institution on a specified date. That date will depend on a number of factors including the decision to file or not to file for bankruptcy. Another key factor is whether or not all obligations to students will have been satisfactorily discharged.

F. Disposition of Assets

In the case of a not-for-profit institution, the legal requirements of a state must be carefully examined with respect to the disposition of institutional assets. Arrangements for the sale of the physical plant, equipment, the library, special collections, art, or other essential holdings, and for the disposition of any endowments or special funds must be explored. In the case of wills, endowments, or special grants, the institution should discuss with the donors, grantors, executors of estates, and other providers of special funds, arrangements to accommodate their wishes. State laws regarding the disposition of funds from a non-profit institution must be meticulously followed.

All pertinent federal and state agencies need to be apprised of the institution's situation and any obligations relating to state or federal funds cleared with the proper authorities.

G. Other Considerations

An institution has the obligation to inform the Commission of its plans for closing and of its final closing date. The institution should establish a clear understanding with its creditors and all other agencies involved with its activities to assure that their claims and interests will be properly processed. Insofar as possible, the institution should assure that its final arrangements will not be subject to later legal proceedings which might jeopardize the records of its students or faculty.

*Approved: Commission on Colleges, July 1995
Approved and edited for the Principles of Accreditation: February 2004
Revised: Commission on Colleges, December 2006*



The University for Creative Careers®

Iowa College Student Aid Commission
Postsecondary Registration

Exhibit 10: Provide documentation showing the school's policy for the resolution of student and graduate comments and complaints.

Evidence:

10.1 2011-12 SCAD catalog, complaints and appeals

Note: This information can be found on pages 335-37 of the included 2011-12 SCAD catalog. It may also be viewed online by going to www.scad.edu/catalog, or by going to www.scad.edu/policies and clicking on "complaints and appeals"

students are removed from probation when they achieve a grade point average of at least 2.0; graduate students are removed from probation when they achieve a term grade point average of at least 3.0.

Suspension

An undergraduate student whose term grade point average falls below 2.0 for three consecutive quarters is suspended from the university for one calendar year. After that time, the student may submit a written petition to return to SCAD by emailing academicappeals@scad.edu. The petition should include all potential justification for continued enrollment at SCAD, including, but not limited to, counseling, tutoring, medical treatment or academic success programming. Reinstatement is not guaranteed.

If the student is reinstated, he or she returns on academic probation, must meet with a staff adviser prior to registering for classes and must complete an academic success program as outlined by the reinstatement letter. This may include the requirement to register for specific courses or to take a reduced course load.

A graduate student whose term grade point average falls below 3.0 for three consecutive quarters is dismissed from SCAD and is not reinstated.

Dismissal

A student who has been suspended and reinstated, and does not meet satisfactory academic progress during the first quarter of his or her return is dismissed from the university.

Academic Integrity

Under all circumstances, students are expected to be honest in their dealings with faculty, administrative staff and other students. For purposes of this policy, the term faculty or faculty member includes any person engaged by the university to act in a teaching capacity, regardless of the person's actual title. In speaking with members of the SCAD community, students must give an accurate representation of the facts at hand. Failure to do so is considered a breach of the Student Code of Conduct and may result in sanctions against the student, including suspension or dismissal.

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. Students must not engage in academic dishonesty; doing so can have serious consequences. Academic dishonesty includes, but is not limited to, the following:

1. Cheating, which includes, but is not limited to, (a) the giving or receiving of any unauthorized assistance in producing assignments or taking quizzes, tests or examinations; (b) dependence on the aid of sources including technology beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (c) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff; or (d) the use of unauthorized assistance in the preparation of works of art.
2. Plagiarism, which includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment.

Plagiarism also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

3. Submission of the same work in two or more classes without prior written approval of the professors of the classes involved.
4. Submission of any work not actually produced by the student submitting the work without full and clear written acknowledgement of the actual author or creator of the work.

If a faculty member suspects a student of academic dishonesty, the faculty member first discusses the concern with the student. If academic dishonesty is still suspected, the faculty member must email all evidence and documentation to academicdishonesty@scad.edu. The vice president for academic services receives this email and appoints a designee to investigate the allegation. If, as a result, the investigator finds that academic dishonesty has occurred, the student is informed in writing of the sanctions to be imposed. The student has five business days from the date on the written notice within which to appeal the decision of the investigator. Students wishing to appeal should do so by emailing academicappeals@scad.edu. An appeals committee then convenes to review the case. Findings are presented to the vice president for academic services or the associate vice president for academic services, who sends the student a decision in writing within 30 days of the written appeal. If no appeal is made, the student is assigned a grade of F in the course and the student forfeits the right to continue to attend the class in which the academic dishonesty occurred. Additional sanctions may also be imposed, including suspension or dismissal. A second charge of academic dishonesty results in dismissal from SCAD.

Complaints and Appeals

Students are encouraged to resolve any concerns they may have by directly contacting the office or persons responsible for the area relevant to the concern or complaint. If unsure about the proper way to address complaints, students should contact the ombudsman. As a neutral party, the ombudsman may seek additional information about the situation, assist with appropriate communication and mediate disputes.

If unable to satisfactorily resolve issues directly with the relevant office or persons or through the ombudsman's office, the student may submit a formal written appeal to the appropriate academic or administrative dean or director, associate vice president or vice president for academic services, according to the nature of the appeal. Written student appeals must be submitted within 30 calendar days (five business days for code of conduct sanctions) and must include the student's full name, student ID number, SCAD location, SCAD email address and phone number. The appeal must be specific in describing the issue of concern: the date, time and place of any occurrence; the names of any persons involved, including any witnesses; details of any occurrence; other relevant information or documentation; and the desired outcome. All appeals must be signed or sent from the student's SCAD email account.

Complaint and appeal policies apply uniformly across SCAD locations and learning modalities. The university protects a student's right to lodge a complaint or written appeal under these procedures and seeks to resolve all student concerns fairly and in a timely manner.

ACADEMIC APPEALS

Academic Policies

Academic policy appeals are written student requests to make exceptions to the university's academic policies or to review academic decisions. Students should address all academic policy appeals to the vice president for academic services and submit them by email to academicappeals@scad.edu. Once submitted, the student's appeal is routed to the appropriate SCAD administrator for review and consideration. A decision from the vice president for academic services regarding the appeal is made in writing to the student within 30 calendar days following receipt of the appeal or receipt of additional information. The decision is final.

Grades

Concerns regarding final grade assignments must be addressed directly with the faculty member issuing the grade or, if necessary, with the professor's department chair. A review of the student's grade is conducted to validate the grade assignment. The department chair and school dean must authorize any grade change due to numerical miscalculation by the faculty member issuing the grade.

If, after this review, the student is not satisfied, he or she may file a written appeal with the vice president for academic services for Savannah or eLearning or the associate vice president for Atlanta or Hong Kong by emailing academicappeals@scad.edu. This appeal must include evidence of previous correspondence and should be submitted within 30 calendar days following the last day of the quarter. A decision from the vice president or associate vice president regarding the appeal is made in writing to the student within 30 calendar days following receipt of the appeal. The decision is final.

NON-ACADEMIC

Americans with Disabilities Act

Grievances must be made in writing to the director of disability services within 30 calendar days of the alleged violation. A decision from the director regarding the appeal is made in writing to the student within 30 calendar days following receipt of the appeal. The decision is final.

Code of Conduct and Disciplinary Actions

Judicial sanction appeals must be addressed in writing to the dean of students. Appeals must be made within three business days of the finding of violation. A decision from the dean regarding the appeal is made in writing to the student within 30 calendar days following receipt of the appeal. The decision is final.

Financial Aid

Students who receive a written notice of loss of financial aid due to unsatisfactory progress may appeal in writing to the director of financial aid. The appeal must be received within 30 calendar days of the date on the unsatisfactory progress notification letter. A decision from the director regarding the appeal is made in writing to the student within 30 calendar days following receipt of the appeal or receipt of additional information. The decision is final.

Sexual Harassment

Complaints may be initiated to the vice president for student success by (a) signing and delivering a written complaint or by (b) presenting the complaint in person. In the event that the complaint is made in person, and the complainant decides to proceed formally, the complaint is reduced to writing during the meeting and signed by the complainant. A decision from the vice president regarding the appeal is made in writing to the student within 30 calendar days following receipt of the appeal. The decision is final.

Student Accounts

Students with extenuating circumstances may appeal in writing to the director of student accounts for refund or credit. Such appeals must be initiated during the quarter for which the refund or credit is requested. A decision from the director regarding the appeal is made in writing to the student within 30 days following receipt of the appeal. The decision is final.

Admission and Scholarship Appeals

Applicants may appeal admission and scholarship decisions only once. Those who wish to appeal an admission or scholarship decision must submit the following to the Admission Appeal Committee:

1. Letter of appeal specifying the reason(s) for the appeal, with the applicant's student ID provided.
2. Any updated academic or artistic work that would be relevant to an appeal. Portfolios may be submitted through SlideRoom or by mail to the appropriate admission office address. Graduate applicants appealing admission decisions or scholarship awards must submit portfolio materials that follow their intended major program guidelines.
3. At least one recommendation from a teacher, coach, guidance/career counselor or other mentor/supervisor is required. Graduate applicants should submit an additional letter of reference from an academic or professional source.

All documents must be submitted together with the letter of appeal in order to be considered. The deadline to appeal is one month prior to intended enrollment at SCAD. The Admission Appeal Committee may consist of admission staff and administrators. Appeals are considered in the order in which they are received; a final decision is rendered to the applicant within two weeks of receipt of complete appeal. Only appeals written by the student are considered.

Applicants seeking appeals on the basis of financial need should contact the admission department. Appeal documents may be delivered in person or by email to admission@scad.edu or by mail to:

Admission Appeal Committee
Savannah, eLearning, Hong Kong
SCAD
P.O. Box 2072
Savannah, GA 31402-2072 USA

Admission Appeal Committee
Atlanta
SCAD
P.O. Box 77300
Atlanta, GA 30309

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the date the Savannah College of Art and Design receives a request for access. Students should submit to the registrar written requests that identify the record(s) they wish to inspect. The registrar makes arrangements for access and notifies the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student of the correct official to whom the request should be addressed. That official makes arrangements for access and notifies the student of when and where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. A student who believes records are inaccurate or misleading should write to the registrar, clearly identify the part of the record he or she wants changed and document why it is inaccurate or misleading. If SCAD decides not to amend the record as requested by the student, SCAD notifies the student of the decision and advises the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures is provided to the student at that time.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records (a student consents by completing and submitting an electronic FERPA form via MySCAD), except to the extent that the Family Educational Rights and Privacy Act authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in a supervisory, administrative, academic, research or support staff position (including law enforcement personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the board of trustees; or a student serving on an official committee, such as disciplinary or grievance committees, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the university discloses a student's education records to officials of another school in which a student seeks or intends to enroll without the student's prior consent. The university also discloses directory information in a student's education record unless written notice is received from the student that the student does not wish to be included in the disclosure of directory information on or before October 1 of the current academic year. Written notice should be sent to the registrar's office (registrar@scad.edu). Directory information includes the student's name, address (including email), telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, and photograph.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the college to comply with the requirements of the Family Educational Rights and Privacy Act.

The name and address of the office that administers the Family Educational Rights and Privacy Act is as follows:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-5920

Retaking a Course

Students may retake a course by registering for the course and paying tuition for that course again. While all grades remain on the transcript, the student only receives credit once for the course. Only the highest grade is calculated into the cumulative and major grade point average. Students should consult a staff adviser before retaking a course, as financial aid and/or scholarship awards could be affected.

Certificate Completion Requirements

To earn an undergraduate certificate, students must complete all courses required for the certificate, maintaining at least a 2.0 grade point average in those courses. To earn a graduate certificate, students must complete all courses required for the certificate, maintaining at least a 3.0 grade point average in those courses. Current students may pursue a certificate by contacting their staff adviser. Additional coursework may be required to earn a certificate concurrent with a degree.

Bachelor's Degree Graduation Requirements

Bachelor's degrees are awarded to students who have earned a minimum of 180 quarter hours (equivalent to 120 semester credit hours) of appropriate credit in an approved program of study with an overall cumulative grade point average of 2.0 or higher, as well as a 3.0 or higher in their major or concentration. Students pursuing a minor must earn a grade point average of 2.0 or higher in their minor program. To graduate with a double major, students must maintain a minimum grade point average of 3.0 in each major and a minimum overall grade point average of 2.0. The final 45 hours of any degree program must be completed at SCAD (may include eLearning and off-campus study).

Bachelor's degree students must complete the application for graduation at least two quarters before they complete their degree requirements. Students who plan to participate in the graduation ceremony must complete all degree requirements no later than the summer quarter following the ceremony.

At graduation, bachelor's degree students may be awarded academic honors based on their cumulative grade point average their last quarter before commencement. Since commencement is scheduled before final grades are submitted, the cumulative grade point averages of students who complete their graduation requirements spring quarter are based on their average the previous quarter. Students who have a cumulative grade point average below a specific honor level prior to commencement, but earn the required average after grades are calculated, have that honor indicated on their diploma.



The University for Creative Careers®

Iowa College Student Aid Commission
Postsecondary Registration

Exhibit 11: Provide a copy of a current certificate of authority provided by the applicant's home state and the Iowa Secretary of State.

Evidence:

11.1 Certificate of existence, State of Georgia Secretary of State

11.2 Certificate of authority, State of Iowa Secretary of State

STATE OF GEORGIA

Secretary of State

Corporations Division
313 West Tower
2 Martin Luther King, Jr. Drive
Atlanta, Georgia 30334-1530

CERTIFICATE OF EXISTENCE

I, Brian P. Kemp, Secretary of State and the Corporations Commissioner of the state of Georgia, hereby certify under the seal of my office that

THE SAVANNAH COLLEGE OF ART AND DESIGN, INC.

Domestic Non-Profit Corporation

was formed or was authorized to transact business on 09/29/1978 in Georgia. Said entity is in compliance with the applicable filing and annual registration provisions of Title 14 of the Official Code of Georgia Annotated and has not filed articles of dissolution, certificate of cancellation or any other similar document with the office of the Secretary of State.

This certificate relates only to the legal existence of the above-named entity as of the date issued. It does not certify whether or not a notice of intent to dissolve, an application for withdrawal, a statement of commencement of winding up or any other similar document has been filed or is pending with the Secretary of State.

This certificate is issued pursuant to Title 14 of the Official Code of Georgia Annotated and is prima-facie evidence that said entity is in existence or is authorized to transact business in this state.



WITNESS my hand and official seal of the City of Atlanta and the State of Georgia on 17th day of February, 2012

Brian P. Kemp
Secretary of State

Certification Number: 8167412-1 Reference:
Verify this certificate online at <http://corp.sos.state.ga.us/corp/soskb/verify.asp>

FILED
IOWA
SECRETARY OF STATE

3/29/12
10:34 AM
W780675



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No: W00780675
Date: 04/03/2012

SECRETARY OF STATE

504RFN-434148
THE SAVANNAH COLLEGE OF ART AND DESIGN, INC.

ACKNOWLEDGEMENT OF DOCUMENT FILED

The Secretary of State acknowledges receipt of the following document:

Certificate of Authority

The document was filed on Mar 29 2012 10:34AM, to be effective as of Mar 29 2012 10:34AM.

The amount of \$25.00 was received in full payment of the filing fee.




MATT SCHULTZ SECRETARY OF STATE

