Publication Date: 09.01.2022

GRADUATE CATALOG

September 1, 2022 - December 31, 2022

518 Main Street, Suite A
Osage, IA 50461

515.650.3198
theartofeducation.edu

TABLE OF CONTENTS

GOVERNANCE AND STAFF	5
UNIVERSITY INFORMATION	9
ACADEMIC CALENDAR	11
MASTER OF ARTS IN ART EDUCATION	13
TUITION AND FEES	16
ACADEMIC POLICIES AND INFORMATION	17
STUDENT SERVICES	37
GRADUATION AND HONORS	39
STUDENT RIGHTS AND RESPONSIBILITIES	40
COURSES	49

GOVERNANCE AND STAFF

License and Recognition

The Art of Education University is accredited by the Distance Education Accrediting Commission (DEAC). The Distance Education Accrediting Commission is listed by the U.S. Department of Education (USDOE) as a recognized accrediting agency. The Distance Education Accrediting Commission is recognized by the Council for Higher Education Accreditation (CHEA).

For additional accreditation information, please contact:

Distance Education Accrediting Commission (DEAC)
1101 17th Street NW, Suite 808
Washington, D.C. 20036
Phone: 202.234.5100
Email: info@deac.org

The Art of Education University is registered by the Iowa College Student Aid Commission to operate in the state of Iowa.

Iowa College Student Aid Commission
Postsecondary Registration Administrator
430 E. Grand Ave. 3rd Floor
Des Moines, IA 50309-1920
Phone: 515.725.3413
https://www.iowacollegeaid.gov/

The Art of Education University is authorized to participate in the National Council for State Authorization Reciprocity Agreement (NC-SARA).

The Art of Education University is authorized by the Bureau for Private Postsecondary Education to operate in California.

Board of Directors

Derek Balsley
Founder

Jessica Balsley
Founder

Executive Leadership

Brent Bingham
President

Cheryl Hayek, EdD
Chief Academic Officer

EJ Caffaro
Chief Growth Officer

Chris Poulton
Chief Product Officer

Graduate Administration

Heather Crockett
Dean of Graduate Studies

Shannon Lauffer
Dean of Retention and Student Support Services

Ryan O'Mealey
Director of Admissions

Julie Strecker, PhD
Dean of Accreditation and Compliance

Danelle Garino
Registrar

Curriculum Advisory Council

AOEU involves external stakeholders as part of the strategic planning process. The Curriculum Advisory Council includes professionals in K–12 and postsecondary art education and distance education. The council meets annually to review and provide feedback on curriculum initiatives and outcomes and to analyze data as part of the strategic planning process.

Dr. Kristi Bordelon, PhD
Higher Education Leadership
Kristi Bordelon Consulting (Distance Education)

Edrick Rhodes
Education Leadership
Director of Curriculum and Administration,
Kennedy Center

Sarah Dougherty
Art Education
Director of Secondary Teaching and Learning,
Des Moines Public Schools

Karen Cummings, PhD
Art Education
Emeritus Professor of Art Education,
University of Missouri-St. Louis

Dr. Stacie Austin, EdD
Curriculum and Instruction
Elementary Education Coordinator and Assistant Professor,
University of Louisiana-Monroe

Faculty and Staff

University Admission

Ryan O'Mealy
Director of Admission

Jenna Kelly
Admission Counselor

Haley Parker
Associate Professor & Admission Counselor

Academic Advising

Theresa Gillespie
Lead Academic Advisor

Jennifer Borel
Academic Advisor & Adjunct Faculty

Juana Meneses
Academic Advisor & Associate Professor

Alyson Pouls, PhD
Academic Advisor & Associate Professor

Faculty Development

Wynita Harmon, EdD
Chair of Faculty Development

Jennifer Ferriday
Faculty Development Specialist & Associate Professor

Student Academic Success

Sarah Hale Keuseman, PhD
Head of Library Services

Lindsay Gulbranson
Academic Writing Specialist

Curriculum Development

Erin Eimer, EdS
Lead Learning Experience Designer

Theresa Haugen, PhD
Curriculum Specialist & Associate Professor

Alyson Myers
Curriculum Specialist & Associate Professor

Erin Saladino
Learning Experience Designer

Allison Alter
Learning Experience Designer

University Faculty

The Art of Education University's qualified and experienced faculty members deliver diverse and dynamic online instruction to students throughout each course. Faculty members are dedicated to their professions and incorporate classroom experiences to teach course concepts and theories.

Students are assigned an instructor for each course and will benefit from individual assessment feedback and class discussions. AOEU faculty create an environment for learning and a positive student experience. In addition, faculty members are a trusted source for academic achievement and integrity during a student's program. AOEU faculty is available through office hours and email; time zones vary. See the LMS for faculty contact information.

The AOEU website is updated regularly. For a current list of faculty, please visit the Faculty Directory online.

UNIVERSITY INFORMATION

Mission

We grow amazing teachers by providing rigorous, relevant, and engaging learning at every stage of their career.

Institutional Goals

To fulfill our mission, AOEU has committed to the following goals:

- Developing, sustaining, and expanding our resources by building on our human, financial, and technical strengths.
- Seizing opportunities for continuous improvement through the self-assessment of our educational and operational effectiveness.
- Meeting the needs of those we serve at every level of the hyper-vertical pathway by providing exceptional new learning opportunities and products.
-

Mailing Address

The Art of Education University
518 Main St., Suite A
Osage IA, 50461

Main Telephone Number

515.650.3198

Administrative Office Hours

General Help, Admissions, Student Services, and Registrar
Monday–Friday, 8:00 a.m.–5:00 p.m. CT

AOEU faculty is available through office hours and email; time zones vary. See the LMS for faculty contact information.

Observed Holidays

AOEU offices are closed in observance of the following holidays:

New Year's Eve	Memorial Day	Thanksgiving Day	Christmas Day
New Year's Day	Independence Day	Black Friday	
Good Friday	Labor Day	Christmas Eve	

Learning Management System (LMS)

All AOEU courses are online and delivered through a learning management system (LMS). Students gain access to courses two days before the course start date. Courses and submissions are archived after the course end date.

ACADEMIC CALENDAR

8-Week Course Academic Calendar*

A new term begins on the first Monday of each month and runs for 8 weeks (56 days).

TERM CODE	STUDENT BRIGHTSPACE ACCESS	TERM START DATE	DROP PERIOD ENDS	LAST DATE TO WITHDRAW	TERM END DATE	GRADES ARE POSTED
202201	1/1/2022	1/3/2022	1/9/2022	2/6/2022	2/27/2022	3/9/2022
202202	2/5/2022	2/7/2022	2/13/2022	3/13/2022	4/3/2022	4/13/2022
202203	3/5/2022	3/7/2022	3/13/2022	4/10/2022	5/1/2022	5/11/2022
202204	4/2/2022	4/4/2022	4/10/2022	5/8/2022	5/29/2022	6/8/2022
202205	4/30/2022	5/2/2022	5/8/2022	6/5/2022	6/26/2022	7/6/2022
202206	6/4/2022	6/6/2022	6/12/2022	7/10/2022	7/31/2022	8/10/2022
202207	7/2/2022	7/4/2022	7/10/2022	8/7/2022	8/28/2022	9/7/2022
202208	7/30/2022	8/1/2022	8/7/2022	9/4/2022	9/25/2022	10/5/2022
202209	9/3/2022	9/5/2022	9/11/2022	10/9/2022	10/30/2022	11/9/2022
202210	10/1/2022	10/3/2022	10/9/2022	11/6/2022	11/27/2022	12/7/2022
202211	11/5/2022	11/7/2022	11/13/2022	12/11/2022	1/8/2023	1/18/2023
202212	12/3/2022	12/5/2022	12/11/2022	1/8/2023	2/5/2023	2/15/2023

12-Week Course Academic Calendar

A new term begins on the first Monday and runs for 12 weeks (84 days).

TERM CODE	STUDENT BRIGHTSPACE ACCESS	TERM START DATE	DROP PERIOD ENDS	LAST DATE TO WITHDRAW	TERM END DATE	GRADES ARE POSTED
202201	1/1/2022	1/3/2022	1/9/2022	2/23/2022	3/27/2022	4/9/2022
202202	2/5/2022	2/7/2022	2/13/2022	3/30/2022	5/1/2022	5/11//2022
202203	3/5/2022	3/7/2022	3/13/2022	4/27/2022	5/29/2022	6/8/2022
202204	4/2/2022	4/4/2022	4/10/2022	5/25/2022	6/26/2022	7/6/2022
202205	4/30/2022	5/2/2022	5/8/2022	6/22/2022	7/24/2022	8/3/2022
202206	6/4/2022	6/6/2022	6/12/2022	7/27/2022	8/28/2022	9/7/2022
202207	7/2/2022	7/4/2022	7/10/2022	8/24/2022	9/25/2022	10/5/2022
202208	7/30/2022	8/1/2022	8/7/2022	9/21/2022	10/23/2022	11/2/2022
202209	9/3/2022	9/5/2022	9/11/2022	10/26/2022	11/27/2022	12/7/2022
202210	10/1/2022	10/3/2022	10/9/2022	11/23/2022	1/1/2023	1/11/2023
202212	12/3/2022	12/5/2022	12/11/2022	1/25/2023	3/5/2023	3/15/2023

*Occasionally, AOEU offers topic courses to address timely issues in the field. These courses may not appear in the Graduate Catalog. Topic courses range from 1–3 semester credit hours and vary in term length, depending on the topic. Refer to the university website for specific information on topic course offerings. Topic courses appear on student transcripts with the course title, course code, term date, and number of credits.

MASTER OF ARTS IN ART EDUCATION

Overview

The Master of Arts (MA) in Art Education is designed for practicing K-12 art educators. Throughout the degree, teachers expand their understanding of the field, conduct relevant action research, and engage in meaningful studies directly applicable to the art room. Required core courses encourage application of educational methodologies and pedagogy. Elective course options allow students to create art and engage deeply with specific topics in art education.

Program Outcomes

Students who successfully complete the Master of Arts in Art Education degree will:

- Produce advanced professional education curriculum for the K–12 classroom using art pedagogy and best practices.
- Evaluate and plan assessment strategies that authentically measure student engagement and teacher effectiveness.
- Design classroom management strategies using methods specific to the art room.
- Reconstruct art-specific content and delivery using educational methodologies, learner theories, and new mediums to reach the contemporary art student.
- Generate leadership and advocacy skills while shaping a professional mission.
- Conduct meaningful and valuable action research in the field.
- Exhibit growth as an artist, educator, and action researcher.

Core Courses (500-Level)	**CREDIT HOURS**
ARE534 **Managing the Art Room**	3
ARE516 **Instructional Strategies for Art Teachers**	3
ARE501 **Assessment in Art Education**	3
ARE507 **Designing Your Art Curriculum**	3
Elective Courses	**CREDIT HOURS**
500+ **Open Electives**	15
Core Courses (600-Level)	**CREDIT HOURS**
CPE601 **Capstone Entrance Exam**	-
ARE630 **Mission of Teaching**	3
ARE631 **Capstone: Art Education**	6
Total Degree Program Credit Hours	**36**

Core courses must be taken in the prescribed sequence. Students should work with their academic advisor to determine optimal elective courses and progression. See course descriptions for more information. Some prerequisites apply.

TUITION AND FEES

500-LEVEL COURSES	600-LEVEL COURSES
$399 per semester credit	**$449** per semester credit
2-credit course: **$798**	3-credit course: **$1,347**
3-credit course: **$1,197**	6-credit course: **$2,694**

Total program tuition varies by student depending on the total credit hours required for that student to graduate. At the time of this publication, the Master of Arts in Art Education program's total cost, including tuition and fees, is $15,064 plus textbooks and supplies. Students must pay for each course in full at the time of registration.

AOEU reserves the right to change tuition and fees for future terms. The university will provide written notification of changes no later than 90 days prior to the effective change date.

Fees

Fees are in addition to tuition and are nonrefundable.

- Official transcripts: $10/paper transcript and $6/electronic transcript
- Application fee: $50
- Capstone Entrance Exam fee: $200

Textbooks and Supplies

The cost of textbooks and supplies is dependent on the selected courses. Click here to see the estimated costs for each course.

- Required texts are estimated at $15–$30 each.
- Required materials are estimated at $50–$100 per studio course.

ACADEMIC POLICIES AND INFORMATION

Admission Policy

General Admissions Requirements

All students, regardless of degree-seeking status, must submit official transcripts documenting a conferred bachelor's degree or higher from an appropriately accredited institution.

Degree-seeking students are required to submit the AOEU application for admission. The Art of Education University accepts applications continuously throughout the year.

There is no application for individual coursework.

Admissions questions may be directed to admissions@theartofeducation.edu or 515.236.5050.

Official Transcripts

The Art of Education University considers a transcript official when sent directly from the issuing institution. Students may request to send official transcripts through these methods:

1. Parchment Exchange
2. Through other electronic services providers to the email address, transcripts@theartofeducation.edu.
3. Mailed* in a sealed envelope directly from the issuing institution to the following address:

   Attn: Registrar
   The Art of Education University
   518 Main St. Suite A
   Osage, IA 50461

**Note: Mailed transcripts take approximately 4–6 weeks to receive and process.*

Applicants may submit unofficial transcripts to the registrar's office for admission; however, any offer of acceptance will be considered conditional pending receipt of official transcripts.

Application Requirements: Master of Arts in Art Education

At the time of application, prospective students must submit an official transcript documenting a conferred bachelor's degree or higher in Art or Art Education from an appropriately accredited institution.

Students who have no formal academic preparation or experiential background in art and/or education may be required to provide additional information and/or take prerequisite coursework for admittance to the degree program. Tuition for these courses is in addition to the total cost of the degree program.

The application is designed to showcase students' professional qualifications, passion for art education, and ability to succeed in a master's-level program. Applicants must submit artifacts for review:

- Writing sample
- Micro-portfolio

Components must be submitted through the electronic application. Details and requirements are included in the application. There is an application fee of $50.

Application Review

The review process begins when the application and transcripts are on file. Applicants are notified of program acceptance status via email. If denied, applicants may choose to reapply. All fees apply.

Program Enrollment

Accepted candidates must review and sign the Enrollment Agreement to enroll in the program and begin their degree. This document stays on file and serves as the agreement for the duration of the degree program. Students can access the Enrollment Agreement at any time in their online account. As indicated in the Enrollment Agreement, AOEU reserves the right to change tuition, policies, and fees for future terms. The university will provide written notification of substantive changes no later than 90 days prior to the effective change date.

Pre-Requisite Requirements for Individual Courses

Some courses have pre-requisite requirements. The university recommends all students take courses in the prescribed order. To request an exemption to a prerequisite requirement, students must submit a Special Request Form to the Registrar's Office and the appropriate supporting documentation as outlined in the form.

International Students

International Transcripts and Transfer Credit Evaluation

An applicant who has completed secondary/university-level courses outside the United States must have their transcripts evaluated for United States equivalency. Copies of the evaluations must be sent to AOEU directly from the evaluation agency. Foreign transcript evaluations are accepted from any agency that is a member of the National Association of Credential Evaluation Services (www.naces.org) or the Association of International Credential Evaluators (www.aice-eval.org). Additional questions may be directed to registrar@theartofeducation.edu or 515.236.5094.

English Proficiency

Online coursework at The Art of Education University requires graduate-level reading and writing. Applicants whose native language is not English must upload documentation of passing English language proficiency scores to the application. Students may be withdrawn from individual courses and the master's degree program if they can not meet the requirements of graduate-level coursework. Students withdrawn from a course for inadequate English language proficiency are entitled to a tuition refund according to the Add/Drop, Withdrawal, and Tuition Refund Policy.

Passing scores from acceptable services are outlined below:

- Test of English as a Foreign Language (TOEFL)
  - Destination Institution Code: B814
  - A score of 71 or above on the iBT
  - A score of 60 or above on the PBT
- International English Language Testing System (IELTS)
  - A score of 6.5 or above
- Pearson Test of English Academic (PTE Academic)
  - A score of 50 or above
- Duolingo English Test
  - A score of 100

Additional questions may be directed to registrar@theartofeducation.edu or 515.236.5094.

Exemptions

Required documentation of English language proficiency may be waived if the student earned a degree from an institution where English was the primary language of instruction.

Tuition Requirements and School Purchase Order Collections

Students must pay in full at registration. Other payment options include the following:

1. Payment with a school/organization-issued credit card.
2. Payment with a school/organization purchase order (PO)*.
3. Payment with a private loan.

*Each school/organization processes purchase orders differently. At the time of checkout, students will be asked to enter their assigned PO number and a copy of the purchase order. For more information, or if the school/organization does not provide a PO number, contact help@theartofeducation.edu or call 515.293.4283.

Note: AOEU is not responsible for any student unable to secure reimbursement. AOEU is not responsible for any organization unable to secure reimbursement for their student.

Note: An administrator cannot register a student for courses. The student must sign the Enrollment Agreement.

Educational Loans

AOEU students are encouraged to borrow responsibly. The Art of Education University does not have a preferred lender list or recommend any lenders.

Federal Loans

The Art of Education University does not participate in federal financial aid. Federal loans are funded by the U.S. Department of Education.

Acceptance of Program Disclosure

The Art of Education University cannot guarantee employment or promotion as a result of participating in this master's degree program.

It is the responsibility of the student to check with their district and/or state's Department of Education to verify that this program leads to the desired outcomes. No internship is included in this program. The degree does not lead to licensure or teaching credentials.

Course Cancellation Policy

All AOEU courses require a minimum enrollment of three students by 11:00 p.m. Central time (UTC-5) on the 27th of the month prior to the course start date. Should a course fail to meet the minimum enrollment requirement, the course may be canceled. Registered students will be notified and have the option to transfer to a concurrent or future course offering without penalty or receive a 100% tuition refund.

Course Participation Policy

Course Participation Policy

The Art of Education University is committed to ensuring students take personal responsibility for achieving the learning objectives within each course. To assist students in meeting that goal, the university requires students to participate by regularly logging into their course, substantively interacting with peers and instructors through the discussion forums, and submitting all coursework by the weekly due date.

Late Submission Policy

Assignment deadlines are posted in the Learning Management System (LMS). Students prevented from submitting the work required for an assignment by the due date specified may, at the discretion of the instructor, be allowed to submit the assignment at a specified later date within the course term with possible deductions in grade. Students must request their instructor's permission prior to the due date specified for the assignment in question. All assignments must be submitted by the course end date unless the instructor assigns a grade of Incomplete. Technology issues are not grounds for late submissions.

Participation and Substantive Interaction Policy

Students who do not turn in work or substantively interact for 50% of the coursework consecutively will be administratively withdrawn, resulting in a grade of W recorded on the student's academic transcript. Bulk assignment submissions are not permitted.

Although this consecutive calendar period of inactivity will result in an administrative withdrawal, a faculty member may recommend withdrawing a student at any time if the student's participation or lack thereof merits administrative withdrawal. Examples of faculty-recommended administrative withdrawal include, but are not limited to the following:

1. A student only participates in the discussion forums but does not submit assignments.
2. A student consistently fails to submit quality written assignments.
3. A student's participation does not meet the rigor outlined in the course enabling students to meet the course learning objectives.
4. A student fails to incorporate feedback adequately and cannot appropriately progress in the course.

The Dean of Graduate Studies must approve all recommendations for withdrawal. A student may appeal the administrative withdrawal decision per the Student Appeal Process. Appeals must be received within five days of the administrative withdrawal.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress

Satisfactory academic progress (SAP) consists of both a GPA component (qualitative) and a course progress component (quantitative) and is checked at the end of every term. To maintain good standing, students must earn a minimum GPA of 3.0 or a final course grade of B. Students who do not maintain SAP are subject to the Academic Probation Policy.

Credit hour completion is the quantitative measure of SAP whereby a student must complete their program within 150% of the published credits of the program. A course grade of W on an official transcript counts against a student's satisfactory academic progress.

Students who do not meet SAP standards will be notified before the end of the next term add/drop period and are subject to the Academic Probation Policy.

The following SAP thresholds apply to degree-seeking students to ensure they meet SAP during the program:

MEASUREMENT LEVEL	MINIMUM CUMULATIVE GRADE POINT AVERAGE	MINIMUM COURSE COMPLETION RATE	MAXIMUM TIME TO COMPLETION

0–12 Credit Hours Attempted	≥ 3.0	50%	150% of the program's published length
13–24 Credit Hours Attempted	≥ 3.0	60%	
25+ Credit Hours Attempted	≥ 3.0	66.67%	

Course Workload

Coursework at The Art of Education University requires graduate-level reading, writing, and assignment submission. When registering for courses, students should consider these guidelines to ensure they can uphold the course requirements and institutional policies.

- Courses are weighted using semester credit hours.
- Course workload calculations are determined using the Carnegie unit. The expected student workload is 45 hours per semester credit.
- A student enrolled in six or more semester credit hours at The Art of Education University in a 16-week timeframe is considered full-time.
- During the school year (September-April), 4 semester hours is considered a regular course load.
- During the summer months (May-August), 6 semester hours is considered a regular course load.

Course Overload Appeal Policy

Graduate students must be able to meet the Carnegie unit standards and fulfill the required course objectives. Any graduate student looking to exceed the regular course load (4 credits during September-April/6 credits during May-August) must file a course overload appeal. A student may appeal for academic overload using the Special Request Form.

Under no circumstances will students be approved to take more than six credits concurrently between September-April or nine credits concurrently between May-August.

Note: Students do not need to appeal the course workload policy to enroll in Capstone: Art Education (ARE 631). Capstone: Art Education is exempt from the Course Workload policy.

Academic Probation Policy

Students must maintain a 3.0 cumulative GPA to meet SAP standards. Students failing to meet SAP standards are placed on academic warning and given a two-term remediation period (the term in which the student is notified and the next term of registration) to remedy their progress and return to good standing. Students should meet with their academic advisors for guidance. If students are still not in good standing at the end of the warning term, they are placed on Academic Probation and given a final

term to remedy their standing. Students unable to remedy their standing within the term may be dismissed from the program.

Inactive Student Policy

Students are considered Active for eight months from the start date of the last attempted course. Drops and cancellations do not count toward course completion and are not considered an attempt. Once Inactive, a student can return to Active status by attempting a course as long as they are within the five-year maximum program completion period. A student's course performance is not a factor. Students with no course attempts for one year (365 days) are subject to the Administrative Withdrawal Policy.

Leave of Absence (LOA) Policy

Circumstances might compel degree-seeking students to interrupt their enrollment. Such a break in enrollment is formally recognized as a Leave of Absence (LOA). Students who intend to take a Leave of Absence (LOA) should promptly consult with their academic advisor.

To notify the university of a Leave of Absence, students should fill out the LOA Request Form. LOA requests are reviewed by the student's advisor. The advisor may request a program planning meeting with the student prior to the LOA or upon return to ensure the student has a plan to graduate on time. Students may take a Leave of Absence for up to 180 days (six months).

Students who take a Leave of Absence are still subject to the 5-year maximum time to complete.

If the LOA occurs at the conclusion of Inactive status per the Inactive Student Policy, the university may require a Leave of Absence Planning Meeting with the academic advisor. Students who do not complete a meeting within two weeks of their request will be denied and administratively withdrawn from the degree program.

Grading Policy

Grading Scale and Grade Point Average (GPA)

The Art of Education University uses a grading scale to compute grade point averages and assign grades. Transfer credits are not included in the GPA. Master's degree students can view their GPA in their AOEU account on the Manage My Degree tab.

LETTER GRADE	PERCENTAGE	GPA
A	90-100%	4.0
B	80-89%	3.0
C	70-79%	2.0

D	60-69%	1.0
F	Below 60%	0.0

Course Grading Requirements

Students must earn a final grade of B (80%) or higher, or a minimum of a 3.0 GPA, to earn graduate credit for coursework to count toward program completion.

Evaluation Method

AOEU coursework incorporates a wide variety of assessments to demonstrate learning, including, but not limited to, quizzes, written papers and reflections, action plans, portfolios, and creative assignments. All assessments are aligned to course learning objectives and mapped to program learning outcomes. Instructors use course rubrics and assignment guidelines to evaluate learning and provide feedback.

The Capstone Entrance Exam is graded by faculty using a standardized rubric. A passing grade is required to enroll in 600-level coursework. Students who do not pass must retake the exam.

Attendance

Most courses are asynchronous with weekly due dates but no required login times. Capstone: Art Education requirements include several synchronous activities to plan and present the final capstone project. All other courses are asynchronous. See the Course Participation Policy for more information.

Assignment Extensions

AOEU instructors will work with students to set reasonable extensions (an agreed-upon time frame by both the instructor and student) for assignments when unforeseen situations arise. To qualify for an extension, students must reach out to their instructor at least 24 hours before a deadline to communicate their inability to complete the assignment on time. Point deductions will not occur for prearranged and instructor-approved extensions. Point deductions will occur if the instructor is notified less than 24 hours before the due date or after the assignment is due.

Proctored Examinations

Throughout a student's program of study, assessments from select courses will be proctored. Proctored exams are required and serve as an additional identity verification process to ensure academic integrity and meet accreditation requirements. Students are required to identify themselves with a valid, government-issued photo ID.

Proctored exam information and requirement rules are provided in each course where a proctored exam is required. Taking proctored exams is mandatory, without exception, and is not subject for appeal. Failure to successfully complete the proctored exam will result in administrative action, per the Academic Integrity Policy.

Students must meet the requirements of the Technology Policy and the directions outlined in the course LMS to complete proctored exams.

Course Incompletes

All work must be completed by the course end date, regardless of individual assignment extensions given within the course timeframe. An instructor may grant a course incomplete of no more than seven days beyond the course end date. Incompletes are granted only for extenuating, unpredictable, life-altering circumstances. Documentation may be requested. Incompletes will not be granted for time management or technical issues to provide a student more time to complete a course.

To request an incomplete, students must contact the course instructor prior to the course end date and provide details for the request aligned with the Course Incompletes policy. Documentation may be requested. Requesting an incomplete does not guarantee one will be granted.

If an incomplete is granted, a student may submit the work agreed upon with the faculty to the course LMS within the seven-day period. A final grade will be calculated based on the work submitted at the end of the seven-day period. Unsubmitted work will be calculated as a “0” in the final grade.

Course Repeat Policy

A student may repeat a Withdrawn (W) course or course with an earned grade below 80% only once unless special circumstances are documented and approved by the Dean of Graduate Studies. Students should work with their advisor and submit an appeal via email for a third course attempt to the Dean of Graduate Studies.

If the student submits an appeal, the dean will review the student record in full, including but not limited to SAP status, past course grades, financial standing, and assignment submissions from past course attempts. Pending a review of the appeal, the student may be required to submit documentation of extenuating circumstances to justify an additional attempt. If the appeal is approved, the student will be allowed another attempt to pass the course. The student must pay all relevant tuition and fees for repeating the course and is subject to the Academic Probation Policy. Appeals that are not approved and students who do not pass upon their third attempt may be administratively withdrawn from the program.

Per the Academic Integrity Policy, coursework submitted for a repeated course assignment is presumed to be original work not previously submitted in another course, including withdrawn courses, without prior written approval from the instructor.

Grade Processing and Timeline

Final grades are posted on the student’s records page ten calendar days after the course end date. Students may then view their certificate or completion or order an official transcript.

Students can download an unofficial transcript or document demonstrating course completion as soon as final grades are posted.

Appealing a Grade

Students may appeal a final course grade within 20 days after the course grade is posted to the student record. Students may appeal an exam grade within seven days after the exam grade is posted to the student record. See the Student Complaint and Grievance Policy for details on how to file an appeal.

Transcript Request

Students may request an official transcript through their AOEU account. Requests are processed within two business days.

Religious Observances

AOEU will reasonably accommodate the religious observances of individual students in regard to due dates and course requirements. Religious observance includes all aspects of religious observance, practice, and belief. To request accommodation, students shall provide instructors with at least one week's notice of the date or dates they will observe a religious holiday. Students may work ahead of the deadline or request an assignment extension not to exceed one week. Religious observance does not relieve students from responsibility for any part of the course work required during the period of absence.

Academic Integrity Policy

The Art of Education University believes academic integrity is essential to maintain the validity of all grades earned and to protect the integrity of the university, students, and graduates. Therefore, AOEU adheres to the highest standards in the assessment of student scholarly work. Academic integrity is a complex and university-wide commitment, especially for students and faculty. AOEU is committed to enrollment policies that support student success and maintain academic integrity.

AOEU's responsibilities in upholding academic integrity include ensuring students understand the importance of the principles of academic integrity, and ensuring that students make adequate progress toward degree completion. Students are required to complete the master's degree within five years. Repeated withdrawals, transfers, and retakes of courses are prohibited. This pattern, in essence, elongates the time period for a student to be successful over multiple terms.

Student responsibilities in upholding academic integrity include abiding by a commitment to submitting original work and giving appropriate credit to others' work when credit is due. Cheating and plagiarism in any form are unacceptable academic behaviors and will not be tolerated.

Academic Dishonesty

All work submitted and/or presented by students must be original and properly credit all outside inspiration. Original, cited work includes, but is not limited to, individual and group assignments in

written, oral, and electronic forms and any artistic creations. Examples of academic dishonesty include, but are not limited to the following:

- Purchasing and/or deliberately taking someone else's work (written, artistic, or otherwise) and submitting it as one's own.
- Incorrectly citing resources or creating fictitious resources.
- Using a direct quote without including quotation marks and appropriate citation.
- Submitting direct quotes as paraphrased text.
- Paraphrasing text without using appropriate citation.
- Self-plagiarism: Submitting work completed for one course/program assignment and resubmitting it for another AOEU course/program assignment as original work for the new assignment. This includes work completed for a course from which a student has previously withdrawn, unless prior approval is granted by the instructor.
- Style plagiarism: Using another source's structure or style of reasoning as you progress through your writing. The words may be different, but the order of ideas or explanation of concepts is similar to the original source. (Also called organizational plagiarism.)
- Mosaic plagiarism: Rearranging complex sentence clauses, synonyms, or other rearrangements to create a distinction from the original source. This also includes piecing together multiple citations with a lack of original thought. (Also called patchwork plagiarism.)

Originality Detection Software

The Art of Education University uses an online originality detection system, which allows faculty to scan submitted coursework against academic journals, sources across the internet, and assignments previously submitted to AOEU. Faculty may also use search engines to detect similarities.

Graduate-Level Writing Requirements

Principles of academic integrity include ensuring that the quality of student work product is consistent with the degree level. Originality detection software not only detects plagiarism but also serves as a teaching tool to support proper academic writing. If a student's abilities are deficient in graduate-level writing, The Art of Education University may require additional modules or tutorials to complete a course.

Violations, Disciplinary Probation, and Dismissal

Violations of academic honesty are cumulative throughout the student's tenure at the university. Violations detected in two courses will result in Disciplinary Probation. Students violating the terms of Disciplinary Probation may be dismissed from the program.

Guidelines for Disciplinary Action

Depending on the severity of academic dishonesty, the faculty of record will work in conjunction with the Dean and/or Chief Academic Officer to determine appropriate sanctions. Sanctions may include, but are not limited to:

- An opportunity to resubmit the assignment
- Reduction of points given for the original assignment
- Failing grade for the assignment involved
- Failing grade for the course
- Dismissal from the course*
- Dismissal from the university

*Students dismissed from a course for Academic Integrity Policy violations are entitled to a tuition refund according to the Add/Drop, Withdrawal, and Tuition Reimbursement Policy.

Academic Dishonesty Investigation Process

Allegations of academic dishonesty will be reviewed by the faculty of record and the appropriate academic administrator.

If a student is found in violation of the Academic Integrity Policy, they will receive written communication to the email address on file informing them of their violation and dismissal from the program.

A student's course enrollment may require suspension during an investigation of a student's violation of the Academic Integrity Policy. If the investigation concludes the student has not committed a violation of the Academic Integrity Policy, they will be granted a course extension equal to the time of the suspension and investigation.

Students who are under investigation for academic dishonesty in one course are subject to have their entire academic record reviewed. If previous incidents of academic dishonesty are determined, whether or not they have been reported, the student is liable to have those assignment grades and course grades reviewed and amended, including the possibility of a failing grade issued for previously submitted assignments or courses. Past incidents can be considered when determining sanctions for the incident under review.

Academic Dishonesty: Multiple Course Violations

Students who already have one or more academic integrity violations on record from a previous course and incur additional course infraction(s) are subject to Disciplinary Probation and/or university dismissal.

Disciplinary Probation and Dismissal Policy

The Art of Education University is committed to academic success and a positive experience for all students. For this reason, AOEU reserves the right to dismiss students from courses or terminate students' enrollment for Academic Integrity Policy or Student Code of Conduct violations according to the guidelines for disciplinary action (above) and the terms in the Disciplinary Probation and Dismissal Policy. Students dismissed from AOEU are ineligible for future enrollment.

Suspension and Dismissal for Academic Integrity Policy Violations

Students who violate the Academic Integrity Policy during a second course will be placed on probation, and remain on probation for the duration of the program. Students with a probation record will not be eligible for nomination to Delta Epsilon Tau International Honor Society.

The Chief Academic Officer (CAO) reviews all cases of students placed on Disciplinary Probation. The CAO will develop a required disciplinary plan for the student to complete or dismiss the student from the program, depending on the severity of the violation.

Students dismissed based on violations of Disciplinary Probation are entitled to a refund according to the Add/Drop, Withdrawal, and Tuition Reimbursement Policy.

Suspension and Dismissal for Student Code of Conduct Policy Violations

AOEU follows the Student Code of Conduct Policy to determine the dismissal of students for non-academic reasons. Students dismissed based on violations of the Code of Conduct Policy will be eligible for a refund according to the Add/Drop, Withdrawal, and Tuition Reimbursement Policy. Current courses will show an earned grade of W if the student is removed after the seventh day of the course.

It is the student's responsibility to understand and uphold AOEU policies.

Students who violate the Student Code of Conduct Policy are immediately suspended from current courses until an investigation is complete. If, after providing documentation, the student is not found in violation of the Student Code of Conduct Policy, they will be granted a course extension equal to the time of the original suspension and investigation.

If a student is found in violation of the Student Code of Conduct Policy, they will receive written communication to the email address on file informing them of their violation and dismissal from the program.

Student Appeal Process

All university decisions regarding student grades or enrollment status changes as a result of policy violations will be communicated to students via the student's email address on file.

Students have five calendar days from the send date to respond with requests to appeal dismissal decisions by submitting a grievance. Students submitting a grievance should also submit further documentation or explanation on their behalf. The Chief Academic Officer will review all evidence provided by the student as well as the documentation from faculty and staff associated with the case and make a final decision. All grievance decisions are final and will be communicated to the student within ten days via the email address on file.

Transfer Credit Policy

Complete the Transfer Credit Request form to request an evaluation of courses from outside institutions. For an initial evaluation, course details and an unofficial transcript are required. The registrar will provide a response via email to confirm transfer credit acceptance or denial.

An official transcript documenting the culminating coursework and grade is required for final processing. Accepted coursework will display on the student's course records page once processed. Questions concerning transfer credits should be directed to the registrar at registrar@theartofeducation.edu or 515.236.5094.

Transfer Credit Requirements

Prospective students are responsible for reporting previously attended colleges and universities for which they wish to have earned credits evaluated for transfer into The Art of Education University's degree program. In the event a student does not disclose earned credit from a previously attended college or university prior to program enrollment, students risk taking courses for which they otherwise may have received credit and will not be issued a refund.

All transfer credit requests are reviewed by faculty evaluators and the Office of the Registrar. The Dean of Curriculum and Instruction determines the final decision regarding transfer credit appeals. The Art of Education University does not guarantee transfer credit acceptance without prior approval.

External coursework may be considered for elective transfer credit if all of the following conditions are met:

- Coursework is graduate-level (500-level or above). Continuing education credit is not eligible for transfer.
- Coursework was completed at an appropriately accredited institution within the past five years.
- Graduate-level coursework completed at The Art of Education University that is over five years old will be reviewed on a case-by-case basis for currency when applied toward program completion
- The final grade earned for each potential transfer course is a B or higher.
- Coursework does not duplicate, overlap, or regress previous work or core course requirements.

- Coursework did not count toward undergraduate graduation requirements.
- Coursework taken at another institution must be comparable to an AOEU course's objectives, program learning outcomes, and educational level for their declared degree program.
- No more than nine semester credit hours will be accepted for transfer as electives.
- AOEU courses taken through Morningside University have a one-to-one course equivalency with AOEU courses. No more than 50% of the program credits may be accepted for transfer credit as long as they meet the above requirements.

Accepted coursework will display on the student's course records page once processed.

Residency Requirement

Students enrolled in degree programs must complete a minimum of 50% of the degree program credit hours with The Art of Education University as the institution of record. Coursework taken through The Art of Education University with a partner institution of record appears as transfer credits on the official transcript. Transfer credits do not count toward the residency requirement.

Non-matriculated Coursework

Individual courses taken through The Art of Education University prior to program enrollment are subject to the transfer credit policy. A maximum of 18 credit hours may be completed prior to enrolling in the master's degree.

All non-matriculated courses are reviewed by the Office of the Registrar. The Dean of Retention and Student Support Services makes the final decision regarding non-matriculated course transferability appeals.

Acceptance of Transfer Credit Disclosure

The Art of Education University cannot guarantee credits will be accepted as transfer credit at another institution. Students are advised to check with the degree-granting school, state, or district to verify credit acceptance.

University Partnership

The Art of Education University partners with Morningside University. Morningside administration extensively reviews materials course-by-course to determine acceptable course equivalency at Morningside. Equivalent Morningside course codes are included in the course descriptions below. Upon registration for courses, students indicate whether they prefer to enroll in these courses through AOEU or Morningside. This selection dictates the school of record for the course transcript. Once a course grade has been earned, a student can no longer change the registered university. Note: Morningside University is accredited through the Higher Learning Commission (HLC).

Add/Drop, Withdrawal, and Tuition Refund

Add/Drop Policy

Students who wish to change a course registration after the start of a term may do so within the first seven days of the course by requesting a course add/drop through their online account. Students are permitted to drop a course within the first seven days one time per course.

Students who drop a course before midnight Central time (UTC-5) on the seventh day of the course are eligible for 100% tuition refund. Dropped courses will not be displayed on the student's transcript.

Course Withdrawal Policy

Students requesting a withdrawal may do so by midnight Central time (UTC-5) at 60% of the completion length of the course and maintain eligibility for 100% tuition refund. See the academic calendar for specific dates. The course will be documented as a formal withdrawal (W) on the student's record. Refunds will be processed for the original transaction amount. Discount codes cannot be reused.

The only exception to the official withdrawal deadline is for documented cases of medical/health problems precluding the student from completing the term. To request an exception, complete the Special Request Form and attach the related documentation from a medical provider.

Under no circumstances can a withdrawal be processed in the last week of a term.

Course Administrative Withdrawal Policy

Students who are inactive for 50% or more of the course consecutively are administratively withdrawn from the course and issued a refund according to the Tuition Reimbursement Policy unless an instructor has granted prior non-participation approval. Evidence of academic attendance includes timely assignment submissions, quiz or exam submissions, discussion board posts, and/or academic inquiries to the instructor. A withdrawal (W) will show on the official transcript. Refunds will be processed for the original transaction amount. Discount codes cannot be reused.

Degree Program Withdrawal Policy

Degree-seeking students who no longer intend to complete the program can officially withdraw. The student will be refunded according to the Tuition Reimbursement Policy for any current or future course registrations at the time of their withdrawal. Degree-seeking students who withdraw from the program within five days of signing the enrollment agreement will receive a refund for the application fee. Additional program fees will not be refunded for withdrawals that take place more than five days after signing the enrollment agreement. Refunds will be processed for the original transaction amount. Discount codes cannot be reused.

To withdraw from the master's degree program, students should contact their academic advisor or visit the Manage My Degree page within their profile.

Degree Program Administrative Withdrawal Policy

Students who do not attempt a course that counts toward degree completion for one (1) year are subject to administrative withdrawal. The university will notify students one month before administrative withdrawal.

Students may request a leave of absence per the Leave of Absence Policy (LOA) to extend their degree-seeking status. Students seeking to maintain university enrollment through a Leave of Absence may be subject to a Leave of Absence planning meeting with their academic advisor.

Students who are administratively withdrawn from the program will be refunded future course tuition according to the Tuition Reimbursement Policy. Students will need to reapply to the program if they wish to continue. All fees, rules, and regulations at the time of reapplication will apply.

Maximum Time to Complete

Students must complete their graduate degree within five (5) years of program enrollment. Once the five-year period from initial enrollment has expired, a student must reapply to the program. All policies and fees apply.

Tuition Refund Policy

(This policy complies with Iowa Code Section 714.23)

The deadline for students to drop courses is the seventh day of the course. Dropped courses are not reflected on the student transcript. Any tuition paid to AOEU for a dropped course will be refunded 100%.

The withdrawal deadline for all courses is at the 60% completion date for the course. Students who withdraw from a course before the withdrawal deadline are eligible for a 100% course tuition refund.

COURSE LENGTH	COURSE DROP	COURSE WITHDRAWAL	REFUND
3-WEEK COURSE	Within 7 days of course start date	Within 14 days of course start date	100%
8-WEEK COURSE	Within 7 days of course start date	Within 34 days of course start date	100%
12-WEEK COURSE	Within 7 days of course start date	Within 50 days of course start date	100%

Additional course fees may not be available for refund after the course drop period.

Students who withdraw from a course after the 60% course completion withdrawal deadline are not eligible for a refund for tuition. This means after 34 days of an eight-week course, or after 50 days of a 12-week course, no refunds will be issued.

Students with a documented physical incapacity rendering them unable to participate in online coursework may be eligible for a full or partial refund when withdrawing after the 60% course completion date. See the Course Withdrawal Policy for the documentation approval process.

All refunds will be provided to students within 45 days of the student's course withdrawal.

Refund Policy Examples

If a student withdraws from an 8-week course on the 25th day after the course start date, the following calculation will apply:

Tuition Paid: $1197.00 (Tuition for a 3-credit 500-level course)

Less Tuition Refunded: -$1197.00 (100% refund)

= Student Responsibility: $0

If a student withdraws from an 8-week course on the 40th day after the course start date, the following calculation will apply:

Tuition Paid: $1197.00 (Tuition for a 3-credit 500-level course)

Less Tuition Refunded: $0 (No refund available after 34 days)

= Student Responsibility: $1197.00

Discounts

AOEU occasionally offers discount codes to defined groups or during special promotions. The discounted amount will not be refunded per AOEU's Tuition Reimbursement Policy.

California Student Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled or was enrolled in a residency program, if the student enrolled in the institution prepaid tuition and suffered an economic loss. According to California code:

CCR 76215(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program who is a California resident or are enrolled in a residency program and prepay all or part of your tuition. You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program."

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog: "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF California Code of Regulations Division 7.5. Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900, or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120 day period before the program was discontinued. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary awards by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a Social Security number or a taxpayer identification number." Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924, and 94925, Education Code.

Military Refund Policy

In cases in which a student is a member of the National Guard or reserve forces of the United States, and is ordered to National Guard duty or federal active duty, the student or eligible military spouse/ dependant may choose to have The Art of Education University withdraw all or a portion of the student's registration and provide a full refund of the tuition and program fees.

A student is allowed to finish a course and receive documentation of the course grade and transcript without the receipt of school payment. The Art of Education University works directly with the school for purchase order collection processes.

Students who use a purchase order to pay for a course may withdraw or transfer before the course end date without restrictions. If a refund is requested by the student, the refund will be issued directly to the school that made the original payment for the course.

STUDENT SERVICES

Academic Advising

Degree-seeking students work with an academic advisor. Academic advisors at The Art of Education University are art teachers and faculty members who provide a supportive and friendly experience for degree-seeking students.

Academic advisors help students plan their degree timeline, support student academic success, and serve as a point person for student questions and concerns.

Library Services

Self-directed research and learning are essential to graduate work. Library services are included in the tuition for both degree-seeking students and individual course takers. Students have access to over 1,200 full-text, peer-reviewed journals and over 2 million records in the fields of art and education to conduct reliable research and access peer-reviewed content.

Additional support on conducting online research, APA style, and fair use is available through the Student Handbook, and students can connect to library faculty for one-on-one coaching via video conference or email.

Writing Center

Students at AOEU can access the online writing center when enrolled in courses or the degree program. Academic writing is an essential part of graduate-level work. The writing center provides self-service options to help students develop strong paragraphs, build an organized, synthesized argument, and learn tips for editing and revising written work.

In addition to on-demand support, students can schedule individual sessions for in-person or written feedback from writing center staff.

Student Center

The Student Center is an optional, self-paced course available to students upon first term enrollment. The Student Center includes modules and resources to support success in graduate studies at The Art of Education University. Topics include time management, technology as a tool, accessing student services, conducting research, and preparing for Capstone: Art Education. Students have access to Student Center resources from their first term of registration through graduation.

Virtual Student Union

Students enrolled in the master's degree program can connect and collaborate with faculty, AOEU staff, and other degree-seeking students through Slack. This tool is part of student services at AOEU. Slack access is available to alumni as well.

GRADUATION AND HONORS

Graduation Requirements

Students must meet the requirements for graduation to receive a conferred degree from The Art of Education University. To fulfill this requirement, students must:

- Pass all core courses with an earned grade of B (80%) or higher
- Pass all elective courses with an earned grade of B (80%) or higher
- Successfully complete the number of credit hours as listed in the enrolled degree program
- Attain a cumulative GPA of >3.0

Degree Audit for Graduation

The University must confirm all degree requirements have been met after the faculty submission of final grades. The Registrar performs an official audit of the student record during the degree audit, including degree credits earned, financial standing, and official transcript record. Once the registrar's office confirms all academic requirements have been satisfied, the degree will be awarded.

Diplomas

Students receive an email notification and must confirm their official name, address, and display name for their diploma. To make any changes to the official name on file, students must submit a Special Request Form to the Registrar's Office along with the appropriate supporting documentation as outlined in the form.

Students will receive a digital diploma via the email address on file approximately one week after the completed graduation audit. Students who provide a residential mailing address should expect to receive their paper diplomas in the mail within 6-8 weeks. The Art of Education University can not mail diplomas to PO boxes.

Commencement

Alumni are invited to participate in virtual commencement ceremonies. For more information, visit the commencement information page.

Honor Society

Delta Epsilon Tau Honor Society (DETHS) recognizes the academic achievements of distance education students. Criteria for recognition by the Delta Epsilon Honor Society specifies that graduates must:

1. Have a minimum 3.9 GPA.
2. Demonstrate active participation and leadership skills.
3. Have a record free of student code of conduct violations.
4. Have clear financial standing.

Students will be notified of eligibility during the graduation audit process.

STUDENT RIGHTS AND RESPONSIBILITIES

Americans with Disabilities Act (ADA)

Americans with Disabilities Act of 1990

The Art of Education University is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA) of 1990. The Art of Education University does not discriminate against any qualified applicant because of an individual's disability or perceived disability. In keeping with the ADA, regulations in 29 CFR Part 1630 (1992) and the Rehabilitation Act of 1973 (Section 504), The Art of Education University will provide reasonable academic accommodations for students who provide formal documentation outlining their disabilities and their reasonable and appropriate requests. The institution admits students regardless of race, color, national origin, disability, sex, or age.

Qualifying for Services

To receive disability services at The Art of Education University, the student must submit an accommodation application form for review. The Dean of Student Services and Director of Compliance will review applications within ten calendar days.

Online courses at The Art of Education University have many accommodations built within them including the following:

- Accessible course syllabi prior to registration.
- Student access to full course content, assignments, and due dates prior to the course beginning.
- Privately given feedback..
- Lectures in written format.
- Closed-captioned course videos.
- Students work independently, never in groups.
- Flexibility to work when able and take frequent breaks as needed.
- Asynchronous coursework with no required login times.
- Course policies that support student academic success. Read Satisfactory Academic Progress Policy and Grading Policy.

Services Provided

The Dean of Student Services evaluates the accommodations application and makes a recommendation to the Director of Compliance. The Director of Compliance makes the final determination of whether appropriate and reasonable accommodations are warranted and can be provided to the individual based on the information received.

Accommodations may include but are not limited to the following:

- Assignment extensions due to unexpected surgery or recovery time.
- Simplified/bulleted course content.
- A scheduled phone or Zoom meeting with the instructor to ask clarifying questions.

All accommodations and services deemed reasonable are provided at no expense to the student and are based on individual student needs. The Dean of Student Services will provide approved accommodations to the student via email with an attached Faculty Notice of Accommodations.

Contact the Dean of Student Services with questions: studentservices@theartofeducation.edu.

Student Rights

A graduate student with a disability has the right to appropriate academic adjustments under Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act. The Dean of Student Services and the Director of Compliance make decisions regarding the nature of the adjustments. Provisions protecting the student from discrimination on the basis of a disability are guaranteed. The student has the right to file a grievance concerning any allegation of failure to comply with the laws, regulations, and procedures set forth for people with disabilities. Grievances will be processed through AOEU's Grievance Policy.

Student Responsibilities

It is the student's responsibility to seek available assistance and make their individual learning needs known to the instructor or the Dean of Student Services at the time of enrollment or as the need arises.

Students with documented disabilities may formally request accommodations at any time however, students are encouraged to request accommodations in advance, as early as during the application process, to allow for sufficient time for instructors to make appropriate arrangements. Students submit formal requests for accommodations to the Dean of Students, and together with the Director of Compliance a decision is made as to whether and how the request should be honored. A Notice of Accommodations will be emailed directly to the student that outlines the decision. It is the student's responsibility to share the Notice of Accommodations with individual course instructors at the beginning of each course.

Students with disabilities must demonstrate they have acquired the same amount of content knowledge as other students enrolled in the course for which they are requesting accommodations and are obligated to use the accommodations responsibly.

Faculty Rights and Responsibilities

Faculty members may request verification of the disability from the Dean of Student Services and the Director of Compliance in the form of a letter. The accommodation(s) requested must not compromise the content of the course or the requirements for satisfactory course completion.

Confidentiality

Information regarding a student's disability will remain confidential. Confidentiality of records is required by law and maintained within AOEU's Confidentiality and Privacy Policies. The Art of Education University may only disclose the specific nature of a student's disability upon written release from the student.

Documentation

Students can request a copy of their individual disability documentation from the Dean of Student Services.

Confidentiality and Privacy Policies

Student Confidentiality

The Art of Education University complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. FERPA was designed to protect the privacy of educational records, establish the rights of students to inspect and review their educational records, and provide guidelines for the correction of inaccurate or misleading information through informal and formal hearings.

Identity Verification

Students must verify their identity to speak with any employee at The Art of Education University about course records, billing information, or other personal information. The student must accurately provide two pieces of information to confirm their identity for the employee to release personal information. It is the student's responsibility to keep account information updated.

AOEU faculty and staff will not provide information to students who are unable to verify their identity by providing the correct information on file with AOEU.

At various times throughout the program, the institution affirms that the student who takes an assessment is the same person who enrolled in the program. Proctors use valid government-issued photo identification or other means to confirm student identity.

Name Changes

To protect the integrity of the academic student record, students at The Art of Education University can not independently make name changes on their accounts.

Students must submit a Special Request Form to change their name for any reason. Requests for a change of name are processed by the registrar's office. Regardless of the reason for the request, students must attach supporting documentation to change their name. Appropriate documentation can be a driver's license, government-issued ID, marriage certificate, divorce decree, or social security card.

FERPA Notification

AOEU maintains records and documentation of student academic progress and interactions with university staff.

The Family Education Rights and Privacy Act (FERPA) affords eligible students certain rights concerning their educational records. These rights include the following:

1. The right to inspect and review the student's educational records within 45 days after AOEU receives a request for access. Students seeking additional information should submit a written request to the Office of the Registrar at registrar@theartofeducation.edu identifying the specific record(s) the student wishes to inspect.
2. The right to request the amendment of the student's educational records the student believes to be inaccurate, misleading, or otherwise a violation of the student's privacy rights under FERPA. Students requesting an educational record amendment need to contact the Office of the Registrar, clearly identifying the part of the student's record and specifying why it should be changed. If The Art of Education University decides not to amend the record as requested, AOEU will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before AOEU discloses personally identifiable information (PII) from the student's educational records, except to the extent FERPA authorizes disclosures without consent. The Art of Education University discloses educational records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A university official is typically a person employed by AOEU in an administrative, supervisory, academic, research, or support position (including law enforcement personnel); a person serving on the board of trustees; a student serving as an official volunteer; or a contractor outside of AOEU who performs an institutional service for which the school would otherwise use its own employees and is under the direct control of the institution with respect to the use and maintenance of PII from educational records, such as an attorney, auditor, collection agent, or a student volunteering to assist another university official in performing their tasks. A university official typically has a legitimate educational interest if the official needs to review an educational record in order to fulfill their professional responsibilities for AOEU.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by AOEU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

Academic Records

Except in circumstances permitted by law, The Art of Education University will not disclose a student's educational record without obtaining the student's prior written consent.

Students may inspect and review their own records pertaining to admissions and academic standing.

The Art of Education University depends on the accuracy of the records submitted by its students. False information on an application or an act to intentionally mislead or misinform a faculty member or administrator will be grounds for disciplinary action, including dismissal.

Students seeking access or amendment to educational records should contact the Registrar at registrar@theartofeducation.edu or 515.236.5094.

Directory Information

The Art of Education University has designated the following as directory information:

- Name
- Address
- Telephone listing
- Email address
- Hometown
- Degree program
- Anticipated completion date
- Participation in officially recognized activities
- Photograph
- Honors and awards received
- Dates of attendance/enrollment status

Directory information is defined by the U.S. Department of Education as "information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as name, address, telephone listing, date and place of birth, participation in officially recognized activities and sports, and dates of attendance. A school may disclose 'directory information' to third parties without consent."

Student Complaint and Grievance Policy

The Art of Education University is committed to hearing the concerns of its students.

1. Any student who has a complaint or grievance with an instructor, an individual assignment grade, or a final course grade should first address those concerns directly with the course instructor.
2. If a resolution is not reached or the grievance is in reference to any other issue within the university, students may file a grievance through the Grievance and Complaint form. The

appropriate staff member will analyze the request and attempt to remedy the situation, generally within five business days but no longer than ten days. The student may be contacted for additional information during the process.

3. If for any reason a student's dispute is not resolved at the department level, the student may file a grievance with the university's Chief Academic Officer at cao@theartofeducation.edu.

The Art of Education University and its degree program are accredited by the Distance Education Accrediting Commission (DEAC). Students whose concerns are related to areas of noncompliance with DEAC standards and policies may address their concerns directly with the DEAC by completing this form. The DEAC is recognized by the Council for Higher Education Accreditation (CHEA) and is listed by the U.S. Department of Education as a recognized accrediting agency. A student or any member of the public may leave a complaint about this institution with the DEAC by calling 202.234.5100 or submitting written correspondence to:

Distance Education Accrediting Commission
1101 17th Street, N.W., Suite 808
Washington, D.C. 20036

The Art of Education University is registered by the Iowa College Student Aid Commission to operate in Iowa and to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. In addition to the university student complaint procedure, students may contact the Iowa College Student Aid Commission at 877.272.4456 or use the following URL: https://www.iowacollegeaid.gov/StudentComplaintForm.

Non-Discrimination Policy

Statement of Non-Discrimination

In accordance with federal and state laws, The Art of Education University prohibits discrimination on the basis of race, color, national origin, sex, gender, age, marital status, disability, or veteran status. Additionally, AOEU prohibits discrimination on the basis of sexual orientation.

Student Code of Conduct Policy

Course Climate

Student interactions within the closed course group are to be professional, confidential, and intellectual. All communications, including shared artwork and visual images, shall be constructive and appropriate with thoughtful consideration given to potentially offensive subject matter. The types of prohibited conduct outlined in this policy are not intended to be all-inclusive or limit the types of inappropriate conduct that may subject a student to sanctions or disciplinary action.

Any student who violates the Student Code of Conduct Policy will be placed on probation on the first offense. If the disruptive behavior persists and there is a second offense, the student will be removed from the course or degree program, per the Disciplinary Probation and Dismissal Policy, and issued a refund according to the Add/Drop, Withdrawal, and Tuition Reimbursement Policy.

Ethical Computer Use

The Art of Education University provides information technology resources to various individuals (students, faculty, and staff). As members of the online community, all individuals are responsible for using those services in an effective, efficient, ethical, and legal manner. Individuals are encouraged to respect the privacy of others and avoid grossly offensive expressions in matters of ethnicity, race, religion, gender, sexual orientation, age, or disability, which may create a hostile environment. AOEU reserves the right to monitor the use of technology-related resources to determine compliance with the provision of the computer ethics and policies statement.

Substance Use Prevention Policy

The Art of Education University is committed to promoting a drug-free learning environment. The University has a vital interest in maintaining a safe and healthy environment for the benefit of its employees and students. The use of performance-altering drugs can impair judgment and increase the risk of injuries. Consistent with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), all students and employees are advised that individuals who violate federal, state or local laws and institutional policies are subject to University disciplinary action and criminal prosecution. Penalties may include required participation in and completion of appropriate rehabilitation programs in addition to federal, state and local sanctions. Students should be aware there are significant psychological and physiological health risks associated with the use of illicit drugs and alcohol.

The following resources are available for assisting with possible problems of substance use:

- aa.org–Alcoholics Anonymous Support Group
- ncaddms.org–National Council on Alcoholism and Drug Dependence
- www.mayoclinic.org/diseases-conditions/alcohol-use-disorder–Mayo Clinic

Sexual Harassment and Discrimination

The Art of Education University is committed to providing and maintaining a positive learning environment free from all forms of discrimination and conduct that may be considered harassing, coercive, or disruptive, including sexual harassment. AOEU will not tolerate any actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally protected characteristic.

Sexual harassment can be defined as unwanted sexual advances and/or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behaviors and gender-based harassment of a person of the same sex as the harasser.

If any students experience or witness sexual or other unlawful harassment or discrimination, they should immediately report this information to the Dean Student Services by emailing studentservices@theartofeducation.edu or calling 515.344.4528. If they feel it would be inappropriate to discuss with the Dean, they should immediately contact the Director of Compliance without fear of reprisal or punishment. The director can be reached via email at compliance@theartofeducation.edu.

All allegations of sexual harassment will be quickly and discreetly investigated. Local law enforcement will be notified.

Any student may seek additional services or help from the Rape, Abuse & Incest National Network (RAINN): 800.656.HOPE (4673).

Technology Requirements Policy

The Art of Education University provides limited technical support for course-related software applications and online resources. The listed computer requirements are expected to work for most students under most conditions. There could be situations where hardware limitations or software compatibility issues might prevent the university services department from addressing student technical issues. In these cases, it is up to the student to procure third-party assistance handling any technical issues.

The online learning environment at The Art of Education University is comprised of multiple technologies working in conjunction with each other. This requires that the student's computer meet the following minimum technical requirements. Students must have ready access to all standards outlined in the Technology Requirements Policy.

To learn online, AOEU students are required to have basic technological proficiency. Assignments may include but are not limited to word processing, document creation, digital slide presentations, photographing work, and recording video. A mobile device is not a substitute for a desktop/laptop computer and cannot be used to meet all course requirements.

Failure to meet and maintain these standards may result in removal from courses or the degree program.

Devices

- ✓ Desktop/laptop devices are required for AOEU coursework.
- ✓ Desktop/laptop devices must have Windows 7/8/10 or MacOS 10.10 or above, the capability to produce and record sound via speakers or headphones, and video recording capability.
- ✓ Mobile devices may be used for some, but not all, LMS functions. A mobile device cannot replace a desktop/laptop. The most recent versions of iOS and Android operating systems are recommended.

Connectivity

- ✓ High-speed internet connection (Cable, DSL, etc.)
- ✓ An up-to-date internet web browser (Firefox 3+, Internet Edge, Safari 3.1+, or Google Chrome). The latest version of Google Chrome is recommended.
- ✓ A personal email account

Creation

- ✓ Word processor (MS Word, Apple Pages, Google Docs, etc.)
- ✓ PDF reader (Adobe Acrobat Reader or Apple Preview)
- ✓ A personal Google Drive account

Some courses require additional software. Materials are listed on individual course pages on the AOEU website.

LMS Platform Requirements

- ✓ Javascript

COURSES

ARE501 Assessment in Art Education 3 cr.

PREREQUISITES: ARE534; ARE516

In this course, participants will learn the best practices for a wide variety of assessment topics, including culturally responsive assessment, data visualization, and rubric design. Participants will master the difference between the assessment of learning and the assessment for learning. This course will empower art educators to sustainably apply data to advocate for students, resulting in stronger learning outcomes. Participants will use their current lesson plans to create new, effective assessment strategies for immediate application in their classrooms.

ARE507 Designing Your Art Curriculum 3 cr.

PREREQUISITES: ARE534; ARE516; ARE501

In this course, participants will look deeply at curricular approaches in the field of art education and explore real art curricula samples from across the globe. Research, paired with a prescriptive curriculum design process, will result in a personalized curriculum art teachers will immediately implement because it is specifically aligned to support unique students and teachers' own unique styles.

ARE513 Rethinking Kindergarten 2 cr.

PREREQUISITES: None

Early childhood students often have difficulty following the rules and routines of the art room. This course will facilitate a deep dive into a variety of strategies, tools, and methodologies sure to support these young artists in the art classroom. Course participants will investigate a variety of progressive philosophies, including Reggio Emilia, Montessori, and Waldorf as well as techniques for integrating play-based learning and teaching foundational skills. This eight-week intensive course will provide participants with innovative opportunities to explore childhood development, create classroom resources, and revamp their philosophy of teaching younger learners.

ARE516 Instructional Strategies for Art Teachers 3 cr.

PREREQUISITES: ARE534

Because one size does not fit all in the art classroom, differentiated teaching strategies are vital to reaching all learners. This interactive, practical course is designed to help art teachers build a professional repertoire of instructional approaches for both in-person and online classrooms. This course is aligned with 21st-century learning goals, such as creative thinking, problem-solving, ideation, and collaboration. Emphasis will be placed on contemporary art and education theories, like culturally responsive classrooms and student-centered learning.

ARE517 Integrating Art History 2 cr.

PREREQUISITES: None

Making art history relevant is a common struggle in K–12 art classrooms. Trying to appeal to student interests while maintaining the integrity and richness of art history can be accomplished through personalized and dynamic strategies for art appreciation that will appeal to today's students. This has profound implications for fostering art appreciation among students of all ages. In this course, participants will survey hundreds of years of art as they simultaneously plan rich learning opportunities for their students in diverse and dynamic settings.

ARE522 Choice-Based Art Education 3 cr.

PREREQUISITES: None

Studies show that when students have more choice in how they learn, they gain confidence. This confidence translates to more positive interactions within the classroom. Participants in this course will examine various choice-based learning approaches in the art classroom with a critical eye toward their impact on assessment, advocacy, and management strategies. The course culminates with participants revising classroom approaches and curriculum based on their findings.

ARE530 Essentials of Art 3 cr.

PREREQUISITES: Registration requires pre-approval

In the world of visual art, a natural balance of skills and techniques, design basics, and influential cultural and personal voices can come together for endless creative possibilities. The Essentials of Art course presents the essential elements of art, providing participants a foundational understanding of the world of visual art, including studio media explorations, elements, and principles as the building blocks of design, the significance of history and culture, and the importance of fostering creativity and authentic artistic voice. By the end of this course, participants with limited previous experience in visual art basics will feel confident in pursuing more integrated foundational knowledge of art education.

ARE531 Essentials of Education 3 cr.

PREREQUISITES: Registration requires pre-approval

In the field of education, general best practices, philosophies and foundational knowledge of teaching and learning are essential to student success. This course presents the essentials of education, providing participants a foundational understanding of pedagogy and inclusive practices, curriculum design, classroom environment strategies, and general characteristics of effective teaching. By the end of this course, participants with limited previous experience in education basics will feel confident in pursuing more integrated foundational knowledge of art education.

ARE534 Managing the Art Room 3 cr.

PREREQUISITES: None

Management of the art room involves a unique blend of strategies and techniques to hold students accountable, manage materials and resources, design procedures to keep the art room running efficiently and establish an enjoyable, creative learning environment.
Participants will examine and apply current research in classroom management strategies to their art teaching practice. Reflecting on current practice, they will expand their own learning and embark on new methods to promote learning in the classroom. Attention will be given to how social identities are formed and how they influence students' interaction with content and others. The final product in the course is a full classroom management action plan.

ARE536 Art Therapy for Art Teachers 3 cr.

PREREQUISITES: None

Art is a powerful tool for communication, motivation, and healing. In this course, participants will gain an understanding of the field of art therapy and the role of the art therapist as compared to the role of the art educator. Participants will learn how to harness the power art yields with creative strategies designed for the art classroom. Such strategies will help the art educators foster self-esteem and self-awareness, cultivate emotional resilience, and promote creative insight in themselves and students.
The art therapy field is led by professional art therapists dedicated to and trained in mental health and human services. This course will not lead to certification or licensure in art therapy.

ARE540 Cultural Competency in Art Education 3 cr.

PREREQUISITES: None

Cultural competence, or the ability to understand, communicate with, and effectively interact with people across cultures, is the cornerstone of effective educational practice. In this course, participants will be exposed to differing viewpoints, fostering self-awareness and the awareness of all stakeholders in the teaching-learning dynamic. They will reflect on their role as an educator and their beliefs about education to consider how they impact each student's art room experience. Participants will gain a profound knowledge of diverse cultures to effectively manage societal differences in the art room.

ARE541 Innovation Through Design 3 cr.

PREREQUISITES: None

Countless industries and businesses use design thinking to solve complex problems in a user-focused way. The art room is the perfect place for students to practice design thinking as schools gear toward career readiness and 21st-century skills. In this course, participants will infuse the five stages of design thinking in art curriculum and instructional practices. Participants will expand their current practices to include human-centered, creative, and playful experiences for collaborative learning. Case studies from art teachers experienced in STEAM, makerspaces, and project-based learning at all levels will provide models for practical application.

ARE542 Foundations of Art Education 3 cr.

PREREQUISITES: Registration requires pre-approval

The field of art education holds many responsibilities within the life of a learner. Aside from a creative outlet, art experiences provide an opportunity to communicate through personal voice, practice critical thinking and problem-solving skills and identify connections between many different parts of the world. However, in order to provide these experiences to the learner, the educator must be intentional about curriculum design and management of the art program. This course combines previous essential knowledge of education and visual art, presenting the foundations of art education. Participants will integrate best practices in education and the creative and cultural voices of art, building a foundational art curriculum plan. Curriculum design will cater to the creative developmental stages of student learners, align with art standards and provide a well-rounded studio experience. Additionally, participants will build a basic repertoire of program management strategies, from budget to supply management and organization. By the end of this course, participants will feel confident in applying foundational knowledge of art education towards classroom application and future learning in art education.

ARE544 Arts Integration: How Art Increases Academic Capacity 3 cr.

PREREQUISITES: None

When students engage in art alongside other curricula, they have the opportunity to make deeper, more complete connections and to increase their learning and achievement. Advocating for arts integration is a powerful way to build the bridge between the visual arts and other disciplines. In this course, participants will assume a leadership role as they investigate the power of arts integration to increase academic capacity beyond the art room and across the entire district. They will explore integrations in literacy, math, science, and other core areas. Finally, participants will translate their learning into a leadership improvement plan, benefiting learners both inside and outside the art room walls.

ARE546 Social-Emotional Learning in the Visual Arts 3 cr.

PREREQUISITES: None

This course will provide the foundational material for social-emotional learning frameworks and competencies. It will introduce new modalities to increase students' self-esteem and sense of community. Participants will develop a toolkit including lesson plans, community resources, project ideas, organizational strategies, and more to support implementing SEL frameworks in the art room. Through qualitative inquiry, participants will demonstrate their understanding of social-emotional, cultural, and artistic development in children and adolescents and design curricula that bridge SEL competencies with creative experiences.

ARE549 Ethics and Equity for Art Education 3 cr.

PREREQUISITES: None

Art educators and artists have innovative leadership qualities and skillsets. This course looks at the role of art leaders in contemporary equity and ethics issues, offering multiple voices from around the world. Examine leadership fundamentals as a means of understanding one's strengths and skills. Participants will take a deep look at the role of reflective practices and how understanding the adult learner impacts professional relationships for effective leadership. Participants will leave this course with a stronger understanding of an art educator's responsibility to enact change through the lens of equitable and ethical practices, including foundational advocacy research to inspire others to follow their own visions.

ARE555 Principles of Art and Business 3 cr.

PREREQUISITES: ARE549

Funding for the arts is essential. In this practical course participants learn how to capitalize on grants, fundraising, and entrepreneurship in order to see significant increases in budget utilization over time. Budgeting is made manageable in this course with its relevant and immediately applicable strategies for art teachers. Participants will take the first steps necessary to make lasting fiscal improvements. Through long and short term planning participants will begin being an agent of change, growing their impact and enhancing their art program.

ARE630 Mission of Teaching 3 cr.

PREREQUISITES: CPE601

This course will allow participants to explore philosophical perspectives and action research methods within the field of K–12 education, and in art education specifically, as they search to be a catalyst for change both within the profession at large and within their own personal practice. As participants embark on their practitioner-researcher journey, they will select current issues in art education and relate those to their own mission and vision of teaching. Finally, participants will begin to create and follow their mission through the lens of action research to advocate for and create change in the field of art education.

ARE631 Capstone: Art Education 6 cr.

PREREQUISITES: ARE630

The Capstone: Art Education course is the culmination of the Master of Arts in Art Education degree program. In this 12-week course, participants will use the knowledge acquired throughout the program, coupled with their professional roles in the field, to create an action research project relevant to their classroom and experience. Participants will be required to complete a formal video proposal, professional paper, and culminating capstone presentation. A final capstone presentation is a virtual event including faculty, peers, and the Capstone Faculty Committee.

ART524 Studio: Ceramics 3 cr.

PREREQUISITES: None

This studio course requires both hands-on artmaking and learning new teaching methodologies. Participants must demonstrate artistic proficiency in various ceramic techniques and translate the medium for classroom use. Participants will examine the history of ceramics and use that knowledge to practice various hand-building and surface treatment techniques to develop a body of work. In addition to studio practice, course participants are required to engage with real-world classroom scenarios and troubleshoot supply management and art room organization to facilitate the effective implementation of a ceramics curriculum.

ART525 Studio: Printmaking 3 cr.

PREREQUISITES: None

This course breaks down various printmaking processes participants can use with their students at any age level, without advanced equipment, and with all of the safety and developmentally appropriate information they need. Participants will try various monoprint techniques, image transfers, traditional and nontraditional linoleum prints, collagraphs, and many other unique and alternative processes—no press or chemicals necessary.
As participants create useful tools and finished pieces for the classroom, they will also learn how to break printmaking skills down for their students in a developmentally appropriate way while revamping their printmaking curriculum from the inside out.

ART526 Studio: Drawing 3 cr.

PREREQUISITES: None

This course will focus on participants' growth in their personal practice of drawing as it integrates cross-disciplinary dialogue and offers new strategies for teaching drawing in the classroom. Additionally, it will address and offer solutions for students' struggles and challenges in the art room as they explore drawing as a skill. During this course, participants will revisit their roles as artists and share their drawing evolution with the instructor and peers as they simultaneously think through best practices for drawing instruction. The journey will include visual journaling using various media and skill development as participants work toward creating a drawing portfolio.

ART528 Studio: Painting—Tempera & Acrylic 3 cr.

PREREQUISITES: None

Tempera and acrylic are the focus of this studio art course, addressing best practices for use in the K–12 art classroom. Topics will include brush selection, storage, and organization as well as color theory, mixing mediums, and advanced techniques. This is a painting class designed just for art teachers. Participants will have the time and the opportunity to try new techniques firsthand as they create a teacher showcase series and final portfolio.

ART529 Studio: Fibers 3 cr.

PREREQUISITES: None

This studio course requires both hands-on artmaking and learning new teaching methodologies. Participants must demonstrate artistic proficiency in various fiber art techniques and translate the medium for classroom implementation. Participants will explore 2D and 3D weaving techniques and various other non-woven fiber techniques. Participants will use traditional and innovative fiber arts approaches to develop a body of work. In addition to studio practice, participants are required to demonstrate proficiency in curricular development, management, and organization of fiber arts. Teaching methodologies included apply to all levels, K–12, and are designed to inspire creative development in all students.

ART532 Studio: Painting—Watercolor 3 cr.

PREREQUISITES: None

Watercolor is unique because it has transparent qualities, unlike any other painting medium. Whether participants are teaching advanced painting at the high school level or are looking for a more successful approach to watercolor at the elementary level, there will be something new to learn in this class. Topics will include brush selection, material management, color theory, visual journaling with watercolor, and basic and advanced techniques for the art room. This course is designed specifically for art teachers, which means participants will leave this class full of inspiration for direct application into their art classrooms. Participants will also have time to advance their own practice in watercolor.

ART533 Studio: Sculpture 3 cr.

PREREQUISITES: None

The vast potential for three-dimensional artworks can make teaching sculpture exciting. Through demonstration and hands-on learning, participants will select the best methods and materials for them and their students. Whether participants are teaching elementary art or high school sculpture, this course will expose them to new and innovative methods to incorporate sculpture into their art curriculum in a practical and engaging way. The focus is on the unique safety precautions and best practices in classroom management, the organization of materials, conceptual planning, and the installation of three-dimensional artworks.

ART535 Studio: Photography 3 cr.

PREREQUISITES: None

Ansel Adams once said, “There are always two people in every picture: the photographer and the viewer.” In this class, participants will take on both of these roles. As the photographer, participants will plan and execute imagery of their own. As the viewer, participants will reflect upon the work of peers as well as other artists. Together, course members will embark upon a mutually powerful learning experience that can influence not only their own personal studio practice but also instructional decisions in the art classroom.

Participants will learn the basics of photography by creating visual stories and exploring best practices and meaningful strategies for approaching photography with students. The culmination of the course will include developing a comprehensive portfolio of studio work alongside practical tools for the classroom.

ART539 Studio: Graphic Design 3 cr.

PREREQUISITES: None

In this course, participants will embark upon a journey to develop insights in graphic design, which will influence strategies and decisions in both the art classroom and personal studio.

Participants will solve visual communication problems through the use of typography, photography, illustration, color theory, composition, and iconography. As participants investigate real-world problems in graphic design, emphasis will be placed on the design thinking framework, historical context of graphic design, and integration of design theories and work in the art classroom.

Finally, participants will apply their newfound knowledge by creating graphic design artifacts oriented toward social and community good. The culmination of the course will include a comprehensive portfolio of studio work alongside practical tools for the classroom.

DIG523 Flipping the Art Room 2 cr.

PREREQUISITES: None

Flipped classrooms are an engaging learning approach that promotes student autonomy, has inherent differentiated instruction, and allows students to take more ownership of their learning. K–12 art educator case studies will guide the learning for relevant and immediate applicability to participants' art classrooms. Throughout this course, participants will apply the strategies learned to create and implement real classroom activities that model the flipped classroom approach.

DIG547 Technology in the 21st-Century Art Room 3 cr.

PREREQUISITES: None

Technology has never played a bigger role in building and maintaining relationships at work, in school, and in our communities. More than half of K–12 teachers use technology in the classroom daily, while almost all use it at least once a year (Vega & Robb, 2019). In this course, participants will develop a future-ready mindset to design interactive learning experiences with emerging technologies. They'll build expertise in creating art and lesson plans with edtech tools, as well as master blended learning in the classroom. At the end of this course, participants leave with a toolkit of high-level strategies, insights, and action plans for teaching art in the 21st-century classroom.

SPED503 Autism and Art 2 cr.

PREREQUISITES: None

In this course, participants will gain a foundational understanding of students on the autism spectrum and special education law. They will apply strategies to develop authentic art experiences for students on the autism spectrum and will also address sensory needs in the art room in order to create a welcoming and inclusive learning environment for all students to thrive.
This course provides opportunities to create instructional tools to support routines and transitions and facilitate valuable practice when it comes to decoding student behavior. As a result of this course, participants will be exposed to a variety of strategies and ideas to improve their teaching practice to ensure that art instruction is differentiated for students on the spectrum.

SPED518 Reaching All Artists Through Differentiation 3 cr.

PREREQUISITES: ARE540; ARE548

Differentiation is no longer a teaching strategy for the ambitious in education. Rather, it's an expectation for everyone, including the art educator. There are many ways to meet student needs through a variety of types of differentiation. By learning how to help students to experience success in developmentally appropriate activities, that will, in turn, help to increase their engagement in art.
During this course, participants will use the appropriate tools to maximize learning for all students: gifted learners, English language learners (ELL), special education students, and struggling students while acknowledging their unique interests. An important component of this approach is for participants to modify their lessons and assessments. At the completion of this course, participants will have a toolkit of applicable strategies for the classroom.

SPED557 Art and Diverse Learners 3 cr.

PREREQUISITES: None

Although undergraduate art education programs may require one class focused on special education basics, preservice teachers often remain underprepared to meet the diverse needs of the learners they will encounter. With over 14 percent of public school students in the U.S. receiving special education services (NECE, 2021), art educators face a wide range of student needs. This course will introduce art teachers to the history of special education and special education laws defining the rights and responsibilities of both art teachers and their students. Prepare to dig deeper to learn how understanding disability and special education can strengthen the learning process for all students. Participants will examine multiple perspectives on disability, their impact on teaching and learning, and gain a practical understanding of the terms, strategies, and attitudes in the classroom that affect arts learning and the engagement of diverse learners.

SPED559 Adapting the Art Room 3 cr.

PREREQUISITES: None

According to the National Center for Education, 14% of students enrolled in public education have a disability. With the right adaptations and accommodations, teachers can shape their art room to meet a wide range of student needs, where all can benefit and feel welcome. In this course, participants will explore inclusive strategies for adapting art room tools and materials, providing essential educational accommodations, and modifying curriculum and assessment to meet the needs of all learners. Throughout their journey, participants will also learn to harness the power of a village, developing approaches for building working relationships with special education and support staff that allow students with learning barriers to find their visual voice.