



GRADUATE CATALOG

May 1, 2023 - December 31, 2023

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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

Gwen Jass

Controller/VP of Operations

Heather Crockett

Chief Academic Officer

Chris Poulton

Chief Product Officer

EJ Caffaro

Chief Growth Officer

Graduate Administration

Erin Eimer

Dean of Graduate Studies

Julie Strecker, PhD

Dean of Accreditation and Compliance

Shannon Lauffer

Dean of Enrollment Services

Danelle Garino

Registrar

Curriculum Advisory Council

AOEU involves external stakeholders in its 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)

Karen Cummings, PhD

Art Education

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

Edrick Rhodes

Education Leadership

Director of Curriculum and Administration,
Kennedy Center

Dr. Stacie Austin, EdD

Curriculum and Instruction

Elementary Education Coordinator
and Assistant Professor,
University of Louisiana-Monroe

Sarah Dougherty

Art Education

Director of Secondary Teaching and Learning,
Des Moines Public Schools

Faculty and Staff

Theresa Gillespie

Chair of Graduate Student Retention

Jennifer Borel

Academic Advisor & Adjunct Faculty

Juana Meneses

Academic Advisor & Associate Professor

Haley Parker

Associate Professor & Admission Counselor

Alyson Pouls, PhD

Academic Advisor & Associate Professor

Wynita Harmon, EdD

Chair of Faculty Development

Theresa Haugen, PhD

Curriculum Specialist & Associate Professor

Erin Saladino

Learning Experience Designer

Lindsay Gulbranson

Academic Writing Specialist

Sara Wilhoite-Mathews

Head of Library Services

Jennifer Ferriday

Chair of Curriculum Development

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. Course dates are not affected by observed holidays.

1/2 New Year's Day
(recognized)

1/16 Martin Luther King Day

2/20 President's Day

5/29 Memorial Day

6/19 Juneteenth

7/4 Independence Day

9/4 Labor Day

11/23 Thanksgiving Day

11/24 Day After Thanksgiving

12/24 Christmas Eve

12/25 Christmas Day

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 are archived after the course end date.

Course registration will not appear in the LMS until five days before the course start date. Students who want to verify course registration are advised to refer to their account in the student portal until this time.

ACADEMIC CALENDAR

Spring Term (202320)

Term dates: 1/1/2023 - 4/30/2023

3 weeks (1 credit)	Registration Closes	Start Date	Drop Period Ends	Last Day to Withdraw	End Date
January	12/15/2022	1/2/2023	1/8/2023	1/15/2023	1/22/2023
February	1/15/2023	2/6/2023	2/12/2023	2/19/2023	2/26/2023
March	2/15/2023	3/6/2023	3/12/2023	3/19/2023	3/26/2023
April	3/15/2023	4/3/2023	4/9/2023	4/16/2023	4/23/2023
8 weeks (3 credit)	Registration Closes	Start Date	Drop Period Ends	Last Day to Withdraw	End Date
January	12/15/2022	1/2/2023	1/8/2023	2/5/2023	2/26/2023
February	1/15/2023	2/6/2023	2/12/2023	3/12/2023	4/2/2023
March	2/15/2023	3/6/2023	3/12/2023	4/9/2023	4/30/2023
April	3/15/2023	4/3/2023	4/9/2023	5/7/2023	5/28/2023
12 weeks (6 credit)	Registration Closes	Start Date	Drop Period Ends	Last Day to Withdraw	End Date
January	12/15/2022	1/2/2023	1/8/2023	2/22/2023	3/26/2023
February	1/15/2023	2/6/2023	2/12/2023	3/29/2023	4/30/2023

Summer Term (202330)

Term dates: 5/1/2023 - 8/31/2023

3 weeks (1 credit)	Registration Closes	Start Date	Drop Period Ends	Last Day to Withdraw	End Date
May	4/15/2023	5/1/2023	5/7/2023	5/14/2023	5/21/2023
June	5/15/2023	6/5/2023	6/11/2023	6/18/2023	6/25/2023
July	6/15/2023	7/03/2023	7/09/2023	7/16/2023	7/23/2023
August	7/15/2023	8/7/2023	8/13/2023	8/20/2023	8/27/2023
8 weeks (3 credit)	Registration Closes	Start Date	Drop Period Ends	Last Day to Withdraw	End Date
May	4/15/2023	5/1/2023	5/7/2023	6/4/2023	6/25/2023
June	5/15/2023	6/5/2023	6/11/2023	7/9/2023	7/30/2023
July	6/15/2023	7/3/2023	7/9/2023	8/6/2023	8/27/2023
12 weeks (6 credit)	Registration Closes	Start Date	Drop Period Ends	Last Day to Withdraw	End Date
May	4/15/2023	5/1/2023	5/7/2023	6/21/2023	7/23/2023
June	5/15/2023	6/5/2023	6/11/2023	7/26/2023	8/27/2023

Students who miss the registration deadline must work with their advisor or student coach and may be subject to fewer options for registration. Under no circumstances are students able to register for a course after the start date.

Fall Term (202410)

Term dates: 9/1/2023 - 12/31/2023

3 weeks (1 credit)	Registration Closes	Start Date	Drop Period Ends	Last Day to Withdraw	End Date
September	8/15/2023	9/4/2023	9/10/2023	9/17/2023	9/24/2023
October	9/15/2023	10/2/2023	10/8/2023	10/15/2023	10/22/2023
November	10/15/2023	11/6/2023	11/12/2023	11/19/2023	11/26/2023
December	11/15/2023	12/4/2023	12/10/2023	12/17/2023	12/24/2023
8 weeks (3 credit)	Registration Closes	Start Date	Drop Period Ends	Last Day to Withdraw	End Date
September	8/15/2023	9/4/2023	9/10/2023	10/8/2023	10/29/2023
October	9/15/2023	10/2/2023	10/8/2023	11/5/2023	11/26/2023
November	10/15/2023	11/6/2023	11/12/2023	12/10/2023	12/31/2023
12 weeks (6 credit)	Registration Closes	Start Date	Drop Period Ends	Last Day to Withdraw	End Date
September	8/15/2023	9/4/2023	9/10/2023	10/25/2023	11/26/2023
October	9/15/2023	10/2/2023	10/8/2023	11/22/2023	12/24/2023

*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. Students may only apply three topics course credits to degree program electives.

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 the 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 1-credit course: \$399 3-credit course: \$1,197	\$449 per semester credit 3-credit course: \$1,347 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.

*This is an estimated value of the cost of tuition and fees. Amounts may vary depending on the number of transfer credits applied or program pathway credit hours, the pace and satisfactory completion of the selected program credit hours, receipt of, or eligibility for, institutional or non-institutional scholarships, and adjustments to tuition or fees as described in the Tuition Change Policy.

Fees

Fees are in addition to tuition and are nonrefundable.

- Official transcripts: \$10 (electronic); \$12.50 (by mail)
- 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.

Tuition Change Policy

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.

Discounts

AOEU occasionally offers discount codes or application fee waivers to defined groups, during special promotions, or at select live events. The discounted amount will not be refunded per AOEU's Tuition Reimbursement Policy.

PAYMENT POLICIES

Students pay tuition each term only for the courses in which they enroll. Payment is due in full by the first day of classes. 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.
4. Third-party scholarship awards.

The amount of tuition for a course is added to the student's account when the student registers for a course as a receivable. Students may make payments on the account balance any time between enrollment and the course start date. Students with remaining tuition balances after the course start date will be dropped from the course. Any previously paid funds for a course from which a student is dropped will be credited to the student account for future courses or refunded. All refunds will be processed within 45 days of the dropped course date.

Third-Party Scholarships

Payments received from third parties, such as education foundations, civic and religious organizations, or other nonprofit entities, may be designated as a scholarship by the payor. Scholarship award payments made on behalf of a student should be made out to The Art of Education University and accompanied by an award letter from the nonprofit entity identifying the recipient(s) receiving the scholarship. The payment may be in the form of a check or via electronic funds transfer (ACH/EFT). Once the payment is received, the scholarship amount will be added to the student's account using the transaction code SCHOLARSHIP. If the student withdraws from a course, the scholarship funds will be credited to the student's account according to the AOEU refund policy. The credit may be used for future tuition purchases or refunded according to the terms outlined in the award letter.

Note: Scholarship awards paid directly to The Art of Education University may be considered taxable income for the student. Please consult a tax professional about the requirements for reporting scholarship funds as income.

AOEU Scholarships

The Art of Education University may award scholarships to students. Any student who receives a scholarship will be notified via their AOEU-issued email. Tuition scholarships will reflect as a balance forward on the student account.

Scholarship awards are subject to all terms and conditions as defined by The Art of Education University and have no cash value. Students who withdraw from courses or fail to meet the requirements of the scholarship risk losing their scholarship funds. Students will be notified via their AOEU-issued email with regard to any change in award status. The Art of Education University may also provide scholarships for costs associated with books or materials. The method of disbursement for these scholarships will be noted on the terms and conditions of the scholarship.

Purchase Orders from School Districts or Employers

If a student's school district or employer wishes to submit a purchase order and receive a tuition invoice, the district/employer should email the purchase order to bursar@theartofeducation.edu. Purchase orders must include a PO #, dated within 60 days of the request and/or before the PO's expiration date, and a valid signature from a person authorized to generate purchase orders. Invoice requests must include the student's name, course title, and a valid email address for receipt of the invoice. Incomplete requests or invalid documents will be returned and delay processing. After the purchase order is processed, the student will be able to see the Sponsor Billing transaction on the student's billing statement.

Note: Students whose tuition is not paid in full by the course start will be dropped from their course, regardless of whether an invoice has been issued to a school district or employer on behalf of the student. Students whose school district or employer's policy is to pay after a course is completed must pay for the course upfront and apply for reimbursement directly from the district/employer.

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: No third parties may register a student for courses. The student must sign the Enrollment Agreement and complete the course registration process personally.

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.

Refunds

When a student drops or withdraws from a course, the applicable refund (if any) will be credited to the student's account according to the AOEU refund policy. The student may use this credit toward future tuition charges or request a refund. All refund requests must be made via email to bursar@theartofeducation.edu and include the student ID number. Requested refunds will be issued no later than 45 days from the date of withdrawal.

All refunds are issued to the same payment method as received. If the course tuition was paid directly by a third-party sponsor, the refundable balance will be submitted or transferred to the school district via a paper check or ACH. If the student has any questions regarding a refund, the student may email bursar@theartofeducation.edu.

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.

All students, whether pursuing a master's degree or registering for courses independently, must complete an application for their desired program. Click [here](#) to select the correct application.

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

Application Requirements: Master of Arts in Art Education

The AOEU master's degree application fee is \$50 and should be paid at the time the [initial application](#) is submitted through the student portal unless the prospective student has received an application waiver.

Applicants must have an earned bachelor's degree or higher from an appropriately accredited institution of higher education to be eligible to apply. Prospective students must submit an official transcript documenting the degree. See the *Official Transcripts* section below for information on submitting transcripts for the application review.

Eligible applicants with bachelor's degrees but 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 complete Master's degree 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 the following artifacts for review:

- Writing sample
- Micro-portfolio

Once applicants have submitted the initial application available on the AOEU website, an email will be sent with detailed instructions for submitting the additional application components listed above.

Official Transcripts

Applicants may submit unofficial transcripts to the registrar's office for determining admissibility; however, any offer of acceptance is conditional pending receipt of official transcripts.

Students who do not submit official transcripts by the end of the first enrolled course will have a transcript hold placed on their account which restricts access to final grades, unofficial transcripts, and the ability to order an official transcript.

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.*

Application Fee Waiver

Application fee waivers may be granted for applicants participating in a special event or program. Applicants in these categories will be given information regarding the waiver when assigned. Programs and statuses where fee waivers may apply include:

- NAEA or state art educator association booth attendants.
- Preferred District Scholarship Recipients.
- NOW Conference Attendants.

Application Review

The review process begins when the application and transcripts are on file. Applicants who apply in person at special events may participate in the interview before all official documents are received, but admissions decisions are not final until all documents are received.

If denied, applicants may choose to reapply. All fees apply.

Program Enrollment

Accepted degree-seeking candidates must review, sign, and accept 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 through the student portal. The Enrollment Agreement indicates AOEU reserves the right to change tuition, policies, and fees for future terms. The university will provide written notification of substantive changes to tuition, fees, and policies no later than 90 days prior to the effective change date.

Enrollment Agreement Expiration

An accepted application remains valid up to two terms, or 60 days, after the original submission term. Deferrals for admission may be requested within this time period without the need to reapply. Students who do not enroll or do not request a deferral by 60 days after an application has been accepted will need to reapply for future consideration.

International Student Admission Requirements

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 AOEUEU 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](#).

ACCEPTED TEST	MINIMUM SCORE
Test of English as a Foreign Language (TOEFL)	60 on the paper-delivered test (PBT) or 71 on the internet-based test (iBT)
International English Language Test (IELTS)	6.5
Pearson Test of English	50
Duolingo English Test	100

Direct additional questions 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.

Acceptance of Program Disclosure

The Art of Education University cannot guarantee employment or promotion due to 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 Policies

Cancellation Policy

All AOEU courses require a minimum enrollment of three students by 11:00 p.m. Central Time (UTC-5) on the date registration for the term closes. 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 and Substantive Interaction 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.

Substantive interaction means students must meet weekly assignment deadlines to avoid failure. Bulk assignment submission (more than one assignment) after periods of inactivity does not reflect academic engagement and is not permitted.

Late Submission Policy

Assignment deadlines are posted in the Learning Management System (LMS). Students unable to submit an assignment by the specified due date may, at the instructor's discretion, be allowed to submit the assignment at a specified later date within the course term. Late work is subject to point deductions.

- Students must request their instructor's permission for an extension 24 hours before the due date specified for the assignment. Point deductions will not occur for prearranged and instructor-approved extensions.
- If there is no communication prior to the late submission, it is at the instructor's discretion to accept or not accept the work. Point deductions will occur if the instructor is notified less than 24 hours before the due date or after the assignment is due.

- Occasionally, an instructor may allow a student to make up or re-submit work; in this case, the instructor will set specific instructions and due dates.
- All late work must be submitted by the course end date.
- Technology issues are not grounds for late submissions.
- Bulk submissions (more than one assignment) are not permitted. Bulk is considered more than one submission.
- This policy does not supersede the existing Incomplete or Substantive Interaction policies.

Pre-Requisite Requirements

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 begin the process.

Satisfactory Academic Progress Policy

Satisfactory Academic Progress

Satisfactory academic progress (SAP) consists of both a GPA component (qualitative) and a course progress component (quantitative) 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 degree-seeking student must complete their program within 150% of the published credits of the program. When evaluating a student's SAP, the following are considered:

- Repeated courses are counted as attempted credits and, if successfully completed, earned credits.
- Withdrawals (W), incompletes (I), and failures (<3.0 or a grade lower than a B) are counted in the attempted hours but are not successfully completed or earned.
- Multiple incomplete requests may impact SAP evaluation.
- Transfer courses that are applicable to the program of study will not be counted in the calculation of the GPA but will be counted as attempted credits and earned credits.
- Drops (DR) and cancellations (CA) do not count toward attempted credits.

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 SAP Warning and 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%	

SAP Violations

Notification of a change in academic standing will be emailed to the student's email on file. Lack of notification receipt does not exempt students from the policy requirements.

1. Academic Warning

Students who do not meet SAP standards will be placed on Academic Warning for one term (16 weeks). Any student, including a non-degree student, may be placed on Academic Warning for one term (16 weeks) if they do not meet the minimum GPA requirements. Degree-seeking students are also subject to the Course Completion Rate requirements at the end of a term.

After one term, students who are on SAP Warning and do not remedy their standing will be placed on academic probation. Students who meet the SAP requirements will return to good standing.

2. Academic Probation

Students who have not met the SAP requirements after the one-term remediation period will be placed on academic probation. To regain enrollment eligibility, students must submit a successful academic appeal.

Students who cannot maintain good standing and who do not submit a successful academic appeal are at risk for dismissal.

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), four semester hours is considered a regular course load.
- During the summer months (May-August), six semester hours is considered a regular course load.

Course Overload Appeal Policy

To ensure graduate students can meet the Carnegie unit standards and fulfill all required course objectives, AOEUE limits the number of credits a student may take at any given time. Each academic semester includes multiple start dates; courses may overlap. Therefore, during the Fall and Spring semesters, students may take a maximum of four credits simultaneously. This limit may result in the ability to complete eight credits during one academic Fall or Spring semester.

The maximum number of credits a student may be enrolled in at the same time during the Summer term is six.

Any graduate student wishing to exceed the regular course load of four concurrent credits during Fall and Spring semesters or six concurrent credits during the Summer term (May–August) must file a course overload appeal using the [Special Request Form](#).

Under no circumstances will students be approved to take more than six credits concurrently during a Fall or Spring semester or nine credits concurrently in the Summer term.

Note: Students do not need to appeal the Course Workload Policy to enroll in Capstone: Art Education (ARE631) which is exempt from the policy requirements.

Inactive Student Policy

Students are considered Active for eight months from the start date of the last attempted course. Drops and cancellations are not counted toward course completion or 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 intending to take a Leave of Absence (LOA) should consult their academic advisor promptly.

Students should fill out the [Special Request Form](#) to notify the university of a Leave of Absence. The student's advisor reviews LOA requests. 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 five-year maximum time to complete the program.

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.

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 various 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.

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 requirements are provided in each course where a proctored exam is required. Proctored exams are mandatory, without exception, and not subject to 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 Incomplete Policy

Incompletes are granted only for extenuating, unpredictable, life-altering circumstances. To request a grade of incomplete (I) and an extension of up to 50% of the original course term, students must speak with their instructor and submit the [Special Request Form](#) before the final day of the course.

Incompletes will not be granted for time management or technical issues. Documented evidence of extenuating circumstances leading to the request may be required before a final decision is made.

A grade of *Incomplete* and an extension for the completion of coursework requires an administrative review. Submitting the request form does not guarantee an incomplete will be granted. Students submitting requests must speak with instructors about missed assignment deadlines until the formal request has been processed and the request granted.

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.

The Capstone Entrance Exam is subject to the same requirements as the Course Repeat Policy.

Grade Processing and Timeline

Final grades are posted on the student portal ten calendar days after the course end date.

Students can download an unofficial transcript or order an official transcript 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 portal. Students may appeal an exam grade within seven days after the exam grade is posted to the student portal. See the [Student Complaint and Grievance Policy](#) for details on how to file an appeal.

Transcript Request

Students may request an official transcript through the [AOEU website](#). Requests are processed within ten business days.

Religious Observances

AOEU will reasonably accommodate the religious observances of individual students regarding due dates and course requirements. Religious observance includes all aspects of religious observance, practice, and belief. To request an accommodation, students shall provide instructors with at least one week's notice of the dates they will observe a religious holiday. Students may work ahead or request an assignment extension not to exceed one week. Religious observance does not relieve students from responsibility for any part of the coursework 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 assessing 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 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 citations.
- 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 the instructor grants prior approval.
- 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 academic writing. The Art of Education University may require additional modules or tutorials to complete a course if a student's abilities are deficient in graduate-level writing.

Violations, Disciplinary Probation, and Dismissal

Violations of academic honesty are cumulative throughout the student's tenure at the university. Guidelines for Disciplinary Action

On the first instance of a violation of academic honesty, depending on the severity, the instructor of record will work with the Dean and/or Chief Academic Officer to determine appropriate sanctions. Sanctions may include but are not limited to the following:

- 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

On the second instance of a violation, whether in the same course or a different course, disciplinary action may include immediate Disciplinary Probation. Students violating the terms of Disciplinary Probation may be dismissed from the program.

*Students dismissed from a course for Academic Integrity Policy violations are entitled to a tuition refund according to the [Add/Drop, Withdrawal, and Tuition Refund 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 under investigation for academic dishonesty in one course are subject to having 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 with 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 Delta Epsilon Tau International Honor Society nomination.

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 Refund 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 Code of Conduct Policy violations will be eligible for a refund according to the [Add/Drop, Withdrawal, and Tuition Refund 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 may be 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 they are 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 and 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. If a student does not disclose earned credit from a previously attended college or university prior to program enrollment, they risk taking courses for which they otherwise may have received credit and will not be issued a refund.

Faculty evaluators and the Office of the Registrar review all transfer credit requests. The Dean of Graduate Studies 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 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 over five years old will be reviewed case-by-case 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 if 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.

The Office of the Registrar reviews all non-matriculated courses. The Dean of Enrollment 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 must 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 reviews materials course-by-course to determine acceptable course equivalency at Morningside. Equivalent Morningside course codes are included on the course landing page. Students register for the course using the code that meets their professional goals. This selection dictates the school of record for the transcript. Once a course grade has been earned from Morningside through the partnership, a student can not request to 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 can drop a course within the first seven days without penalty.

Dropped courses will not be displayed on the student's transcript.

Course Withdrawal Policy

Students who wish to withdraw from a course must request a *Course Withdrawal Form* from their academic advisor or submit a [Special Request Form](#) for access to the *Course Withdrawal Form*.

All withdrawal requests must be submitted by midnight Central time (UTC -5) on the withdrawal deadline date published in the academic calendar. Course withdrawals result in a grade of "W" on the official transcript.

Students are not permitted to withdraw from a course after the 60% completion date and are ineligible for a partial refund per the Refund Policy.

Withdrawal Policy Exemptions

In the case of medical complications or severe hardship resulting from natural disasters that preclude students from completing the term, an exemption from this policy may be granted with proper documentation.

To request a *Withdrawal Policy Exemption Form*, contact your academic advisor or complete the [Special Request Form](#). At the time of submission, official documentation from a licensed medical provider or insurance company will be required. Under no circumstances will withdrawal requests be granted during the final week of a course.

Refund Policy

All refunds are processed for the original transaction amount. Discount codes cannot be reused.

Students who drop a course before midnight Central time (UTC-5) on the seventh day of the course are eligible for a 100% tuition refund.

Students who withdraw from a course after the 14th day of the course and until the 60% completion date are eligible for a partial, pro-rated tuition refund according to the schedule below.

Refund Schedule

3-Week Course (21 Days)

TIME OF WITHDRAWAL	REFUND %
Within 14 days of start date	100%
15-21 Days	0%

8-Week Course (56 Days)

TIME OF WITHDRAWAL	REFUND %
Within 14 days of start date	100%
15-21 Days	70%
22-28 Days	60%
29-35 Days	50%
36+ Days	0%

12-Week Course (84 Days)

TIME OF WITHDRAWAL	REFUND %
Within 14 days of start date	100%
15-21 Days	80%
22-28 Days	70%
29-35 Days	65%
36-42 Days	60%
43-50 Days	50%
51+ Days	0%

Sample Refund Calculations

Withdrawing from a 3-credit hour 8-week course on the 32nd day would result in the following:

Tuition paid:	\$1197.00
Refund %:	50%
Refund amount:	\$598.50

Withdrawing from a 3-credit 12-week course on the 25th day would result in the following:

Tuition paid:	\$2694.00
Refund %:	70%
Refund amount:	\$1885.80

Students with documented medical exceptions to the withdrawal policy who withdraw after the 60% completion date of a course are not entitled to a refund, according to the terms of [Iowa Code 714.23](#).

This refund policy complies with Iowa Code, Section 714.23, which states that students terminating courses after the first two calendar weeks of the course must receive a refund of not less than 95% of the amount of tuition charged multiplied by the ratio of calendar days remaining to the total number of calendar days in the course up until the 60% completion date, at which time the school is not required to refund tuition.

Degree Program Withdrawal Policy

Degree-seeking students who no longer intend to complete the program can officially withdraw. To withdraw from the master's degree program, students can request a form from their advisor or submit a detailed request using the [Special Request Form](#).

The student will be refunded according to the Tuition Reimbursement Policy for any current or future course registrations at the time of their withdrawal. Refunds will be processed for the original transaction amount. 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 occur more than five days after signing the enrollment agreement. Discount codes cannot be reused.

Degree Program Administrative Withdrawal Policy

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

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 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.

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 may be directed to the Bureau for 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 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 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-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 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 field 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. 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 academic writing support, research and APA support, grades and feedback, the technology used in coursework, Brightspace tutorials, master's degree student support, and general student FAQs. Students can access the Student Center through the LMS.

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 alums 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 request a name change form from their advisor or submit a [Special Request Form](#).

Students will receive a digital diploma via the email address on file approximately two weeks 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 specify 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

Statement of Student Responsibilities

Student success depends on their response to the opportunities and responsibilities within the university. When students begin graduate coursework, their actions and efforts will bear out this presumption. The final responsibility for fulfilling the course syllabus requirements in each course, meeting all program/degree requirements, and complying with the university's regulations and procedures rests with the student as described in all university publications and websites.

The Art of Education University students are responsible for, but are not limited to, the following:

- Ensure official transcripts are received and on file as required by AOEU.
- Check email account regularly for important university communications.
- Read and adhere to all published policies and procedures.
- Maintain communication with a university representative.
- Ensure name, mailing address, learner location, and personal information are on file and correct.
- Meet or complete all academic prerequisites and grading standards.
- Complete coursework within the course run dates and submit work on time. Technology, human error, or internet problems is not a valid excuse for turning in assignments late.
- Request exemptions to policy in advance.
- Submit disputes of grades in writing.
- Maintain professional communication with all university faculty and staff.

Accommodations Under the Americans with Disabilities Act (ADA)

Americans with Disabilities Act of 1990

The Art of Education University complies with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local requirements regarding students with disabilities. AOEU will provide reasonable accommodations or services to qualified students with disabilities.

The Art of Education University will deem a request for accommodation or services reasonable if the request:

- Is based on documented individual needs.
- Does not specify essential requirements of a course or program.
- Does not impose a financial or administrative burden upon the university beyond that which is deemed reasonable and customary.
- Is within the scope of the university's control.

The Art of Education University defines a qualified student as one who can perform the essential functions of program or course requirements with or without reasonable accommodations. The essential requirements of an academic course or program do not need modification to accommodate an individual with a disability.

Responsibility for the selection of the most appropriate accommodation rests with the Dean of Enrollment Services at The Art of Education University and is determined on a case-by-case basis, dependent on the nature of the disability of a student.

To receive disability services at The Art of Education University, the student must submit a formal request for accommodations for review. Students with documented disabilities can contact their academic advisor or submit a [Special Request Form](#) to access the Accommodations Request Form. Once forms are submitted through the student portal, The Dean of Enrollment Services will review and respond within ten calendar days.

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

Student Responsibilities

- Follow the accommodation procedure outlined above.
- Proactively submit all required documents for consideration since accommodations are not granted retroactively.
- Provide and incur the expense for current appropriate documentation (within five years) from a qualified medical or other licensed professionals of the disability and the accommodation or service needed.
- Provide a signed medical opinion stating that with the reasonably requested accommodation or service, the student would be physically and/or mentally able to perform the essential functions of program or course requirements
- On a course-by-course basis, present the Faculty Notice of Accommodations to the assigned course instructor within the first week of each course for the faculty member to comply with the granted accommodation(s) effectively.

Documentation

Questions and documentation of accommodations can be requested by email through the Dean of Enrollment Services at studentservices@theartofeducation.edu.

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 educational records' privacy, establish students' rights to inspect and review their educational records and provide guidelines for correcting 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 cannot 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. The registrar's office processes requests for a change of name. Regardless of the reason for the request, students must attach supporting documentation to change their name. Appropriate documentation includes 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:

1. The right to inspect and review the student's educational records within 45 days after AOEU receives an access request. 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. When notified of the right to a hearing, additional information regarding the hearing procedures will be provided to the student.
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 the 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.

Records Retention

AOEU will keep student Enrollment Agreements on file for five years after a student's graduation date. If a student does not enroll after completing an Enrollment Agreement, the agreement will remain on file only for the 60-day period of validity.

Application materials will remain on file for five (5) years from the date of submission.

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 with a complaint or grievance with an instructor, an individual assignment grade, or a final course grade should address those concerns directly with the instructor.
2. If a resolution is not reached or the grievance is in reference to any other issue within the university, students may file an official complaint using the [Grievance and Complaint Form](#). The request will be reviewed and responded to within ten business days. The student may be contacted for additional information during the review process.

3. If a student is not satisfied with the results of the official complaint response, the student may appeal the decision by contacting the university's Chief Academic Officer (CAO) at cao@theartofeducation.edu and requesting an additional review. All CAO decisions are final.

The Art of Education University and its degree program are accredited by the Distance Education Accrediting Commission (DEAC). Students whose concerns are related to 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 based on race, color, national origin, sex, gender, age, marital status, disability, or veteran status. Additionally, AOEU prohibits discrimination based on sexual orientation.

Student Code of Conduct Policy

Course Climate

Student interactions within the closed course group must be professional, confidential, and intellectual. All communications, including shared artwork and visual images, shall be constructive and appropriate, with thoughtful consideration given to any potentially offensive subject matter. The types of prohibited conduct outlined in this policy are not intended to be all-inclusive or limit 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 Refund Policy](#).

Behavioral Misconduct

Students have a responsibility to meet standards of behavior that are not connected to their academic performance. As an online University dedicated to the secure and protected transmission of education via the internet and related methods, The Art of Education University has to be vigilant in protecting the intellectual property of the university and its students. Students who disrespect the principles behind protecting intellectual property put themselves in jeopardy. Among those actions that are not allowed:

- Use of university resources, including intellectual property, course assignments, papers, examinations, and answers to quizzes and examinations for commercial purposes.
- Providing false or altered identification.
- Abuse of resources provided to the student for research and use in connection with classes, such as library databases and other internet research sites where access is provided through the university.
- Threats against another student, faculty member, or university personnel.
- Any conduct that willfully or recklessly endangers the physical or mental health of another student, faculty member, or university employee.
- Obscene or harassing communication directed toward a student, faculty member, or university employee.
- Lying, cheating, or stealing that compromises educational integrity.
- Willful non-payment of financial obligations to the university.
- Disrespectful treatment of other students, faculty members, or university employees.

Ethical Computer Use

The Art of Education University provides information technology resources to various individuals (students, faculty, and staff). As online community members, all individuals are responsible for using those services effectively, efficiently, ethically, and legally. 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 computer ethics and policies statement provision.

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 of Student Services by emailing studentservices@theartofeducation.edu or calling 515.344.4528. If they feel it would be inappropriate to discuss this 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](http://RAINN.org)): 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 comprises multiple technologies working together. 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 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)
- ✓ An AOEU-issued student email account

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

LMS Platform Requirements

- ✓ Javascript

Student Email Account

Students must use the AOEU-issued student email account for all university business.

Acceptable Use Policy

As a student of the Art of Education University (AOEU) and a recipient of a school email account, may not engage in any of the following activities using their AOEU email account:

- Send unsolicited bulk commercial emails
- Violate or encourage violation of the legal rights of others
- Engage in, promote, or encourage any illegal activity
- Engage in communication or activity that can lead to death, serious harm, or injury to groups or individuals, including, but not limited to:
 - Child sexual exploitation
 - Child abuse
 - Human trafficking
 - Terrorism
 - Violence
- Engaging in any unlawful, invasive, infringing, defamatory, or fraudulent purpose, including, but not limited to:
 - Non-consensual Explicit Imagery (NCEI)
 - Violation of intellectual property rights of others
 - Phishing
 - Creating or engaging in a pyramid scheme
 - Distributing viruses, worms, Trojan horses, corrupted files, hoaxes or other items of a destructive or deceptive nature
 - Gaining unauthorized access to, disrupting, or impairing the use of AOEU Gmail accounts of other AOEU community members, including faculty, staff, students, and other stakeholders
 - Altering, disabling, interfering with or circumventing any aspect of AOEU's Google workspace or services
 - Granting multiple individuals access to your personal account other than via the delegation features provided within your account profile
 - Assigning your personal account to business functions for the purpose of sharing files within or outside of the domain
 - Reselling your account, or parts thereof, as added into a commercial product offered to third parties
 - Recording audio or video communications without consent if such consent is required by applicable laws and regulations
 - Using your account profile to access any other Google product or service in a manner that violates the terms of service of such other Google product or service

Responsibilities

Students found in violation of this policy at any point during their tenure at The Art of Education University, including after course/program completion or withdrawal, will be reported to the Dean of Graduate Studies and the acting Director of Technology for a full investigation of the student account.

Enforcement

AOEU may temporarily disable services to an individual user when an apparent misuse of the student email address has occurred, and the misuse is a violation of criminal law, has the potential to cause significant damage or interfere with university services, cause significant damage to another person, or result in a liability to the university. In addition, less serious infringements of the Gmail Acceptable Use Policy will be reviewed under the AOEU Student Code of Conduct violation procedures.

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.

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.

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.

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.

ARE543 **Educating Through Art History** **3 cr.**

PREREQUISITES: None

Making art history relevant is a common struggle in the art room, and navigating to find pertinent art history resources can feel like an overwhelming task for art teachers. In this course, participants will examine artists, analyze historical events, and make cultural observations in order to build a repertoire of personalized strategies and teaching materials, and heighten the rigor and relevance of art history in the classroom.

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.

ARE551**Advocating for the Visual Arts****PREREQUISITES:** None

The Art Education Advocacy course provides skills and strategies to amplify voices so they can be sustainably heard at the national and local levels. Participants in this course reflect on their personal purpose for advocacy along with the need for advocacy in the arts on both a local and national scale. They also explore the role policy plays in art education and implement practical approaches for enacting change. By the end of this course, participants will have the tools needed to bring their advocacy plans to fruition.

ARE554**Art and Early Childhood Education****3 cr.****PREREQUISITES:** None

Our youngest learners come to school with loads of energy, curiosity, and little artistic training. This provides an opportunity to harness creative energy and promote creative expression. In this course, participants will learn how to thrive by utilizing strategic approaches to the studio space, curriculum, and instructional strategies that honor these young artists' unique learner physiology. Teachers working with preschool through 2nd-grade learners will explore strategies to meet learners where they are and balance play with structure to nurture optimal creativity and art-making skills. Participants will explore targeted learner needs, progressive early childhood philosophies, assessments, and more. Participants will end this course with several ready-to-use materials for their classroom, the confidence to teach these young artists, and the tools to best differentiate for them.

ARE555**Principles of Art and Business****3 cr.****PREREQUISITES:** None

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.

ARE560**Therapeutic Practices in Art Education****3 cr.****PREREQUISITES:** None

Art is an inherently therapeutic and powerful tool for physiological, social, emotional, spiritual, and ecological growth and healing. In this course, participants explore the transformative power of creativity by engaging in therapeutic art-making activities and reflective practices. This course introduces participants to a variety of therapeutic art education practices, the healing power of art in relation to self and others, and methods for developing creativity and imagination. Upon completing this course, participants will understand how to organically, purposefully, and ethically integrate therapeutic strategies into their classroom management methods, instructional strategies, art education curriculum, assessments, and personal art-making practices.

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.

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.

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.

SPED561**Classroom Management Strategies
for Diverse Learners****PREREQUISITES:** None

Art educators encounter a wide range of diverse students each day. However, according to a 2019 report by the National Center for Learning Disabilities, only 30% of teachers surveyed felt confident they could successfully engage diverse learners. This course will explore classroom management strategies and best practices to foster positive behaviors and create accessible learning in the art room to engage a diverse range of students. Participants will examine behavior challenges and investigate how to prevent and redirect unwanted behaviors. They will also examine ways to teach, model, and encourage desired behaviors.

Morningside course codes are determined by Morningside University and available on the [AOEU course landing pages](#).