



## **CAMPUS CLOSURE PLAN**

The Art Institute of Pittsburgh

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## Summary:

Institutional leadership, in consultation with the Board of Trustees, has made the decision to close The Art Institute of Pittsburgh (including both our on campus and online students) by March 31, 2019. This date has been established so that students may complete the current term. This decision was made for a number of reasons, including significantly declining enrollment. Table 1 below includes the campus name, address, accreditor, OPEID number, total enrollment as of January 18, 2019, and planned closure date.

**Table 1: The Art Institute of Pittsburgh**

Campus	Address	Accreditor	OPEID #	Total Enrollment	Closure Date
The Art Institute of Pittsburgh (including both ground and online students)	1400 Penn Avenue, Pittsburgh, PA 15222	Middle States Commission on Higher Education (MSCHE)	007470-00	2154 (including 230 on-campus students and 1924 online students)	March 31, 2019

Appendix A includes an overview of the current programs offered at the campus and online, total enrollment by program, and the number of students likely to graduate prior to the March 31, 2019 closure date.

## Options Available to Current Students

The Art Institute of Pittsburgh has an ongoing commitment to students currently enrolled at the campus. Faculty and staff members will work with students to determine the best recommended path forward for each student. The options available to current students will include:

- **Complete prior to closure date:** Students who are nearing completion of their program may be able to finish their course requirements at The Art Institute of Pittsburgh (including both our on ground and online students), provided the program completion date is no later than March 31, 2019.
- **Complete through another Art Institutes campus:** Students who live or work in close proximity to another Art Institutes campus may transfer to that campus.
- **Complete through partner institutions:** Campus leadership will seek out transfer/articulation agreements with other accredited, local and online institutions which offer similar programs to those offered by The Art Institute of Pittsburgh.
- **Apply for closed school loan discharge through the U.S. Department of Education:** All students will be made aware that for those who elect not to continue their educational program, the U.S. Department of Education provides the opportunity to apply for a closed school loan discharge. Students who desire further information on closed school loan discharge will be encouraged to visit: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/closed-school>.
- **Apply for VA restorations of benefits.** VA students who elect not to continue their educational program, the US Department of Veterans Affairs provides the following information regarding restoration of VA benefits, <https://www.benefits.va.gov/qibill/fqib/restoration.asp>

## Instruction and Support Services

The campus will continue to provide instruction and student support services until the closure date. Faculty and staff will continue to provide students with academic advising and student financial services until the campus closure date. In addition to campus-based support services, centralized support services will also be available to

students to supplement local services. The campus will continue to be led by an executive-in-charge responsible for ensuring students continue to receive quality instruction and support until the closure date. Career services will be available to students until the campus closes.

### **Student Meetings**

Upon announcement of the campus closure, staff and faculty will begin meeting with students in town hall information sessions (on-campus and via webinar) and individual student meetings. During these meetings, campus leaders will thoroughly explain the options available to students to continue to pursue their educational goals. The town hall meetings will be followed up with individual advisement meetings. During the individual meetings, each student's unique academic circumstances will be reviewed, including credits completed, credits remaining, and projected graduation date. Based on this information, staff and faculty will assist students in making the most informed decision possible about their path forward.

### **Transfer Fairs**

The campus intends to host college transfer fairs. Invitations to transfer fairs will be extended to partner institutions and other local colleges and universities. Students will be encouraged to attend to further explore their transfer options in-person with representatives from possible transfer institutions.

### **Communications Plan:**

The Art Institute of Pittsburgh (including both our on campus and online students) will implement a comprehensive communications plan to ensure all appropriate stakeholders are informed the pending campus closure. The communication plan will include written notification to:

- State and federal regulators
- Institutional and programmatic accreditors
- Students
- Alumni
- Faculty and staff
- Prospective students
- Employer/internship and externship partners

Appendix B includes sample communications to faculty and staff, and students, including military and veteran students.

### **Closure Timeline and Announce Date:**

The Art Institute of Pittsburgh (including both our on ground and online students) anticipates it will continue operations through March 31, 2019. Pending approval of the closure plan by the Department of Education, the campus plans to announce the closure plan to staff and students on Friday, January 25, 2019.

### **Closure Costs:**

It is requested that a portion of the remaining balance of the institution's Letter of Credit (LOC) with the Department of Education be made available to assist with funding the campus closure. The estimated cost for the campus closure of The Art Institute of Pittsburgh (including both our ground and online students) is \$1.5M - \$2.0M. If the LOC funds are not made available, the campus will be compelled to close immediately due to financial exigency.

**Appendix A: The Art Institute of Pittsburgh  
Programs, Enrollments, and Potential Graduates**

**The Art Institute of Pittsburgh (Ground Students)**

<b>Program</b>	<b>Current Enrollment</b>	<b>Potential to Complete by 3/31/2019</b>
Baking & Pastry - Associate of Science		
Culinary Arts - Associate of Science	12	0
Culinary Arts Management - Bachelor of Science		
Culinary Management - Bachelor of Science		0
Digital Filmmaking & Video Production - Associate of Science		
Digital Filmmaking & Video Production - Bachelor of Science		
Digital Photography - Associate of Science	13	
Digital Photography - Bachelor of Science		
Fashion Design - Bachelor of Science	18	
Fashion Marketing & Management - Bachelor of Science	16	
Game Art & Design - Bachelor of Science	28	
Graphic Design - Associate of Science		0
Graphic Design - Bachelor of Science	29	
Hotel & Restaurant Management - Bachelor of Science		
Industrial Design - Bachelor of Science		
Interior Design - Bachelor of Science	24	
Media Arts & Animation - Bachelor of Science	27	
Residential Planning - Diploma		0
Visual Effects & Motion Graphics- Bachelor of Science		
Web Design & Interactive Media - Bachelor of Science		
<b>TOTAL</b>	<b>230</b>	<b>46</b>

**The Art Institute of Pittsburgh (Online Students)**

<b>Program</b>	<b>Current Enrollment</b>	<b>Potential to Complete by 3/31/2019</b>
2D Animation - Certificate	43	0
3D Animation - Certificate	20	
3D Modeling for Games - Certificate	18	
Advertising - Bachelor	29	
Associate of Science in Web Design & Interactive Media with an Emphasis in 2D/3D Authoring		0
Associate of Science in Web Design & Interactive Media with an Emphasis in Computer-Based Training		0
Bachelor of Science in Advertising with an Emphasis in Account Planning & Management		0
Bachelor of Science in Advertising with an Emphasis in Social Media & Marketing		0
Bachelor of Science in Web Design & Interactive Media with an Emphasis in Computer-Based Training		0

Character Animation for Games - Certificate	█	0
Culinary Management - Bachelor	█	█
Digital Design - Diploma	64	█
Digital Photography - Associate of Applied Science	█	0
Digital Photography - Associate of Science	153	14
Digital Photography - Bachelor of Science	78	12
Digital Workflow Certificate	█	█
Diploma in Web Design with an Emphasis in Technical Web Development	█	0
Diploma in Web Design with an Emphasis in Visual Design	█	0
Event Management - Certificate	46	█
Fashion and Retail Management - Bachelor	█	█
Fashion Marketing & Management - Bachelor	97	22
Fashion Marketing & Management - Bachelor of Science	27	0
Food & Beverage Operations - Certificate	33	█
Game Art & Design - Bachelor	13	█
Game Art & Design - Bachelor of Science	156	18
Graphic Design - Associate	116	24
Graphic Design - Associate of Applied Science	█	0
Graphic Design - Associate of Science	27	█
Graphic Design - Bachelor	158	42
Hotel & Restaurant Management - Bachelor of Science	44	█
Hotel Restaurant Management - Bachelor	█	█
Interior Design - Bachelor	160	34
Interior Design - Bachelor of Science	38	0
Internet Marketing - Certificate	10	0
Kitchen and Bath Design - Associate	24	█
Media Arts & Animation - Bachelor	█	█
Media Arts & Animation - Bachelor of Science	164	22
Photography - Bachelor of Science	█	█
Portrait Photography Certificate	106	█
Residential Planning - Diploma	112	12
Studio Photography Certificate	38	█
Web Design & Interactive Media - Associate	20	█
Web Design & Interactive Media - Associate of Science	█	0
Web Design & Interactive Media - Bachelor	33	10
Web Design - Diploma	18	█
TOTAL	1924	286

## Appendix B: Student and Staff Communications

### MESSAGE TO ALL EMPLOYEES

Dear Employee,

Institutional leadership, in consultation with the Board of Trustees, has made the decision to close The Art Institute of Pittsburgh (including both our on ground and online students) by March 31, 2019. This date has been established so that students may complete the current term. This decision was made for a number of reasons, including significantly declining enrollment.

I wanted to be sure to reach out to you to let you know that our location is closing and that we are doing the very best we can for students and employees. We have set forth options for students, allowing them to complete their studies at the campus or online (if they are able to graduate prior to March 31, 2019), transition to another campus within our education system, transfer to attend a partner institution outside of our education system (subject to the review of their academic transcripts and the transferability of the credits they have earned), or to pursue closed school student loan discharge through the Department of Education.

I also want you to know that this in no way reflects the quality of the work that you and your fellow employees do on behalf of our students.

I want to explain the decision, discuss how it affects you, and answer your questions as soon as possible. As such, I ask that you please join me for a meeting on campus, [DATE] at [INSERT TIMES] in [INSERT LOCATION].

Sincerely,

President  
The Art Institute of Pittsburgh

## LETTER TO CURRENT STUDENTS

Dear Student:

Institutional leadership, in consultation with the Board of Trustees, has made the decision to close The Art Institute of Pittsburgh (including both our on ground and online students) by March 31, 2019. This date has been established so that students may complete the current term. This decision was made for a number of reasons, including significantly declining enrollment. Our regulators and accrediting bodies have been informed of our decision to close the campus and we will continue to work with them through this transition.

We want to be sure that you are afforded every opportunity to complete your education. We have created options to put you in the best position to complete your studies and progress into your chosen field. We will work with you to determine the best option to meets your needs. They include:

- Complete your studies at the campus or online provided you can graduate on or before March 31, 2019.
- Complete your studies through another campus of The Art Institutes.
- Complete your program of study at one of the partner institutions we are working with during this transition.
- If you elect not to continue your educational program, the U.S. Department of Education provides the opportunity to apply for a closed school loan discharge. For further information on closed school loan discharge, visit: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/closed-school>

All of these options are subject to the review of your academic transcripts and the transferability of the credits you have earned.

Again, the campus intends to continue offering classes through the end of this session and will close on March 31, 2019. I want to be sure that all of your questions about this transition are answered. We will schedule program-specific information meetings, both on-campus and via webinar, in the near-term to assist you in making the most informed decision about your educational future. You are encouraged to attend one of these meetings. We will also schedule one-on-one planning sessions with you over the next two weeks to review your academic plan.

You will receive regular communication from us throughout the closure process and we will be here to answer all of your questions.

Sincerely,

President  
The Art Institute of Pittsburgh

## LETTER TO MILITARY/VETERAN AFFILIATED STUDENTS

Dear Military and Veteran Affiliated Students:

Earlier today, we shared the news that The Art Institute of Pittsburgh (including both our ground and online students) will close on March 31, 2019. This date has been established so that students may complete the current term. We will meet with you to review all of the options available to you, the incentives and benefits of each, and to determine your best path forward to completing your education.

The programs currently approved by the State Approving Agency and the Department of Veterans Affairs for Veterans benefits remain approved. Our Memorandum of Understanding with the Department of Defense remains in effect, so active service members may also continue to use tuition assistance for courses. The Veterans Administration School Certifying Official (VASCO) for this campus is and can be contacted at [insert phone/email].

As was standard during your course of study at The Art Institute of Pittsburgh (including both our on ground and online students), there are actions you should take to help ensure your veteran and military benefits are processed efficiently:

- Monitor your enrollment status on the student portal to confirm that you are enrolled in the correct classes
- Monitor your VA military educational benefits through the DVA's website for eBenefits: <https://www.ebenefits.va.gov/ebenefits/apply#education>;
- Make sure you follow all attendance policies and successfully complete all courses you start.

Should you elect not to continue your educational program, the US Department of Veterans Affairs provides the following information regarding restoration of VA benefits, <https://www.benefits.va.gov/gibill/fqib/restoration.asp>

I want to ensure that all of your questions are answered. In addition to the open meetings (on-campus and via webinar) by program, we will hold a meeting for military and veteran affiliated students and encourage you to attend. Over the course of the next two weeks, we will be contacting you to review your academic progress and your education plan to help chart your path to graduation.

Sincerely,

President  
The Art Institute of Pittsburgh



## STUDENT ACKNOWLEDGEMENT FORM



### Student Acknowledgement Form

Institutional leadership has made the decision to close The Art Institute of Pittsburgh, including both on campus and online programs, by March 31, 2019. This date has been established so that students may complete the current term.

As a current student, there are several options available to you. We are committed to working with you to help you determine the best path forward. Your options include:

- **Complete prior to closure date:** Students who are nearing completion of their program may be able to finish their course requirements at The Art Institute of Pittsburgh, provided the program completion date is no later than March 31, 2019.
- **Complete through another Art Institutes campus:** Students who live or work in close proximity to another Art Institutes campus may transfer to that campus.
- **Complete through partner institutions:** Campus leadership will seek out transfer/articulation agreements with other accredited, local and online institutions which offer similar programs to those offered by The Art Institute of Pittsburgh.
- **Apply for closed school loan discharge through the U.S. Department of Education:** For students who elect not to continue their educational program, the U.S. Department of Education provides the opportunity to apply for a closed school loan discharge.

**IMPORTANT NOTE:** All students are encouraged to thoroughly review the requirements, conditions, benefits, and consequences of a closed school discharge, which can be found on the Department of Education's closed school website: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/closed-school>

- **Apply for VA restorations of benefits.** For VA students who elect not to continue their educational program, the US Department of Veterans Affairs provides the following information regarding restoration of VA benefits, <https://www.benefits.va.gov/gibill/fgib/restoration.asp>

I acknowledge that I have been informed of my options.

_____ Student Name (Print)	_____ Date
_____ Student Signature	_____ Student ID Number

If signatory/student is under the age of 18, the Parent or Legal Guardian must also sign below.

_____ Parent Name (Print)	_____ Date
_____ Parent Signature	

**Note:** The Art Institute of Pittsburgh's online programs are included within the accreditation of The Art Institute of Pittsburgh. The Art Institute of Pittsburgh is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000) The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. Effective July 19, 2018, the Art Institute of Pittsburgh is on Show Cause status, which requires the institution to demonstrate how they can continue to meet the standards of Middle States Commission on Higher Education accreditation via a written report and an on-site visit.