



CATALOG

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Meet DigitalCrafts

History

DigitalCrafts launched in 2015. In that time, we've helped over a thousand students work to develop industry-relevant skill sets through reskilling and upskilling courses to pursue a career path in technology—in weeks, not years. With classes taught by instructors with real-world experience in their field, our curriculum is crafted with beginners in mind, combining instruction with hands-on projects designed to effectively cater to all learning styles. On August 2, 2021, DigitalCrafts became part of the American InterContinental University System, and is owned by American InterContinental University System, Inc.

Mission

The mission of the American InterContinental University System is to empower a diverse student body for academic, personal, and professional success, through a commitment to inclusive, student-centered support and lifelong learning.

Anti-Discrimination Policy

DigitalCrafts does not discriminate or tolerate discrimination against any member of its community on the basis of race, color, national origin, ancestry, sex/gender, age, religion, disability, pregnancy, veteran status, marital status, sexual orientation, or any other status protected by applicable federal, state or local law in matters of admission or in any aspect of the educational programs or activities it offers.

Accreditation and Licensure

Arizona

DigitalCrafts is part of the American InterContinental University System, which is licensed by the Arizona State Board for Private Postsecondary Education.

Distance Education State Authorization Reciprocity Agreement (SARA)

Aimed at expanding distance education opportunities for students, the National Council for State Authorization Reciprocity Agreements (NC-SARA) is an organization that establishes comparable national standards for the interstate offering of postsecondary distance education courses and programs. DigitalCrafts is part of the American InterContinental University System, which has been approved to participate in NC-SARA.

Georgia

Programs offered by DigitalCrafts, part of the American InterContinental University System, are authorized by the State of Georgia to operate by the Nonpublic Postsecondary Education Commission (NPEC): 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305. gnpec.georgia.gov.

Accreditation

DigitalCrafts is part of the American InterContinental University System. The System is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education.

Facility Overview

Our campus is located at 6600 Peachtree Dunwoody Road, 500 Embassy Row, north of downtown Atlanta just off US-19 and near the Sandy Springs MARTA station. Since all programs are only available online, this is an administrative location only; classrooms are not available.

DigitalCrafts Administrative Team

Liz Carley, Director of Operations

Nicholas Dzierzynski, Campus Director of Admissions

Holidays

DigitalCrafts is closed in observance of the following holidays:

New Year's Day

Martin Luther King Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day and Day After Thanksgiving

Christmas Eve and Christmas Day

Payments and Refunds

Tuition and Related Costs

Tuition is due 10 business days prior to the program start date. Payment options are listed under Payment Terms below and detailed options are included in the student’s official acceptance letter.

Program	Tuition
Artificial Intelligence Fundamentals Certificate	\$9,500
AI & Machine Learning Engineering Certificate	\$9,500
Cybersecurity Certificate*	\$9,500
Software Development Certificate: Full Stack	\$9,500

**Students who successfully complete the Cybersecurity Certificate program will receive one voucher for a CompTIA exam of their choice. The voucher must be used within 12 months of purchase and is non-renewable.*

It is the student’s responsibility to purchase any electronic devices needed for the program. Please note the student will need a laptop or desktop computer; it can be either a Mac or PC.

Students who are California residents will be assessed a nonrefundable California Student Tuition Recovery Fund (STRF) assessment, which is based on the program cost and paid at the beginning of the first course. The current STRF fee is \$0; the rate is subject to change at any time without notice. See the “Student Tuition Recovery Fund” section for additional information.

Payment Terms

Students have the option to either pay tuition in full prior to the start of class, set up a 0% interest installment plan paid over the duration of their program, or finance tuition through a third-party lender. If a student plans to pay the full tuition directly to DigitalCrafts, please refer to the payment schedule provided. Tuition payment can be made via cashier’s check, personal check, debit card, credit card, or bank transfer. If the student plans to utilize an installment plan to pay for tuition, they must make an initial payment before the class start date and all other payments as outlined in their DigitalCrafts invoice. If the tuition payment is not received within two weeks of the payment due date, DigitalCrafts reserves the right to remove a student from class for non-payment.

While DigitalCrafts, a part of the AIU System, is part of a Title IV eligible institution offering Title IV eligible programs, DigitalCrafts has elected and designated some of its programs as not participating in Title IV federal financial aid programs. If a program is designated in this manner, it is noted in its catalog description. This means students enrolling in a designated program may not use Federal Student Aid to help pay for the program. Instead, DigitalCrafts offers a variety of zero interest payment options for students.

Cancellation and Refund Policy

DigitalCrafts has several policies that relate to students who are unable to complete their program at the institution.

Cancellation Policy

Students who cancel their Enrollment Agreement and Disclosure prior to the student's fifth day of class attendance will receive a refund of all monies paid. If DigitalCrafts does not accept the Agreement, cancels the Agreement prior to the first day of class attendance, or delays the program start date, all monies paid will be refunded. All requests for cancellation by the student must be made in writing to Hello@DigitalCrafts.com.

Refund Policy

Prorated refunds are made for students who withdraw or are withdrawn from DigitalCrafts if they have completed 60% or less of the program. All refunds are based on the amount due for the program at the time of withdrawal, not the amount the student has actually paid. The date from which refunds will be determined is the last date of recorded attendance. All requests for withdrawal by the student must be made in writing to Operations@DigitalCrafts.com. The student is responsible for paying any balance due.

Timing

Refunds will be made within 30 calendar days of the notification of an official withdrawal or date of determination of withdrawal by DigitalCrafts.

New Online Undergraduate Student

A new undergraduate student, defined as one entering DigitalCrafts or an affiliated institution for the first time with less than 24 online college credits that is enrolled in a full online program, may elect to withdraw from DigitalCrafts at any time during the first 21 days of the program without incurring any tuition or fees by withdrawing from DigitalCrafts in accordance with the requirements set forth in this catalog. Specifically, an eligible student intending to withdraw must submit a written notice that they are withdrawing from DigitalCrafts to Operations@DigitalCrafts.com. An eligible Student is considered conditionally enrolled during this 21-day period.

Scholarships

DigitalCrafts provides scholarships as listed below. Students are provided with additional information in their official acceptance letter. See [Appendix A](#) for detailed information.

Scholarship	Description	Amount
You Belong in Tech	Automatic scholarship to students from backgrounds that are historically underrepresented in tech (e.g., female, black, brown, or Latinx) as well as Veteran students	\$250
Builders Scholarship	Awarded to individuals with inspiring stories; application required.	\$250

Grants

DigitalCrafts provides grants as listed below. Students are provided with additional information in their official acceptance letter. See [Appendix A](#) for detailed information.

Grant	Description	Amount
Achievement Grant	Awarded to employees of select, participating employers that are in contractual agreement with DigitalCrafts. Employer approval required.	Varies by employer
Alumni Referral Grant	Awarded to a student referred by a DigitalCrafts alumni. Referral application required.	\$250
Educational Partner Grant	Awarded to employees of agencies and members of organizations that are in contractual agreement with DigitalCrafts.	Varies by agency/ member
Lifelong Learning Grant	Awarded to AIU System alumni (including DigitalCrafts) who want to pursue a certificate at DigitalCrafts.	Up to 50% of tuition

Policies and Procedures

Entrance Requirements

All applicants must be a high school graduate or the equivalent in order to enroll at DigitalCrafts.

Individuals interested in enrolling at DigitalCrafts must complete the following steps:

1. Complete an online application.
2. Participate in a virtual admissions meeting.
3. Receive a current acceptance letter.

Upon receipt of their DigitalCrafts acceptance letter, the student must submit a refundable \$99 deposit and complete an Enrollment Agreement and Disclosure and any other required documents in order to be enrolled.

Proof of High School Graduation

Acceptable documentation of high school graduation (called proof of high school graduation) must be received by the institution no later than day 21 of the student's program. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency. DigitalCrafts will evaluate the validity of a student's high school completion and students may be asked to provide additional supporting documentation. If there is a reason to believe that high school diploma is not valid or was not obtained from an entity that provides secondary school education, the student will be administratively withdrawn from DigitalCrafts and financially responsible for all costs of attending. *Students will not be considered regular students until proof of high school graduation requirements are met.*

NOTE: This documentation requirement does not apply to students who enroll at DigitalCrafts through a contractual agreement with a community-based agency in Atlanta.

Criminal Conviction Policy

In an effort to maintain a safe educational and working environment for students and staff, DigitalCrafts does not admit applicants who are known to have certain types of criminal convictions in their backgrounds. The Criminal Conviction policy applies to students throughout their entire student lifecycle, from enrollment through graduation.

During the admissions application process students will be required to attest to their criminal conviction history. Students may be subject to a criminal background check based on whether they are attending class in-person or online.

Upon completion of the admissions process, this policy applies to students in the following ways:

- Students convicted of any criminal offense while enrolled must report that conviction to the Office of the Ombudsman at Ombudsman@aiuniv.edu within ten (10) days of receiving the conviction. Students who fail to report a criminal conviction while enrolled are subject to immediate dismissal.
- Students who are discovered to have misrepresented their criminal conviction history to DigitalCrafts are subject to immediate dismissal.
- Students who are discovered to have committed certain types of offenses while enrolled are subject to immediate dismissal.

DigitalCrafts reserves the right to conduct criminal background checks on applicants and students in circumstances deemed appropriate by the institution.

Orientation

Students will participate in an orientation session on the first day of the program. A DigitalCrafts representative will review with the students: objectives of the program, company policies, graduation requirements, attendance policy, and educational support resources.

Add/Drop Period

The course add/drop policy is defined as the timeframe during which students may seek to make changes to their scheduled by adding and/or dropping course(s). This timeframe is the first week of the session as published in the academic calendar. Specifically, students can add a course through the first Friday of the class start day and drop a course through the first Wednesday of a course.

Beyond the course add/drop period, any registered courses for the session will result in a final grade (A-F). DigitalCrafts reserves the right to administratively withdraw a student from unattended course(s), however the student must remain active in at least one additional course in the session. If a student does not remain active in at least one course each session, the student will be withdrawn from DigitalCrafts. After the add/drop period has closed, students are responsible for any tuition and fees associated with their registered course load.

Student Evaluation

At the conclusion of each course, the student will receive an overall grade determined by the criteria below, which is maintained in the student's permanent academic record. Student records are kept permanently at the school.

Students are allowed to retake one course for no additional charge. Any subsequent retakes will be charged at the current per credit hour rate. Students can attempt an individual course up to three times.

Student instruction is provided through live instruction, reading assignments, video lessons, hands-on labs/simulations, papers/projects, and practice quizzes. The grading scale is listed below. Faculty members assign the final grade, which is determined based on performance on the assignments listed in the course syllabus. In order to graduate, students must retake and pass any courses that receive an F grade.

Letter Grade	Percentage	Total Points Needed for Final Grade
A	93.00 - 100.00	930 - 1000
A-	90.00 - 92.99	900 - 929
B+	87.00 - 89.99	870 - 899
B	83.00 - 86.99	830 - 869
B-	80.00 - 82.99	800 - 829
C+	77.00 - 79.99	770 - 799
C	73.00 - 76.99	730 - 769
C-	70.00 - 72.99	700 - 729
D+	67.00 - 69.99	670 - 699
D	60.00 - 66.99	600 - 669
F	Below 59.99	Below 599

Specific clock hour policies are provided in [Appendix B](#).

Satisfactory Academic Progress

All students are expected to maintain satisfactory academic progress in order to successfully meet the academic requirements for completion and to remain enrolled. Progress checks will be conducted at regular intervals throughout the student's program.

Student Academic Standing

DigitalCrafts will evaluate a student's academic progress every ten weeks through a review of the student's cumulative grade point average (CGPA) and rate of progress. The CGPA is calculated by dividing the total earned quality points by the total attempted credits. The rate of progress percentage is calculated by dividing the credits earned by the credits attempted. A student is making satisfactory academic progress if the student is at or above a CGPA of 2.0.

Maximum Time Frame and Rate of Progress

A student is not allowed to attempt more than 1.5 times, or 150%, of the number of credits in their program of study. Students must maintain a rate of progress of 66.67%. The requirements for rate of progress are to assure that students are progressing at a rate at which they will complete their programs within the maximum timeframe. A student who falls below either of these measures is not making satisfactory academic progress and is placed on academic probation. In order to complete a program, a student must have earned a minimum CGPA of 2.0 and successfully completed all courses required in their program.

Academic Probation

Students placed on academic probation are required to complete the following actions.

- Schedule regular update meetings to review their academic progress with their Cohort Manager and current instructor. This may include includes a discussion about any mitigating circumstances that may be impacting the student's academic performance.
- Schedule a 1:1 meeting with the instructor to review progress and understanding of course material.
- Attend all scheduled appointments with DigitalCrafts staff, including any additional mandatory reviews.
- Participate in required lab exercises, office hours, lectures and/or discussions.

A student may be removed from academic probation once the student returns to satisfactory academic progress standing as defined above.

Students who fail to meet any of the academic probation requirements and/or fail to meet progress standards may be placed on a second instance of academic probation at the next progress check if it is still possible for them to meet the graduation requirements.

Academic Dismissal

Students who fail to make satisfactory academic progress after being on their second academic probation will be academically dismissed from DigitalCrafts. In addition, if at any point it can be determined that it is mathematically impossible for a student to meet the graduation requirements, the student will also be dismissed. Students who are dismissed will be notified. The student's account will be reviewed for refund eligibility as described in the institution's Cancellation and Refund Policy.

Students may appeal the academic dismissal decision by submitting a written request explaining the circumstances that contributed to their lack of academic success and what action(s) the student will take to overcome the circumstance(s) in the future. Students must send this information by email to the

Office of the Ombudsman (Ombudsman@aiuniv.edu) no later than 10 days after the date of the written dismissal notification from the institution. The appeal will be reviewed by DigitalCrafts staff and the student will receive a written determination following the review.

Change of Program

When a student elects to change their program, the student's attempted and earned credits and grades will be transferred into the new program as applicable. Credits attempted and earned in the original program of study that apply to the new program of study will be used when computing grade point average, rate of progress and maximum timeframe.

Repeat Courses

Students must repeat any required courses in which a grade of F or W is received. Both original and repeated credits will be counted as attempted credits in rate of progress calculations.

Program Measurement and Attendance

Definition of a Credit Hour

DigitalCrafts recognizes a credit hour to be based on the amount of work required to meet intended learning outcomes and verified by evidence of student achievement. Students should expect to dedicate approximately 27 hours per week towards academic activity for a 5 week, 4.5 quarter credit course.

Attendance Policy

The completion of any of the activities listed below is recorded as the last date of attendance (LDA) in the student records system. LDA is updated in the student's record for monitoring of attendance throughout a course. A student who does not meet attendance requirements for 15 calendar days is administratively withdrawn from DigitalCrafts.

Students are expected to complete at least one of the following academic activities each week in each active course in order to meet attendance requirements.

- Submit an assignment
- Post on an assigned discussion board
- Complete an assigned lab
- Attend a live lecture

Specific clock hour policies are provided in [Appendix B](#).

Leave of Absence Policy

An approved Leave of Absence (LOA) is a temporary interruption in a student's academic attendance for a specific period of time in an ongoing program. Students who may need to take a LOA should contact Operations@DigitalCrafts.com for additional information.

Cohort Transfer Policy

Active students who would like to transfer from their current cohort to a subsequent cohort must submit their request to Operations@DigitalCrafts.com. Students can only request a transfer once and are not eligible for a transfer if they have an outstanding tuition balance at the time of their request.

Students who submit a request *prior to* completing 5 class days in their current cohort may be eligible to transfer to a subsequent cohort at no additional cost. Eligibility is dependent on approval from DigitalCrafts and availability in a subsequent cohort. For requests submitted *after* the student has completed 5 class days, DigitalCrafts reserves the right to transfer the student to a subsequent cohort and apply the student's unused prorated tuition amount to the subsequent cohort.

If a student decides to transfer to a subsequent cohort and then withdraws from their new cohort, the student will be required to pay a prorated tuition equal to the amount of class days attend in their initial cohort or the amount of class days attended in their new cohort, whichever is greater.

ADA/Section 504 Reasonable Accommodations Policy

DigitalCrafts does not discriminate against individuals on the basis of physical or mental disability. To ensure equal access to its programs and activities, DigitalCrafts is committed to providing reasonable accommodations, including appropriate auxiliary aids and services, academic adjustments (inside or outside the classroom), and/or modification to policies and procedures, to qualified individuals with disabilities, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program or activity. A DigitalCrafts ADA/504 Coordinator is responsible for determining appropriate accommodations.

ADA/504 Coordinators

Liz Carley

Director of Operations

Phone: 833-327-2387 ext. 702

Email: Accommodations@DigitalCrafts.com

Nicholas Dzierzynski

Director of Admissions

Phone: 630-622-5832

Email: Accommodations@DigitalCrafts.com

Applicants for admission to DigitalCrafts or current students requesting an accommodation must complete Request for Accommodation, which includes a section that must be completed by their health-care provider. Copies of these forms may be obtained from an ADA/504 Coordinator. DigitalCrafts may request only medical information that is relevant and reasonably necessary to determine whether an individual is disabled, the nature and extent of the disability, and appropriate reasonable accommodations. Completed forms and supporting documentation must be submitted to a Coordinator at the email address above or to DigitalCrafts' mailing address. To enable DigitalCrafts to evaluate an individual's needs, engage in an interactive process with them, and provide appropriate reasonable accommodations in a timely fashion, DigitalCrafts requests that individuals complete and submit the required forms and supporting documentation as soon as practicable under the circumstances.

DigitalCrafts will make its determination on an individualized, case-by-case basis with input from the individual requesting accommodation, the ADA/504 Coordinator, and faculty and administrators, as necessary. Except in unusual cases, DigitalCrafts will reach a determination regarding an individual's request for accommodation and notify the individual in writing of the determination within ten business days of their properly submitted request. In the event requested accommodations have been denied, DigitalCrafts' determination letter will inform the individual of the reason(s) and of their right to appeal the determination as set forth below. The ADA/504 Coordinator will maintain a confidential file regarding all requests for accommodation containing the forms and supporting documentation submitted by the applicant or student, any relevant communications (including notes of oral communications) between the individual and the institution, the determination letter from DigitalCrafts to the individual, and the reason(s) for any denials. Any disagreements between an individual requesting accommodation and the ADA/504 Coordinator regarding appropriate accommodations and/or any allegations of violations of this policy may be raised under the School's Investigation and [Grievance Procedures](#).

Certificate Requirements

In order to receive a Certificate, the student must meet the following requirements by the end of their program.

1. Students must have a minimum cumulative GPA of 2.0 and completed all courses in the program with a passing grade of D or higher.
2. Students must meet the minimum Attendance Policy requirements.
3. Students must demonstrate an understanding of key concepts.
4. Successful completion of a LinkedIn profile and resume. Students must receive a passing grade from the Student Success Team on these items before the final day of the cohort.

Additional clock hour program requirements are provided in [Appendix B](#).

Transcript Requests

To obtain a copy of their official DigitalCrafts transcript, students should submit their request to Operations@DigitalCrafts.com and include their name at the time of attendance and their program. Transcripts are provided at no cost.

Technology Use Policy

Student or staff "Technology Use" refers to the products, services, websites, mobile sites, content, databases, software, technologies, and tools delivered by DigitalCrafts or its authorized providers (collectively, the "Platform"). Your use of the Platform is subject to the DigitalCrafts [Terms of Use](#).

Student Information

Transfer of Credit

DigitalCrafts, part of the American InterContinental University System, offers credit-bearing programs. DigitalCrafts does not imply, promise, or guarantee that any credits earned at DigitalCrafts will be transferable or accepted by any other institution. It is the student's obligation to ascertain in advance of enrollment whether a possible recipient institution will recognize a course of study or accept credits earned at DigitalCrafts. Academic credit is granted through approvals issued to the AIU System, which includes DigitalCrafts.

Transfer of credit to DigitalCrafts from other institutions: DigitalCrafts does not accept transfer credit or prior experience to meet its program requirements.

Specific clock hour transfer of credit information is provided in [Appendix B](#).

Personal Background Disclosure

Students with backgrounds that include criminal conduct (e.g., misdemeanor or felony charges or convictions, including those that involve dishonesty or are drug related, or involve conduct that may not have been considered a crime, felony or misdemeanor in the jurisdiction in which the conduct occurred) or financial issues, such as bankruptcy, may not be accepted by companies, agencies, or institutions for employment. The student also understands that some employers may require candidates to submit to a drug test, and may deny employment based on substances that are lawfully prescribed or purchased. The student understands certain positions may have physical requirements that may prevent a student from obtaining employment.

Student Support Hours

Normal hours of staff operation are Monday through Friday, from 9:00 am to 5:00 pm Eastern time. Academic support is available during office hours and by contacting the student's current instructor(s).

Career Services

Students who attend any of DigitalCrafts programs will have the opportunity to receive job preparation support through the duration of their cohort and after successful graduation from their program. The following list is not meant to be an exhaustive list of the support DigitalCrafts students can receive from our Student Success Team.

- Resume Guidance
 - Students receive guidance and feedback on how to develop a professional resume.
- Interview Training
 - Students are exposed to interviewing best practices and the different types of interviews they may encounter.
- Online Presence
 - Students are provided with strategies to leverage GitHub and LinkedIn to showcase their skills and experience to potential employers.
- - Virtual Career Fair
 - Upon completion of their program, DigitalCrafts' Alumni have the opportunity to represent themselves at a Virtual Career Fair event intended for networking purposes.

DigitalCrafts cannot guarantee employment, salary, or career advancement.

Academic Integrity Policy

At DigitalCrafts, students are expected to demonstrate academic integrity by completing their own work, assignments, and assessments. Violations of the policy can result in a failing grade and may lead to dismissal from the institution. All students are expected to adhere to the standards set forth in the Student Code of Conduct and Academic Integrity Policy.

DigitalCrafts believes strongly in the concept of an honor system. This belief is based on the knowledge that in competitive professional environments, greater emphasis is placed on originality and integrity of ideas and work. All members of the DigitalCrafts community are expected to assist in maintaining the integrity of the institution, which includes reporting incidents that violate this Academic Integrity Policy.

Appealing an Academic Integrity Violation Decision

If students believe the decision rendered is unjust or unfair, they may appeal the decision. Students should send an email to the Office of the Ombudsman (Ombudsman@aiuniv.edu) within 30 days after the decision is rendered to appeal the academic integrity sanction.

Examples of Academic Integrity Violations

Any of the following may be considered examples of violations to the Academic Integrity Policy. Please note this is not a comprehensive list. If the submitted work, assignment, or assessment:

- Has been purchased
- Includes false references
- Can be attributed to another student (from DigitalCrafts or any other institution)
- Uses unauthorized notes as prompts or cues to improve one's score
- Was completed using unauthorized electronic devices (during an examination)
- Was completed by someone other than the student
- Is work that is original to someone other than the student (e.g., code, logic, artwork, project designed, prepared, or completed by someone else)
- Uses exact ideas from open sources resources
- Does not include enough original thought for an authentic assessment
- Does not include references for sources used
- Does not identify directly quoted information

The institution takes all violations seriously. As such, any occurrence that is found and is not covered by the above stated policy will be reviewed by the Chief Academic Officer.

After three (3) violations, or a single egregious violation, a student's case may be presented to the Academic Integrity Committee and the student could be dismissed from the institution.

Code of Conduct

Students are expected to use their best efforts to attend all classes, to participate in the class in accordance with the instructor's directions, and to perform all assignments, which are part of the curriculum. Students shall comply with and adhere in all respects to the rules and regulations of any facility where a DigitalCrafts' community is located. Students are responsible for adhering to federal, state and local laws.

DigitalCrafts reserves the right to terminate a student's enrollment for the reasons including, but not limited to, the following:

- failure of the student to comply with DigitalCrafts’ rules and policies including inappropriate conduct or communication;
- behavior that threatens, intimidates, or harasses another person in a manner that endangers the health or safety of that individual or which reasonably causes another person to be fearful of physical or emotional harm;
- reasonable cause to believe the student is involved in illegal activities while in class; or
- classroom behavior which the instructor determines to be disruptive or interferes with the instructor’s presentation or the ability of other students to participate in class, which holds up the educational progression of the entire class, and in which the student is not performing up to expected standards.

DigitalCrafts may terminate the student’s enrollment without a refund at any time for such violations. In addition, if the student is delinquent on their payment plan, DigitalCrafts reserves the right to terminate the student’s access to the program without a refund.

In all cases, in addition to removal from class, the student will be ineligible to receive future job support or other alumni benefits. If a student is dismissed for misconduct, that student cannot be readmitted to DigitalCrafts or a member of the AIU System under any condition. Students that wish to appeal a Code of Conduct dismissal must contact the Office of the Ombudsman. DigitalCrafts does not have a probationary policy for unsatisfactory performance while enrolled in the program.

Sexual Harassment Under Title IX

The institution is committed to creating and maintaining a community in which students, faculty and employees work in an environment free from all forms of discrimination, harassment, or violence. The [Sexual Harassment Policy](#) prohibits sexual harassment including: Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

Support Service Referrals

Hotlines/Self-help Support Groups

Note: The listed telephone numbers may be subject to change. Hotline information/referral numbers are for reaching those that can provide crisis counseling, refer callers to local agencies, and provide information and/or printed materials.

AIDS	(800) 243-2437	National Domestic Violence Hotline	(800) 799-7233
Al-Anon for Families of Alcoholics	(800) 344-2666	National Drug and Alcohol Abuse Treatment Referral	(800) 662-HELP (4357)
Alcohol & Drug Abuse Hotline	(800) 729-6686	National Help Line for Alcohol and Substance Abuse	(800) 784-6776
Alcohol and Drug Addiction	(800) 992-4414	National Mental Health Association	(800) 969-NMHA (6642)
Alcohol and Drug Helpline	(800) 821-4357	National Sexual Assault Hotline	(800) 656-HOPE (4673)
American Foundation for Suicide Prevention	988	National Suicide Prevention Lifeline	(800) 273-8255
CDC AIDS Info	(800) 342-2437	National US Child Abuse Hotline	(800) 422-4453
Cocaine Anonymous	(310) 559-5833	Planned Parenthood Hotline	(800) 230-PLAN (7526)
Families Anonymous	(800) 736-9805	Poison Control	(800) 222-1222
Families of Alcohol/Drug Abusers	(888) 418-0031	United Way	(703) 836-7112
Family Support Network	(240) 403-1901		
Gay & Lesbian National Hotline	(888) 843-4564		
Narcotics Referral Hotline	(800) 711-6375		
National Child - At Risk Hotline	(800) 792-5200		
National Child Abuse Hotline	(800) 422-4453		
National Council on Alcoholism and Drug Dependence Hotline	(800) 622-2255		

Grievance Procedure

Internal Process

DigitalCrafts views complaints as an opportunity to learn and improve for the future, as well as a chance to make necessary corrections for the person who has made the complaint. Our policy's objective is to accomplish the following:

- Provide a fair procedure that is clear and easy to use for anyone wishing to make a complaint.
- Ensure everyone at DigitalCrafts knows what to do if a complaint is received.
- Ensure that complaints are, wherever possible, resolved and relationships are repaired in a timely manner.

If a student has a concern, they should speak with the instructor or cohort manager to seek resolution. Complaints can be filed at any point while enrolled and for a 52-week period after leaving the program. Once a complaint is received, DigitalCrafts staff will provide a response within 48 hours to the complainant detailing next steps to resolve the complaint. If a resolution is agreed upon, the matter will be closed accordingly. *DigitalCrafts strongly encourages students to address any complaints directly with their instructor or cohort manager before initiating the formal complaint process so we can work with the student to quickly address their concerns.*

If this fails to yield adequate resolution, students may submit their written complaint to the Ombudsman's Office (ombudsman@aiuniv.edu) for additional review. A student should refer to the "Agreement to Submit to DigitalCrafts' Grievance Procedure" in their Enrollment Agreement and Disclosure for important terms and conditions regarding this Grievance Procedure and other rights.

Complaints to External Agencies

If students are unable to resolve their concerns through the internal Grievance procedure, they may also pursue the grievance through the external regulators listed below. Although students are encouraged to begin the process with the Ombudsman, there is nothing which prevents a student from submitting a complaint to these agencies before submitting the concern through the University's grievance procedure. Be advised, however, that certain agencies may require this as part of their process.

State Regulatory Agencies

Georgia Residents: Complaints may be filed with the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, GA 30084-5305; 770-414-3300; <https://gnpec.georgia.gov/student-resources/complaints-against-institution>

All Other Students, Including Online: If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education at 1740 West Adams Street, Suite 3008, Phoenix, AZ 85007, phone 602-542-5709, <https://ppse.az.gov/student-complaint-procedure>

Arizona SARA Complaint Process: DigitalCrafts is part of the American InterContinental University System, which is approved by NC-SARA through the Arizona SARA Council ("AZ SARA"). AZ SARA has jurisdiction over Arizona SARA-approved institutions in relation to non-instructional complaints. Instructional complaints, such as grade grievances, and those related to student conduct are not reviewed by AZ SARA and should not be submitted for review. Distance education students who reside in SARA states (currently all but California) may file a complaint with AZ SARA only after the student has first utilized the DigitalCrafts grievance process and the Arizona State Board for Private Postsecondary Education's complaint process. Eligible complaints may be submitted to AZ-SARA at <https://azsara.arizona.edu/complaints>.

Accrediting Agency

Complaints may be filed with the Higher Learning Commission, 230 South LaSalle Street, Suite 7-500; Chicago, IL 60604; <https://www.hlcommission.org/Student-Resources/complaints.html>

Consumer Privacy Policy

Personal Information

The collection, use, and disclosure of personal information is governed by the DigitalCrafts Privacy Policy. AIU collects and maintains personal information for various purposes, such as to provide student educational services, support the institution's mission, educational goals, strategic planning, recordkeeping and continual assessment practices, complete transactions, comply with legal obligations, debt servicing or collections activities, and marketing and promotional activities. Please refer to the DigitalCrafts Privacy Policy on the website (<https://www.digitalcrafts.com/privacy-policy>) for additional information about DigitalCrafts' privacy practices including:

- Whom DigitalCrafts collects personal information from
- What categories of personal information DigitalCrafts collects
- How DigitalCrafts collects personal information
- How DigitalCrafts uses personal information
- When personal information is shared with service providers and third parties
- What rights individuals have with regard to their personal information, including how to opt-out of marketing communications, control advertising cookies and tracking tools, make requests related to their personal information, and review state-specific privacy rights.

In addition, information about eligible students' rights with respect to their education records is provided in the institution's FERPA policy.

Security of Personal Information

DigitalCrafts has implemented reasonable security measures to protect against the loss, misuse, and alteration of personal information under our control. However, no data transmission over the Internet can be guaranteed to be completely secure. Individuals should always use caution when using the Internet and take care when disclosing personal information, including not sending personal information through insecure email, social networks, or other Internet channels. Privacy-related questions may be sent to privacymatters@aiuniv.edu.

Family Educational Rights and Privacy Act Notice

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day DigitalCrafts receives a request for access. A student should obtain a Request to Inspect and Review Education Records form from the Student Success Department, complete and return as directed. The written requests should identify the record(s) the student wishes to inspect. A DigitalCrafts official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write the Student Success

Department, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the institution decides not to amend the record as requested, they will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before DigitalCrafts discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A DigitalCrafts official is a person employed by the institution in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. This also may include a volunteer or contractor outside of the institution who performs an institutional service or function for which the institution would otherwise use its own employees and who is under the direct control of the institution with respect to the use and maintenance of the education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another institution official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Parental access to a student's record will be allowed by DigitalCrafts without prior consent if: (1) the student has violated a law or the institution's rules or policies governing alcohol or substance abuse, if the student is under 21 years old; or (2) the information is needed to protect the health or safety of the student or other individuals in an emergency.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by DigitalCrafts to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is Office of the Chief Privacy Officer, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Below is a listing of the disclosures that postsecondary institutions may make without consent:

FERPA permits the disclosure of education records, without consent of the student, if the disclosure meets certain conditions found in the FERPA regulations. Except for disclosures to University officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose education records without obtaining prior written consent of the student in the following instances:

- To other school officials, including teachers, within DigitalCrafts whom the institution has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer.

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the institution’s State-supported education programs. Disclosures under this provision may be made, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement of compliance activity on their behalf. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- Information the institution has designated as “directory information” may be released at the school’s discretion. DigitalCrafts has defined directory information as the student’s name, address(es), telephone number(s), e-mail address, birth date and place, program undertaken, dates of attendance, honors and awards, photographs, student IDs, and credential awarded. If a student does not want his or her directory information to be released to third parties without the student’s consent, the student must present such a request in writing to the Student Success Department within 45 days of the student’s enrollment or by such later date as the institution may specify. Under no circumstance may the student use the right to opt out to prevent the institution from disclosing that student’s name, electronic identifier, or institutional e-mail address in a class in which the student is enrolled.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
- To the general public, the final results of a disciplinary proceeding if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of twenty-one.

Student Tuition Recovery Fund – California Residents Only

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. It is important that you keep copies of your Enrollment Agreement and Disclosure, 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, Suite 225, Sacramento, CA 95834, 916-574-8900 or 888-370-7589.

To be eligible for STRF, you must be a California resident or are 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 award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Program Information

Programs Offered

DigitalCrafts offers programs in the following areas:

1. [Software Development](#)
2. [Cybersecurity](#)
3. [Artificial Intelligence Fundamentals](#)

DigitalCrafts uses a learning management system to house its online course content and provide a student portal for communication with instructors.

Start Dates

DigitalCrafts programs typically start every 5-weeks with enrollment ending approximately one week before the start of class. Information on program start dates can be found on the [DigitalCrafts website](#).

Class Schedule

DigitalCrafts offers its programs online and operates on a year-round basis.

Program	Online scheduled, live instruction	Program Structure	*Weekly Time Commitment
Artificial Intelligence Fundamentals Certificate AI & Machine Learning Engineering Certificate Cybersecurity Certificate Software Development Certificate: Full Stack	Dates/times are set by faculty	Consists of six 5-week courses	27 hours minimum per course

*Activities can include re-watching lessons, working on labs and exercises, looking at external resources, and group projects (varies by program). The actual time commitment can vary by student.

Improvement to Academic Programs

DigitalCrafts reviews its academic programs on a regular basis to ensure relevancy with current industry trends, employment requirements, and market needs. As deemed appropriate, the institution may change, amend, alter, or modify program offerings and schedules to reflect this feedback. If you have questions about this process, contact the Ombudsman.

Other Programs

DigitalCrafts has the following programs that are approved to offer but are not currently accepting students.

- Certificate in Full Time Cybersecurity
- Certificate in Part Time Cybersecurity
- Certificate in Software Development: Full Stack (Full-time)
- Certificate in Software Development: Full Stack (Part-time)
- Certificate in Full Time UX Design
- Certificate in Part-Time UX Design
- Certificate in Web Development
- Certificate in Full Time Data Analytics
- Certificate in Part Time Data Analytics

Should the institution choose to begin taking new enrollments, the program information will be added in an updated catalog or addendum.

In addition, DigitalCrafts offers its Full Time Cybersecurity and Full Time Web Development programs through a contractual agreement with a community-based agency in Atlanta, which provides funding for

the student's tuition. These programs are subject to the policies in this catalog except where noted. Specific clock hour policies applicable to these programs are provided in [Appendix B](#). Contact DigitalCrafts for more information about these programs.

SOFTWARE DEVELOPMENT

Software Development Certificate: Full Stack

Duration: 15 weeks

Credit Hours: 27 Quarter

Instructional Format: Online

Program Overview

This program is designed to provide students with the knowledge, skills, and abilities to become a full stack web developer. This hands-on program consists of front and back-end architecture and development, programming languages, databases, frameworks, and more. Students have the opportunity to complete projects using industry-relevant tools and build a professional portfolio throughout the program.

This program is not designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation. As such, DigitalCrafts has made no determination regarding prerequisites for licensure or certification in any state or jurisdiction.

While DigitalCrafts, a part of the AIU System, is part of a Title IV eligible institution offering Title IV eligible programs, DigitalCrafts has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of zero interest payment options for students.

Program Learning Outcome

- Develop a full stack application.

Program Curriculum

Each course is 5-weeks in length and can be taken independently or with a second course in the program.

Course Code	Course	Quarter Credit Hours
ITWEB-200	Introduction to Full Stack Web Development	4.5
ITWEB-210	Web Page Design and Layout	4.5
ITWEB-220	Introduction to JavaScript	4.5
ITWEB-300	Creating Interactive Content with JavaScript	4.5
ITWEB-310	Databases and Data-Driven Content	4.5
ITWEB-400	Full Stack Solutions	4.5
	TOTAL	27

In order to meet the demand of the job market, DigitalCrafts reserves the right to alter the curriculum before, during, and/or after the program. Students are always notified of any curriculum change.

Course Descriptions

ITWEB-200 Introduction to Full Stack Web Development

4.5 Quarter Credits

This course is designed to introduce students to full stack web development fundamentals. The course covers an overview of full stack development and related technology tools. Additional topics include requirements analysis, the software development life cycle, and source code repositories and versioning.

ITWEB-210 Web Page Design and Layout

4.5 Quarter Credits

This course focuses on front end design considerations. Students will have the opportunity to explore design concepts, best practices, and tools used to design and develop web pages. Hands-on opportunities include creating web page navigation, interface items, and forms. Source code control is also emphasized.

ITWEB-220 Introduction to JavaScript

4.5 Quarter Credits

This course is designed to introduce students to the basics of JavaScript and its importance to the full stack development suite. Focus areas include syntax, variables, program flow, conditionals, data types, and additional programming constructs. Additionally, the use of JavaScript with HTML and modifying CSS with JavaScript is addressed. Students have the opportunity to gain hands-on experience coding with JavaScript.

ITWEB-300 Creating Interactive Content with JavaScript

4.5 Quarter Credits

This course focuses on creating interactive web page content using JavaScript. Content covered includes JavaScript Object Notation (JSON), browser differences, regular expressions, classes, functions, and input validation. Students have the opportunity to work with third-party application programming interfaces (APIs). Hands-on labs are used to practice implementing interactive content using JavaScript. Source code control is also emphasized.

ITWEB-310 Databases and Data-Driven Content

4.5 Quarter Credits

This course is designed to introduce students to relational databases and the structured query language (SQL). Non-relational database may be featured as method of deploying databases to support dynamic web sites. Additional content includes ad-ho queries, indexing, and replication. Students have the opportunity to practice course concepts in hands-on labs.

ITWEB-400 Full Stack Solutions

4.5 Quarter Credits

This course focuses on a full stack which consists of MongoDB, Express.js, React.js, and Node.js (MERN) to develop a complete, full stack, solution consisting of connected front and back ends. Students will have the opportunity to gain experience with the MERN full stack via hands-on labs. Students are expected to develop a full stack solution to a common business requirement.

CYBERSECURITY

Cybersecurity Certificate

Duration: 15 weeks

Credit hours: 27 Quarter

Instructional format: Online

Program Overview

Students are exposed to technical skills, fundamentals, and tools used in the cybersecurity field.

Program Objective

The program is designed to train and equip each student with the necessary skills to obtain an entry level job in cybersecurity after graduation. DigitalCrafts does not guarantee job placement, but the program, curriculum, instructors, and staff work in alignment to achieve this goal for each student. Depending on the student's career goals, students may seek several opportunities after graduating, including but not limited to a(n) internship, apprenticeship, part-time employment, full-time employment, and/or contract work.

This program is designed to help you prepare to take one of several CompTIA certification exams. Additional study and preparation are always recommended and may be needed before taking any exam. DigitalCrafts cannot guarantee that graduates of this program will be eligible to take third-party certification examinations. Certification requirements for taking and passing these exams are controlled by outside entities and are subject to change without notice to DigitalCrafts.

This program is not designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation. As such, DigitalCrafts has made no determination regarding prerequisites for licensure or certification in any state or jurisdiction.

While DigitalCrafts, a part of the AIU System, is part of a Title IV eligible institution offering Title IV eligible programs, DigitalCrafts has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of zero interest payment options for students.

Program Learning Outcome

- Apply cybersecurity to detect, recover, and mitigate risks.

Program Curriculum

Course Code	Course	Quarter Credit Hours
CYB-300	IT Fundamentals for Cybersecurity	4.5
CYB-305	Networking Fundamentals	4.5
CYB-310	Cybersecurity Fundamentals	4.5
CYB-325	Ethical Hacking and Penetration Testing	4.5
CYB-330	Network Defense & Countermeasures	4.5
CYB-400	Cybersecurity Operations Incident Response & Digital Forensics	4.5
	TOTAL	27

In order to meet the demand of the job market, DigitalCrafts reserves the right to alter the curriculum before, during, and/or after the program. Students are always notified of any curriculum change.

Course Descriptions

CYB-300 IT Fundamentals for Cybersecurity

4.5 Quarter Credits

This course is designed to introduce students to information technology fundamentals as they apply to cybersecurity. The course covers computer hardware, software, configuration, and management of IT systems. The central focus of the course is security of information technology components, systems, and communications.

CYB-305 Networking Fundamentals

4.5 Quarter Credits

This course introduces students to computer network hardware, software, connectivity methods, and protocols. The focus is on security vulnerabilities and countermeasures. Students can analyze networking solutions and design secure networked systems.

CYB-310 Cybersecurity Fundamentals

4.5 Quarter Credits

This course is designed to provide students with foundational knowledge that aligns to the NIST (NIST) National Initiative for Cybersecurity Education (NICE) Cybersecurity Workforce Framework. Topics covered include cybersecurity careers, fundamentals of cybersecurity, and professional ethics with respect to the cybersecurity discipline. Additional focus is placed on network and system architecture and design principles.

CYB-325 Ethical Hacking and Penetration Testing

4.5 Quarter Credits

This course is designed to provide students with knowledge of ethical hacking concepts, methods, and best practices. Students have the opportunity for hands-on experience with ethical hacking and penetration testing tools. Concepts and tools for attacks, exploits, information gathering, and reporting are explored.

CYB-330 Network Defense & Countermeasures

4.5 Quarter Credits

This course focuses on network defense topics to include intrusion detection, network security, and security incident management. Students will have the opportunity to explore tactics and tools used in network defense. Hands-on labs are used to practice implementing network defense strategies and intrusion-detection strategies.

CYB-400 Cybersecurity Operations Incident Response & Digital Forensics

4.5 Quarter Credits

This course is designed to introduce students to incident response methodologies and proper methods of handling digital forensic evidence. Students will have the opportunity to explore national and international legal aspects of digital forensics. The course covers digital forensic acquisition, preservation, analysis, and reporting.

ARTIFICIAL INTELLIGENCE FUNDAMENTALS

Artificial Intelligence Fundamentals Certificate

Duration: 15 weeks

Credit hours: 27 Quarter

Instructional format: Online

Program Description

This program is designed to provide insights into artificial intelligence (AI) and machine learning (ML) technologies, tools, and techniques. These insights can empower individuals and organizations to leverage AI and ML tools and technologies to strengthen implementations of data science and technological innovation. The program covers concepts of artificial intelligence, machine learning, AI in business, data science, AI in the cloud, modern applications of AI, and the future of AI. By the end of this program, students should have a broad understanding of AI and ML learning and how they impact people and organizations.

This program is not designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation. As such, DigitalCrafts has made no determination regarding prerequisites for licensure or certification in any state or jurisdiction.

While DigitalCrafts, a part of the AIU System, is part of a Title IV eligible institution offering Title IV eligible programs, DigitalCrafts has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of zero interest payment options for students.

Program Learning Outcome

- Use AI and ML technologies to support an organization's data science goals.

Program Curriculum

Each course is 5-weeks in length and can be taken independently or with a second course in the program.

Course Code	Course	Quarter Credit Hours
AIML-201	Artificial Intelligence and Machine Learning Basics	4.5
AIML-211	Generative AI Prompt Engineering	4.5
AIML-301	Artificial Intelligence in Business and Data Science	4.5
AIML-311	Artificial Intelligence in the Cloud	4.5
AIML-321	Modern Applications of Artificial Intelligence	4.5
AIML-401	The Future of Artificial Intelligence	4.5
	TOTAL	27

Course Descriptions

AIML-201 Artificial Intelligence and Machine Learning Basics

4.5 Quarter Credits

This course offers a foundational understanding of AI, covering key concepts, algorithms, and real-world applications. Special emphasis is placed on effective communication for explaining AI concepts to non-technical stakeholders.

AIML-211 Generative AI Prompt Engineering

4.5 Quarter Credits

This course is designed to provide students with knowledge of the intricacies of crafting and refining prompts to achieve highly specific and reliable results, underpinning the human-AI interaction. By the end of this course, students should be able to optimize their interactions with Generative AI systems while being cognizant of their implications.

AIML-301 Artificial Intelligence in Business and Data Science

4.5 Quarter Credits

This course is designed to provide students with a comprehensive exploration into the integration of AI within the business landscape and its synergy with data science. Topics include the significance of AI to business, leveraging AI to support business operations, coupling AI and ML with data science, and using AI for customer insights.

AIML-311 Artificial Intelligence in the Cloud

4.5 Quarter Credits

This course is designed to provide insights into AI system reliance on cloud computing. Content areas include cloud basics, cloud service provider comparison in the context of AI, deployment models, cloud security for AI, and related cost management. Emphasis is placed on clear communication when discussing these AI-driven concepts with non-technical stakeholders.

AIML-321 Modern Applications of Artificial Intelligence

4.5 Quarter Credits

Artificial intelligence (AI) is both a tool and a transformative technology that is used increasingly in various sectors: from healthcare to entertainment. This course offers an in depth exploration into the nuanced applications and implications of AI in diverse domains, dissecting both its transformative potential and the challenges it presents. By the end of this course, students should have a comprehensive understanding of AI's modern applications, real-world applications, ethical dilemmas, and future possibilities.

AIML-401 The Future of Artificial Intelligence

4.5 Quarter Credits

This course explores the future possibilities and emerging trends in the field of artificial intelligence (AI). It is designed to provide insights into the direction AI is heading, including breakthroughs, challenges, and ethical considerations.

AI & Machine Learning Engineering Certificate

Duration: 15 weeks

Credit hours: 27 Quarter

Instructional format: Online

Program Description

This program is designed to help students with basic to intermediate software development skills learn how to design and develop artificial intelligence (AI) systems. Architectural frameworks, development tools, modern programming languages, and best practices are explored. This hands-on program gives students opportunities to put theory into practice. By the end of this program students should be able to architect an AI system and implement AI functionality through programming and service connections.

This program is not designed to meet the educational requirements for a specific professional license or certification that is required for employment in an occupation. As such, DigitalCrafts has made no determination regarding prerequisites for licensure or certification in any state or jurisdiction.

While DigitalCrafts, a part of the AIU System, is part of a Title IV eligible institution offering Title IV eligible programs, DigitalCrafts has elected and designated this program as not participating in Title IV federal financial aid programs. This means students enrolling in this program may not use Federal Student Aid to help pay for this program. Instead, it offers a variety of zero interest payment options for students.

Program Learning Outcome

- Develop components of an AI system using industry best practices to support an organization's goals.

Program Structure

Each course is 5-weeks in length and can be taken independently or with a second course in the program.

Course Code	Course	Quarter Credit Hours
AAIS-202	Introduction to Python Programming	4.5
AAIS-302	Artificial Intelligence, Machine Learning, and Data Science Programming with Python	4.5
AAIS-312	Deep Learning	4.5
AAIS-322	Natural Language Processing and Computer Vision	4.5
AAIS-332	Reinforcement Learning	4.5
AAIS-402	Architecting AI Systems: Design Strategies and Best Practices	4.5
	TOTAL	27

AAIS-202 Introduction to Python Programming

4.5 Quarter Credits

This course is designed to provide students with a comprehensive introduction to Python, setting the foundation for writing programs for artificial intelligence and machine learning. Topics covered include data structures, functions, file handling, object-oriented-programming, classes, and AI-related Python libraries and frameworks.

AAIS-302 Artificial Intelligence, Machine Learning, and Data Science Programming with Python

4.5 Quarter Credits

This course focuses on widely-used programming languages for AI, ML, and data science development. Topics include programming syntax, data structures, and libraries essential for AI programming. The course provides students with hands-on opportunities to put theory into practice.

AAIS-312 Deep Learning

4.5 Quarter Credits

This course delves into deep learning, with a focus on neural networks to include convolutional neural networks and recurrent neural networks. Additional topics include backpropagation, activation functions, and deep learning frameworks. The course also covers the concepts of transfer learning and model fine-tuning.

AAIS-322 Natural Language Processing and Computer Vision

4.5 Quarter Credits

Natural language processing (NLP) is essential for AI applications involving text and language; and computer vision is crucial for AI applications involving images and videos. Both NLP and computer vision are covered in this course with topics such as language processing models, preprocessing, sentiment analysis, and named entity recognition, text generation, chatbot development, image processing, object detection, and image classification.

AAIS-332 Reinforcement Learning

4.5 Quarter Credits

Reinforcement learning focuses on teaching machines to make decisions through trial and error. This course covers reinforcement learning algorithms and applications. It also features the Markov decision process, Q-Learning, policy gradients, and training AI agents.

AAIS-402 Architecting AI Systems: Design Strategies and Best Practices

4.5 Quarter Credits

This course is designed to provide students with knowledge of how AI systems are architected, deployed, and supported. Specific design strategies and best practices are covered through the use of real-world case studies. Real-world scenarios are used to gain insights into architecting and deploying AI systems. Topics include deployment strategies, scalability, monitoring, maintaining, and ethical considerations.

Appendix A: Scholarships and Grants

General Scholarship and Grant Conditions

The following conditions must be met in order to receive a DigitalCrafts scholarship or grant.

- Candidates must apply and be accepted for admission to the institution.
 - DigitalCrafts scholarships and grants are used exclusively toward tuition and will be applied against outstanding, past, current or future charges at the institution's discretion.
 - DigitalCrafts scholarships and grants are applied as a non-refundable credit to the student's account, and no cash payment will be awarded.
 - A scholarship or grant may not be combined with any other DigitalCrafts scholarship, grant or tuition incentive unless otherwise stated. The scholarship or grant with the greatest benefit to the student will be awarded.
 - If permitted, when combined with other funding sources, the amount awarded cannot exceed the student's tuition cost.
 - Awards are applied to the student's account based on the availability of funds.
 - Students who withdraw must reapply to be considered for future institutional scholarships and grants.
 - Awards cannot be transferred or substituted.
 - Interested candidates should contact the Admissions Department for additional information.
-

You Belong in Tech Scholarship

DigitalCrafts has established a scholarship which is awarded to students from backgrounds that are historically underrepresented in tech (e.g., female, black, brown, or Latinx) as well as Veteran students. Students who qualify are automatically awarded \$250. This scholarship can be combined with any other grants and reduced tuition offers. It cannot be combined with other scholarships.

In addition to the [DigitalCrafts General Scholarship and Grant Conditions](#), students must meet the following criteria:

- Must identify as female, black, brown, or Latinx and, or, have Veteran status.
- Must complete the standard application process and meet all admissions and eligibility requirements at the institution.

The grant is applied in full towards the student's tuition before class starts. The grant cannot be transferred or substituted, is not refundable, and will not result in a cash payment.

Builder Scholarship

DigitalCrafts has established a scholarship which is awarded by a committee to applicants of any background with especially inspiring lives, goals, and achievements. Applicants are asked to describe how they plan to make the most of their education and time with DigitalCrafts. Students who qualify are automatically awarded \$250. This scholarship can be combined with any other grants and reduced tuition offers. It cannot be combined with other scholarships.

In addition to the [DigitalCrafts General Scholarship and Grant Conditions](#), students must meet the following criteria:

- Must complete DigitalCrafts' Builder Scholarship Application.
- Must complete the standard application process and meet all admissions and eligibility requirements at the institution.

The grant is applied in full towards the student's tuition before class starts. The grant cannot be transferred or substituted, is not refundable, and will not result in a cash payment.

Achievement Grant

In collaboration with select, participating employers, DigitalCrafts has established the Achievement Grant to assist eligible students with the opportunity to attend the institution. To be eligible for the grant, a candidate must complete the grant acknowledgement form and must allow for verification of eligibility. Verification of eligibility may require the student to submit documentation for proof of employment with a participating employer.

In addition to the [DigitalCrafts General Scholarship and Grant Conditions](#), students must also meet the following criteria:

- Students must be employed by an employer that has entered into an agreement with DigitalCrafts at the time they complete the Achievement Grant Acknowledgment form.
- Students selected for employment verification must provide documentation before the grant is applied. Documentation must show the effective date of employment and must be submitted before the start of classes.
- Additional conditions may apply based on specific grant acknowledgement forms and based on specific conditions agreed upon between DigitalCrafts and any individual participating employer.

The grant is available for programs specified by the institution; not all programs may be eligible. All of the above conditions must be fulfilled before the grant can be disbursed. The grant is applied in full towards the student's tuition before class starts. This grant may not be combined with any other DigitalCrafts grant, scholarship, or tuition incentive offers.

Educational Partner Grant

DigitalCrafts has established a grant in the name of its educational alliance members in order to assist eligible students and their immediate family members* with the opportunity to attend a program at DigitalCrafts. To be eligible for this grant, a candidate must be accepted for admission to the institution, complete the Educational Partner Attestation form, and allow for verification of eligibility. Verification of eligibility may require the student to submit documentation for proof of employment with the educational alliance member company or organization.

In addition to the [DigitalCrafts General Scholarship and Grant Conditions](#), students must meet the following criteria before the grant can be disbursed:

- Qualifying students must be an employee of a DigitalCrafts educational alliance member (or an employee's immediate family member*).
- Students must be employed with, or a current member of, the educational alliance member at the time the Educational Partner Attestation is completed.
- Students selected for employment or membership verification must provide documentation before the grant is applied. Documentation must show the effective date of employment or membership and must be submitted prior to the first day of class.
- Must complete the standard application process and meet all admissions and eligibility requirements at DigitalCrafts.

The grant is applied in full towards the student's tuition before class starts. The grant cannot be transferred or substituted, is not refundable, and will not result in a cash payment. It cannot be combined with any other grants, scholarships or tuition reduction offers. If a student qualifies for more than one grant, scholarship or tuition reduction, the offering with the greatest benefit to the student will be awarded.

Please note that grant percentages may vary by educational alliance member (ranging anywhere from 5% - 65% of the tuition costs). Please contact the Admissions team to determine the exact grant percentage for which you may qualify.

** Immediate family members: Spouse, domestic partner, life partner or dependent (natural/adopted/stepchild) children only. Siblings, cousins, etc. are not considered an immediate family member.*

Alumni Referral Grant

DigitalCrafts has established a grant to recognize alumni of the institution and benefit their newly referred students. Students who are referred by DigitalCrafts alumni will be eligible for a grant up to \$250. This grant can be combined with any other funding available through DigitalCrafts.

In addition to the [DigitalCrafts General Scholarship and Grant Conditions](#), students must meet the following criteria:

- Must be referred by an alumnus of a DigitalCrafts program. Alumni complete the Alumni Referral form, which is shared once they qualify as alumni.
 - The referrer may refer as many new students as they would like and there is no limit to the number of grants that can be made in their name.
- Must complete the standard application process and meet all admissions and eligibility requirements at DigitalCrafts.
- Must not have previously started with DigitalCrafts prior to their referral to the institution.

The grant is applied in full towards the student's tuition before class starts. The grant cannot be transferred or substituted, is not refundable, and will not result in a cash payment.

Lifelong Learning Grant

The purpose of the Lifelong Learning Grant is to recognize AIU System ("AIUS") alumni who intend to pursue a certificate at DigitalCrafts. Alumni of these programs will be eligible for a grant up to 50% of the published program tuition.

Eligible students receive an institutional grant toward the tuition. The grant, when combined with other funding sources and student payments, may be awarded up to the total tuition charges. The grant is awarded at the beginning of the student's program and applied as a credit to the student's account. The grant is not transferable and may not be redeemed for cash or credit.

In addition to the [DigitalCrafts General Grant and Scholarship Conditions](#), students must also meet the following criteria:

- Prospective students must have earned a credential at one of the following AIUS institutions: American InterContinental University, California Southern University, DigitalCrafts or Trident University International.
- Prospective students must apply and be accepted for admission into DigitalCrafts to be eligible to receive the grant.

This grant cannot be combined with any other institutional grants, scholarships, or tuition incentives. Students may receive this grant if they enroll in more than one DigitalCrafts program.

Appendix B: Policies for Contractual Clock Hour Programs

In addition to the policies previously provided, the following policies apply to students enrolled in contractual clock hour programs offered with a community-based agency in Atlanta.

Student Evaluation

At the conclusion of each course, the student will receive an overall grade, which is maintained in the student's permanent academic record. Student records are kept permanently at the school.

Throughout the selected program, students will be evaluated on their progression and career readiness. Evaluation may take the form of graded (pass/fail) assignments, in-class participation, project work, and/or quizzes. Graded assignments may be reviewed by Lead Instructors and/or Teaching Assistants and deemed "pass" if they meet the key concepts outlined. Students may undergo performance reviews throughout the program to ensure each student is progressing steadily throughout the course and to identify areas of strengths and weaknesses. Students will receive either a Pass ("P") or Fail ("F") grade. Final grades are determined by the students' performance on their capstone project, attendance, and student success requirements.

Program Measurement and Attendance

Definition of Course Time

Course time is measured by clock hour, which is defined as not less than 50 minutes or more than 60 minutes of class, lecture, recitation, and/or faculty supervised laboratory time.

Attendance Policy for Clock Hour Programs

Students are required to be present for a minimum of 80% of the program hours in order to receive a Certificate. Excused absences are allowed for up to 20% of the program hours as outlined in the Excused Absence Policy. It is the student's responsibility to monitor their attendance in Canvas to ensure they adhere to this policy.

For classes that are scheduled for eight hours each day, attendance is taken at the start of class in the morning and after the lunch break. If the student is not present when attendance is taken, they will be considered absent for the attendance period.

In all cases, students will be removed from the institution if they meet any of these conditions:

1. reach the point when they have missed 20% of program hours, or
2. miss more than 80 consecutive program hours (for classes scheduled for eight hours daily)

Excused Absence Policy

Students who are unable to attend class due to special or mitigating circumstances outside the control of the student should inform their instructor, teaching assistant, or cohort manager within three days after returning to class.

Mitigating circumstances are defined as any serious matters beyond a student's control which may have adversely affected their academic performance. Acceptable reasons include, but are not limited to, illness for the student, serious illness of a close friend, or relative, the death of a close relative or friend, extreme family or financial circumstances leading to stress, technical difficulties, or to observe a religious holiday. Excused absences are approved at the discretion of DigitalCrafts and can be granted to students who provide acceptable documentation regarding their circumstances for up to 20% of the

program hours. Examples that do not constitute mitigating circumstances include, but are not limited to, increases in work obligations, moving, personal planned events or appointments (e.g., vacation, wedding), criminal matters, or lack of awareness of school deadlines and policies.

Certificate Requirements

In order to receive a Certificate in a clock hour program, the student must meet the following requirements by the end of their program.

1. Students must meet the minimum Attendance Policy requirements.
2. Students must demonstrate an understanding of key concepts.
3. Students must demonstrate their understanding of key concepts (as listed in the program description) from the program in their final capstone project.
4. Successful completion of a LinkedIn profile, resume, and cyber report or portfolio. Students must receive a passing grade from the Student Success Team on these items before the final day of the cohort.
5. Students must earn a grade of Pass (“P”) in all courses in the program.

Transfer of Credit

DigitalCrafts, part of the American InterContinental University System, offers non-credit-bearing programs through this contractual agreement. This means that they are not intended to award academic credit. As such, DigitalCrafts does not imply, promise, or guarantee that its courses will be accepted by any institution for academic credit. It is the student’s obligation to determine if a course can be used for any other purpose.

Transfer of credit to DigitalCrafts from other institutions: DigitalCrafts does not accept transfer credit or prior experience to meet its program requirements.