

ADDENDUM

TO THE 2009 CATALOG
THE ART INSTITUTE OF WASHINGTON
A BRANCH OF THE ART INSTITUTE OF ATLANTA

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The Art Institute of Atlanta, founded in 1949, has a long tradition of preparing students for careers by providing a challenging educational environment that responds to changing technologies and the needs of the marketplace. The college is proud of its history of providing graduates with the creative and technical skills demanded by today's employers.

Our satellite campus and four branch campuses—The Art Institute of Atlanta-Decatur (founded in 2008), The Art Institute of Charleston (founded in 2007), The Art Institute of Tennessee-Nashville (founded in 2006), The Art Institute of Washington (founded in 2000) and The Art Institute of Washington-Northern Virginia (founded 2009)—are building on this tradition to create their own. No matter which campus you choose, you will benefit from our commitment to students and from a rigorous education in the creative arts.

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The following are listed as Accredited Programs by the American Culinary Federation Foundation, Inc. Accrediting Commission (180 Center Place Way, St. Augustine, Florida, 32095, 904.824.4468), the associate in arts degree in culinary arts and the bachelor of science degree in culinary arts management at The Art Institute of Atlanta; and the associate in arts degree in culinary arts at The Art Institute of Washington.

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SIXTH QUARTER (16 CREDITS)

VID	150	Introduction to Broadcast Graphics and Animation
VID	323	Project Management
CD	245	Career Development
HA	216	Art History II

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FOURTH QUARTER (16 CREDITS)

CL	129	Planning and Cost Control
CL	201	Purchasing and Product Identification (2 credits)
CL	202	Garde Manger (6 credits) (General Education Elective)

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TENTH QUARTER (16 CREDITS)

CL	345	Quality Service Management and Training
CL	348	Legal Issues and Ethics for Culinaricians
EC	301	Economics
SP	101	Beginning Spanish Conversation and Culture

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NINTH QUARTER (16 CREDITS)

CL	333	Leadership and Organizational Development
FB	215	Viniculture and Vinification II
EC	301	Economics
SP	101	Beginning Spanish Conversation and Culture

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ADVERTISING DESIGN

40 quarter credits required.
All courses are 4 credits unless otherwise indicated.

TYPICAL COURSE SEQUENCE

FIRST QUARTER (8 CREDITS)

AD	100	Survey of Advertising
CAA	106	Introduction to Design Applications

SECOND QUARTER (8 CREDITS)

ART	122	2D-Design
ART	230	Rapid Visualization

THIRD QUARTER (8 CREDITS)

GD	214	Computer Illustration
P	104	Digital Photographic Production

FOURTH QUARTER (8 CREDITS)

GD	121	Design Elements
GD	160	Basic Web Design

FIFTH QUARTER (8 CREDITS)

AD	222	Media and Advertising Design
AD	234	Brand Management

Locations Available:

The Art Institute of Atlanta
The Art Institute of Atlanta-Decatur
The Art Institute of Washington

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VIDEO SKILLS

40 quarter credits required.
All courses are 4 credits.

TYPICAL COURSE SEQUENCE

FIRST QUARTER (8 CREDITS)

CAA	106	Introduction to Design Applications
VID	101	Introduction to Video Production

SECOND QUARTER (8 CREDITS)

VID	102	Introduction to Audio for Video
VID	121	Digital Cinematography

THIRD QUARTER (8 CREDITS)

VID	131	Introduction to Video Editing
VID	140	Introduction to Video Lighting

FOURTH QUARTER (8 CREDITS)

VID	210	Scriptwriting I
VID	212	Directing the Documentary

FIFTH QUARTER (8 CREDITS)

Program Elective I
Program Elective II

ELECTIVES FOR DIPLOMA PROGRAM:

VID	150	Introduction to Broadcast Graphics and Animation
VID	260	Digital Filmmaking on Location
VID	216	Directing the Narrative
VID	175	Intermediate Editing
VID	250	Television Production

Locations Available:

The Art Institute of Atlanta
The Art Institute of Washington

AU220 AUDIO RECORDING II

Building on skills learned in AU210, students develop advanced engineering skills and knowledge. They explore various musical formats, aesthetic and acoustical issues, and techniques and equipment used in the professional recording industry.

Prerequisite: AU210

GD326 ADVANCED TYPOGRAPHY

Building on the historical understanding acquired in previous courses, an exploration of contemporary and experimental typographic design is the focus of this course. Current trends, practical communication considerations of typography, and its resonance in the design process, guide project outcomes.

Prerequisites: GD241, GD431

INT335 DIGITAL PRESENTATION

This course experiments with alternate methods of creating and producing interior design presentations. Combining a variety of software, reproduction methods, and manual technology, students explore ways to manipulate and integrate images and text into a cohesive graphic package. Issues of design, composition, and typography are addressed.

Prerequisites: P104, INT234, INT237

VID364 MEDIA SPECIAL EFFECTS

Students explore the disciplines used in finalizing a digital film or video project using compositing software. The class reinforces compositing concepts, techniques and vocabulary from previous classes and introduces more sophisticated tools and techniques. Technical skills used include advanced compositing techniques, typography, animation, and design.

Prerequisite: Approval of department chair.

VID377 MANAGEMENT OF POST-PRODUCTION

This course focuses on the management of the post-production process and develops students' talent and ability to coordinate a variety of assembling, editing, and compositing processes and activities.

Prerequisite: Approval of department chair.

TUITION AND FEES

Tuition		
Current tuition rate per credit hour \$453		

Tuition	Per Quarter	Per Academic Year
(16 credit hours)	\$7,248	\$21,744

Lab fees

Audio Production	\$125 (some courses)
Culinary Arts	\$310 per lab class
Digital Film & Video Production	\$75 (some courses)
Graphic Design	\$25 (some courses)
Interior Design	\$75 per quarter (all quarters)
Photographic Imaging	\$75 (some courses)
Web Design	\$25 (some courses)

*Total tuition costs to complete each program are:

12-quarter Bachelor's Degree Program	(192 credits)	\$86,976
6-quarter Diploma	(48 credits)	\$21,744
7-quarter Associate in Arts	(112 credits)	\$50,736
5-quarter Diploma	(40 credits)	\$18,120
6-quarter Associate in Arts	(96 credits)	\$43,488

*The total costs are based on the current credit hour rate. The Art Institute

of Washington will increase the tuition rate at least once per year, which will increase the total amount of the program. Fees may also increase once per year. Tuition costs of up to \$4,077 (at the current rate of \$453 per credit hour) beyond the usual total for a degree may occur if the student is required to take transitional studies classes for developmental purposes; students take a maximum of three transitional studies classes.

Starting Kits and Additional Required Equipment

The starting kit is optional and consists of basic equipment, first-quarter textbooks and materials required needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. These materials may be purchased at The Art Institute of Washington or at most supply stores. Up to \$150 credit (depending on program) is also provided at the supply store for consumable supplies. Kit prices include tax and are subject to change.

Advertising	\$1,125
Graphic Design	\$1,050
Audio Production	\$1,520
Interior Design	\$1,310
Culinary Arts	\$1,170
Baking & Pastry	\$1,170
Media Arts & Animation	\$960
Visual Effects & Motion Graphics	\$960
Digital Film & Video Production	\$1,240
Photographic Imaging	\$2,200
Commercial Photography	\$2,200
Fashion & Retail Management	\$1,060
Web Design and Interactive Media	\$750
Game Art & Design	\$960
Visual & Game Programming	\$660

In addition to the starting kit, students will need to make purchases of specialized equipment at some point in some programs. Also, students should anticipate an additional \$500 for other equipment for the program.

Supplies and Textbooks

The average monthly cost of consumable supplies and textbooks by program is as follows:

Advertising	\$120
Graphic Design	\$120
Audio Production	\$120
Interior Design	\$125
Culinary Arts	\$120
Culinary Arts Management	\$120
Media Arts & Animation	\$120
Visual Effects & Motion Graphics	\$120
Digital Film & Video Production	\$120
Photographic Imaging	\$250
Fashion & Retail Management	\$120
Web Design and Interactive Media	\$120
Game Art & Design	\$120
Visual & Game Programming	\$120

Please note that the actual costs often occur at the start of a quarter, and are not evenly spread throughout the quarter.

ADDITIONAL ATTENDANCE INFORMATION AND POLICY

Attendance Verification

You may verify your attendance at any time during the quarter with the registrar's office. Students will receive an attendance record of all marks of present and absence recorded to date (snapshot). Any disc-repancies should be discussed with the individual instructor. Should an error be detected, the instructor must submit in writing a request to correct the discrepancy(s). The registrar's office will not accept corrections from students.

Students who are absent seven class days in a row will be withdrawn from the college.

Medical Leave

Medical leave requests are accepted for current quarter students only. Requests must be submitted to the registrar's office along with the following documentation:

1. A completed exit-from-program form obtained from the registrar's office indicating medical leave intent.
2. A letter from the student indicating their request to obtain medical leave must be submitted to the registrar's office.
3. Supporting documentation from a physician indicating the duration of medical leave.*
4. Final notification from the physician indicating the release date upon which the student can return to college.

*Should this date need to be extended, a letter from the physician indicating the length of the time extension is required must be submitted to the registrar's office.

Personal/Bereavement Leave

Personal/bereavement leave requests require similar documentation as medical leave requests. See the registrar's office for details.

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STUDENT REENTRY PROCESS

Any student who has left The Art Institute of Washington for any time period must go through the formal reentry process, and each student's academic status must be reviewed before they can be considered for reentry. Contact the admissions office for additional information.

Procedure for Reentry After Academic Termination

A student terminated for violating the Satisfactory Academic Progress Policy (SAPP) must appeal in writing to the dean of academic affairs for reentry before the start of the quarter in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards of the SAPP must go through the same appeal process. The appeal procedure below applies.

If the appeal is granted, the re-entering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the SAPP to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements. Some form of academic evaluation must be conducted by the dean or review committee to determine that the student has the desire and the academic ability to progress satisfactorily in the program. A student is allowed only one reentry appeal after being academically terminated.

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JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT

The Art Institute of Washington provides the following information to all of its employees and students as part of The Art Institute of Washington's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the dean of student affairs, 1820 N. Ft. Myer Drive, Arlington, VA 22209, 703-247-6841.

Campus Security and Crime Prevention Policy

The Art Institute of Washington Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy via inter-campus mail. The report is distributed to all students through the Student Handbook and through distribution in summer classes.

Reporting Criminal Actions or Other Emergencies

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can

be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the dean of student affairs. Reports are kept in a secure location in the department of student affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Washington that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around The Art Institute of Washington facilities to the dean of student affairs either in person or by calling 703.247.6841. If the dean of student affairs is not available, you may contact the director of facilities at 703.247.2682 and the Arlington County police department by dialing 911 or 703.228.4040.

To report emergencies or criminal acts occurring in school-sponsored housing, students should call the director of residential life and housing services, 703.247.6884 and dial 911 to report a crime or emergency requiring an immediate response.

All criminal activity is documented by the completion of an incident report and should be reported to local police agencies and the dean of student affairs, 703.247.6841. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Arlington County police by dialing 911 and then notify the dean of student affairs.

Policies for Preparing the Annual Disclosure of Criminal Statistics

All incidents are reported and documented on an incident report, which is sent to the dean of student affairs, 703.247.6841. Reports are kept in a secure location in the department of student affairs. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by the dean of student affairs.

Security and Access to Campus Facilities

It is the policy of The Art Institute of Washington that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to The Art Institute of Washington policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to have on their person a valid Prox card and The Art Institute of Washington identification cards to gain access to campus facilities.

Access to the Academic Buildings

The Art Institute of Washington is located on the ground, sixth, and eighth through twelfth floors of an office building. The ground floor is open to the public during normal business hours; the additional floors can only be accessed through use of security cards. A security guard is on campus Monday through Friday, 7:30 am–11:00 pm; Saturday 9:00 am–5:00 pm.

Access to Residential Facilities

School-sponsored housing facilities are located in secured communities with exterior lighting illuminating the grounds and parking lots. In the event of an emergency at the school-sponsored housing facility, call the Arlington County police department by dialing 911 or 703.228.4040. In the event of a crime in progress, dial 911.

Campus Law Enforcement

Campus staff with security responsibilities are always on campus during business hours. Such persons, while not having the authority to arrest, do have the authority to evict unauthorized persons from the campus premises and notify local authorities of all actual or suspected criminal activities, including trespassing.

Student residents at school-sponsored housing should contact the resident advisor who resides at the complex should an emergency arise. The resident advisors, who are employees of The Art Institute of Washington, are trained in emergency procedures and school regulations. They will then contact the security personnel on site if necessary.

Relationships with Local and State Police

The Art Institute of Washington is located in Arlington, Virginia. Appropriate personnel of The Art Institute of Washington maintain a close working relationship with the Arlington County police department to ensure that The Art Institute of Washington is aware of criminal offenses and arrests occurring on or near the campus to properly report, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided by email notification, campus postings and any additional appropriate means to address the situation.

Programs to Inform Students About Campus Security

All new Art Institute of Washington employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place four times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at school-sponsored housing if applicable, and procedures for reporting any criminal activity or emergency. Students and employees are also given a list of names of first aiders and their phone numbers. This list is also posted on each floor of the building at 1820 Ft. Myer Drive. Students in school-sponsored housing are given the names and phone numbers of the resident advisors, who live on the premises, in case of an emergency. The resident advisors discuss first aid and safety at orientation and quarterly housing meetings. The program encourages students and employees to be responsible for their own security and the security of others. The Art Institute of Washington has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the department of student affairs.

Programs to Inform Students and Employees About the Prevention of Crimes

The Art Institute of Washington also provides in-service programs designed to heighten awareness of crime and its prevention. Local law enforcement officials are invited to conduct these in-services programs twice per year. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event The Art Institute of Washington works with local police and/or campus security personnel to determine that a particular criminal offense continues to be a threat to the campus community. The campus will notify its community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter. Incidents occurring at The Art Institute of Washington student housing locations are announced by the distribution of notices to each student apartment.

Students are requested to review The Art Institute of Washington's Student Handbook where sections discussing crime awareness and campus security and student conduct policy can be found. Employees are requested to review The Art Institute of Washington's Employee Handbook and the Student Handbook, where information regarding standards of conduct and safety can be found.

Drug and Alcohol Policies

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all Art Institute of Washington students and employees.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of Washington also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

Weapons Policy

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Art Institute of Washington owned or controlled property, at college-sponsored activities, and in college-sponsored housing.

Programs and Procedures Regarding Sexual Assault

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by The Art Institute of Washington's department of counseling services twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the department of counseling services and student affairs. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, housing personnel, security, the dean of student affairs, the executive committee or other Art Institute of Washington officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

1. Go to a safe place following the attack.
2. Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
3. Go to a hospital emergency room for medical care.
4. Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
5. Call someone to be with you; you should not be alone.

It is also recommended that victims call the rape crisis hotline at 703.228.4848. The service is available 24 hours a day, and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. At the victim's request, The Art Institute of Washington will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that The Art Institute of Washington personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in The Art Institute of Washington housing, if applicable or the transfer of classes.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

DC Rape Crisis	202-232-0789
Crisis Hotline	202-333-RAPE (7273)
Rape Victim Companion Program	703-683-7273

Disciplinary Action and Sanctions

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Washington published student conduct policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute of Washington final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is from the Arlington County Police Department, located at:

1425 N. Courthouse Rd.
Arlington, VA 22201

Additional information can be obtained by calling the Arlington County Police Department at 703-228-4050

CRIME STATISTICS

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. The Art Institute of Washington prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the dean of student affairs quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first table below are statistics available to The Art Institute of Washington concerning the occurrence on The Art Institute of Washington's campus which was reported to local police agencies. The second table below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on The Art Institute of Washington's campus, non-campus buildings and property, and public property. Finally, in the third table, arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Crime Statistics Tables

Art Institute of Washington

The following statistics show the total criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on The Art Institute of Washington's campus, non-campus buildings & property and public property.

*Includes school sponsored housing: The Art Institute of Washington leases property at the following locations: The Buchanan Apartments 320 23rd St. South, Arlington, VA 22202; Crystal Plaza Apartments 2111 Jefferson David Highway, Arlington, VA 22202; Crystal Towers Apartments, 1600 S. Eads Street, Arlington, VA 22202; Crystal House Apartments ,2000 South Eads Street, Arlington, VA 22202; Warwick House Apartments, 1331,1221 South Eads Street, Arlington, VA 22202; Windsor at Shirlington Village Apartments 3000 South Randolph Street, Arlington, VA 22206; EOS-21 Apartments 140 South Van Dorn Street Arlington.

** Public Property: Public property for The Art Institute of Washing includes the ground, sixth, and eighth through twelfth floors of the Ames Center as well as the parking garage adjacent to the Ames building. The Ames Center is located at 1820 North Ft. Myer Drive. The block on which the Ames Center is located begins at 1800 North Ft. Myer Drive and goes north one block to Lee Highway then west one block to Nash Street which intersects with North Ft. Myer Drive. Also included is the space immediately adjacent to the campus, including the parking facility across the street from the campus and the thoroughfare between the campus parking facility.

2005

CRIMINAL OFFENSES	ON CAMPUS	NON-CAMPUS BUILDINGS AND PROPERTY*	PUBLIC PROPERTY**
Robbery	0	1	0
Aggravated Assault	0	1	0
Burglary/Theft	0	2	0
Motor Vehicle Theft	0	2	0
Arson	0	0	0
CRIMINAL HOMICIDE	0	0	0
Murder & Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
SEX OFFENSES	0	0	0
Forcible	0	1	0
Non-Forcible	0	0	0
TOTALS	0	7	0

2006

CRIMINAL OFFENSES	ON CAMPUS	NON-CAMPUS BUILDINGS AND PROPERTY*	PUBLIC PROPERTY**
Robbery	0	4	0
Aggravated Assault	0	3	0
Burglary/Theft	0	6	0
Motor Vehicle Theft	0	2	0
Arson	0	0	0
CRIMINAL HOMICIDE	0	0	0
Murder & Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
SEX OFFENSES	0	0	0
Forcible	0	1	0
Non-Forcible	0	0	0
TOTALS	0	16	0

2007

CRIMINAL OFFENSES	ON CAMPUS	NON-CAMPUS BUILDINGS AND PROPERTY*	PUBLIC PROPERTY**
Robbery	0	1	0
Aggravated Assault	0	1	0
Burglary/Theft	0	7	0
Motor Vehicle Theft	0	4	0
Arson	0	0	0
CRIMINAL HOMICIDE	0	0	0
Murder & Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
SEX OFFENSES	0	0	0
Forcible	0	0	0
Non-Forcible	0	1	0
TOTALS	0	14	0

Crime Statistics Tables Continued

2005

HATE CRIMES	ON CAMPUS	NON-CAMPUS BUILDINGS AND PROPERTY*	PUBLIC PROPERTY**
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary/Theft	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
CRIMINAL HOMICIDE	0	0	0
Murder & Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
SEX OFFENSES	0	0	0
Forcible	0	0	0
Non-Forcible	0	0	0
TOTALS	0	0	0

2006

HATE CRIMES	ON CAMPUS	NON-CAMPUS BUILDINGS AND PROPERTY*	PUBLIC PROPERTY**
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary/Theft	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
CRIMINAL HOMICIDE	0	0	0
Murder & Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
SEX OFFENSES	0	0	0
Forcible	0	0	0
Non-Forcible	0	0	0
TOTALS	0	0	0

2007

HATE CRIMES	ON CAMPUS	NON-CAMPUS BUILDINGS AND PROPERTY*	PUBLIC PROPERTY**
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary/Theft	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
CRIMINAL HOMICIDE	0	0	0
Murder & Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
SEX OFFENSES	0	0	0
Forcible	0	0	0
Non-Forcible	0	0	0
TOTALS	0	0	0

2005

ARRESTS/PERSONS REFERRED FOR CAMPUS DISCIPLINARY ACTION	ON CAMPUS	NON-CAMPUS BUILDINGS AND PROPERTY*	PUBLIC PROPERTY**
Liquor Law Violations	0	0	0
Arrests	0	1	0
Disciplinary Action	0	10	0
Drug Abuse Violations	0	0	0
Arrests	0	0	0
Disciplinary Action	0	4	0
Weapons Possessions	0	0	0
Arrests	0	0	0
Disciplinary Action	0	12	0
TOTALS	0	27	0

2006

ARRESTS/PERSONS REFERRED FOR CAMPUS DISCIPLINARY ACTION	ON CAMPUS	NON-CAMPUS BUILDINGS AND PROPERTY*	PUBLIC PROPERTY**
Liquor Law Violations	0	0	0
Arrests	0	7	0
Disciplinary Action	0	3	0
Drug Abuse Violations	0	0	0
Arrests	0	0	0
Disciplinary Action	0	2	0
Weapons Possessions	0	0	0
Arrests	0	1	0
Disciplinary Action	0	0	0
TOTALS	0	13	0

2007

ARRESTS/PERSONS REFERRED FOR CAMPUS DISCIPLINARY ACTION	ON CAMPUS	NON-CAMPUS BUILDINGS AND PROPERTY*	PUBLIC PROPERTY**
Liquor Law Violations	0	0	0
Arrests	0	22	0
Disciplinary Action	0	4	0
Drug Abuse Violations	0	0	0
Arrests	0	1	0
Disciplinary Action	0	3	0
Weapons Possessions	0	0	0
Arrests	0	0	0
Disciplinary Action	0	0	0
TOTALS	0	30	0

SAFETY TIPS

Prevention is your best protection against crime. Here are some precautions you can take to assure greater security.

AT HOME

- Leave at least one light on, inside and out when you are away. If possible, use a timer to turn lights on and off.
- Keep your doors and windows locked, even if you are at home, and even if you leave for a few minutes.
- NEVER open the door without knowing who is there. Require the caller to identify himself or herself satisfactorily. Use chain bolt when checking ID. If a stranger asks to use a phone, **DO NOT PERMIT HIM OR HER TO ENTER**. Make the call for that person if you believe it is an actual emergency.
- Keep in touch with your neighbors. Watch each other's apartments and let each other know of anything suspicious.
- Don't give out personal information, such as your address. Report threatening or harassing calls to the police or phone company.

WHEN WALKING

- Plan the safest route to your destination and use it. Choose well-lighted busy pathways and streets, avoiding alleys, vacant lots or construction sites. Take a longer way if it's safer.
- Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you go to summon help if needed.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Don't flaunt expensive jewelry, clothing, or "flash" cash.
- Have your car or house key in hand and ready as you approach your vehicle or home.
- Never hitchhike.

WHILE TRAVELING

- Keep doors locked and windows rolled up, especially at stoplights. Always lock your car and take the keys. Keep valuables out of sight in the trunk. Park in areas that will be well lit when you return. Check the back seat and the area around the car before getting in.
- Car Trouble: Raise the hood. Put on emergency flashers. Stay inside the car and lock the doors. Ask anyone who stops to help to call the police or the nearest service station for you.
- On public transportation, wait in well lit areas near other people. If someone bothers you, move to a more populated area of the bus or train. Ask for help from any Metro employee or the Metro police.

RESPONDING TO AN ATTACK

In any situation, your goal is to get away with the least injury to yourself. If an attacker only wants your valuables, give them up. Valuables can be replaced; your life can't. Notify local police immediately.

Learning to defend yourself is a good idea. However, don't overestimate your abilities. It may take lots of practice before you can use the techniques effectively.

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STUDENT RECORDS RETENTION

The following list indicates the maximum length of time that The Art Institute of Washington or its ultimate parent corporation, Education Management Corporation, will retain certain categories of records.

Indefinitely/Permanently

Academic Transcripts
Financial Responsibility Records (Title IV funding)
Permanent Educational Records (ACCSCCT)
Title IV Funds Disbursement and Delivery:
Bank Statements
Student Account Records

Five Years from the date of last attendance

For ACICS-accredited schools: Admissions Data and other student records

Four Years after the year the student last attended

Completion, graduation and transfer rates documentation
Cost of attendance documentation
Documentation relating to each student or parent borrower's receipt of Title IV funds
Entrance or exit loan counseling documentation
Federal work-study documentation
Financial aid history for transfer students
FISAP back-up documentation
SAR or ISIR
Student certification statements and supporting documentation
Student course and program of study records
Student loan repayment records and documentation
Student satisfactory progress records
Title IV application data
Title IV eligibility documentation
Title IV required reports:
Crime reports
FISAP income grid information

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GENERAL POLICIES

The Art Institute of Washington reserves the right to change the policies contained from time to time. Notice is not required for a new policy to take effect; however, The Art Institute of Washington will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions, or other methods deemed appropriate by the college administration.

Appropriate Attire

You are expected to dress appropriately for your profession while at The Art Institute of Washington. You are expected to display good judgment; clothes should be comfortable and reasonable for the activities of education. Hats, sunglasses, short shorts, and any attire with words that are offensive to others are not appropriate. Headphones may not be worn in classrooms without the consent of the faculty member, and are not permitted in the library – learning resource center. You must wear shoes and shirts at all times. Violations may result in your being asked to leave The Art Institute of Washington until you return in appropriate attire.

Art Institute of Washington Property

You are responsible for any Art Institute of Washington books or equipment you use or check out. If material is lost or damaged, you will be charged for the cost of replacement or repair at The Art Institute of Washington's discretion.

Children and Guests

For reasons of safety and to ensure an appropriate educational environment, children and student guests are not permitted in classrooms, laboratories, or the library. Unattended children are not permitted anywhere in the building or in the property surrounding it.

Illness or Injury

If you are injured or become ill at The Art Institute of Washington, in college-sponsored housing, or at any Art Institute of Washington function, we will arrange, if necessary, to have you taken to a physician, medical center or other emergency treatment facility. You will be responsible for any resulting expenses. Review your personal and family insurance policies to determine whether adequate coverage exists. Information concerning student health insurance is available in the department of student affairs.

International students are required to have medical insurance while enrolled at The Art Institute.

Non-discrimination Policy

The Art Institute of Washington complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The Art Institute of Washington does not discriminate on the basis of age, religion, race, creed, color, sexual orientation, national origin, ancestry, sex, disability, genetic marker or any other characteristic protected under state, local, or federal law. Inquiries concerning The Art Institute's non-discrimination policies may be made to the director of human resources.

Non-fraternization Policy

Due to the inherently unequal relationship that exists between faculty or staff members and students and the possibility of unequal treatment, sexual or close social relationships between faculty or staff members and students are prohibited.

Personal Property

The Art Institute of Washington is not responsible for the loss or damage of any student's personal property. We encourage you to take measures to safeguard your property including placing your name and student number on valuable items.

You may want to review your personal property or homeowner's insurance policies to ensure that valuable items are covered.

Portable Telecommunications Devices

The Art Institute of Washington is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, The Art Institute of Washington prohibits the use of portable telecommunications devices (cellular telephones, pagers, beepers, radios, etc.) in classrooms during class meetings. Such devices should be disabled prior to class periods to prevent their inadvertently sounding during classes.

Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and disciplinary action.

Posters, Flyers, and Banners

The Art Institute of Washington provides bulletin boards for your use in several areas. Students may place posters and flyers which are in good taste and meet college guidelines on these bulletin boards with approval from the department of student affairs. Posters and signs may not be affixed to walls, elevators, or other places not intended for their display. Copies of posting guidelines are available at the department of student affairs.

STUDENT CONDUCT POLICY

Section I. Guiding Principles

The Art Institute of Washington recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations.

As members of the college community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute of Washington provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the institute's mission.

Section II. Scope

This student conduct policy applies to all students and student organizations at The Art Institute of Washington.

Section III. Reach

The student conduct policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student-organization-sponsored events or in college housing. At the discretion of the dean of student affairs, dean of academic affairs or a delegate as appointed by the president of The Art Institute of Washington, the policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Section IV. Responsibilities of Dual Membership

Students are both members of the college community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the college and to other individuals who make up the community. By enforcing its student conduct policy, the college neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the college will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

Section V. Disciplinary Offenses

The offenses listed below are given as examples only. The Art Institute of Washington may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty
 - a. Plagiarism
 - b. Cheating on assignments or examinations
 - c. Engaging in unauthorized collaboration on academic work
 - d. Taking, acquiring or using test materials without faculty permission
 - e. Submitting false or incomplete records of academic achievement;
 - f. Altering, forging or misusing a college academic record;
 - g. Fabricating or falsifying data, research procedures, or data analysis;
 - h. Deceiving the college and/or its officials.
2. Illegal or Unauthorized Possession or Use of Weapons: possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.
3. Sexual Assault or Nonconsensual Contact: any form of unwanted sexual attention or unwanted sexual contact
4. Threatening, Violent or Aggressive Conduct
 - a. Assault, battery, or any other form of physical abuse of a student or college employee
 - b. Fighting or physical altercation
 - c. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
 - d. Any conduct that threatens the health or safety of another individual one's own self or another individual. Threats to commit self harm and/or actual incidents of self harm by any student
5. Theft, Property Damage and Vandalism
 - a. Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
 - b. Extortion
 - c. Setting fires, tampering with fire safety and/or fire fighting equipment
6. Disruptive or Disorderly Conduct
 - a. Disruptive classroom conduct, such as,
 - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
 - ii. Use of cell phones and pagers during scheduled classroom times
 - b. Disorderly Conduct, such as,
 - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
 - ii. Breach of peace on college property or at any college-sponsored or supervised program
 - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of Washington and/or its reputation
 - c. Disruptive behavior is defined as interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities).
7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol
 - a. Use, sale, possession or distribution of illegal or controlled substances, drug, or drug paraphernalia on college property or at any function sponsored or supervised by the college.
 - b. Being under the influence of illegal or controlled substances on college property, or at any college function
 - c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
 - d. Being under the influence of alcohol on college property or at any college function is also prohibited

8. Verbal Assault, Defamation and Harassment
 - a. Verbal abuse of a student or college employee
 - b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
 - c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal or local law.
9. Hazing: any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.
10. Falsification
 - a. Willfully providing college officials with false, misleading or incomplete information
 - b. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.
11. Abuse of The Art Institute of Washington disciplinary system, including but not limited to:
 - a. Failure to obey the summons of a disciplinary body or college official
 - b. Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
 - c. Disruption or interference with the orderly conduct of a disciplinary proceeding
 - d. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - e. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - f. Failure to comply with the sanction(s) imposed under the student conduct policy
 - g. Influencing or attempting to influence another person to commit an abuse of the disciplinary system
12. Unauthorized Use or Misuse of College Facilities: unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.
13. Violation of Federal or State Laws: violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions
14. Insubordination
 - a. Persistent or gross acts of willful disobedience or defiance toward college personnel
 - b. Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
 - c. Failure to exit during fire drill
 - d. Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties
15. Violations of College Rules
 - a. Violations by guest of a student on college property. Students are responsible for the actions of their guests
 - b. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
 - c. Smoking in classrooms or other college buildings or areas unless designated as a smoking area
 - d. Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
- e. Any violation of the institutions policies on the responsible use of technology including but not limited to
 - i. The theft or abuse of computer, email, Internet or Intranet resources
 - ii. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - iii. Unauthorized transfer of a file
 - iv. Unauthorized downloading of copyrighted materials in violation of law
 - v. Unauthorized use of another individual's identification and/or password
 - vi. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - vii. Use of computing facilities to send obscene or abusive messages
 - viii. Use of computing facilities to interfere with normal operation of the school's computing system
- f. Failure to satisfy school financial obligations

The above list is illustrative only, and The Art Institute of Washington may sanction other conduct not specifically included on this list.

Section VI. Sanctions

The Art Institute of Washington may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute of Washington reserves the right to immediately impose the most severe sanction if circumstances merit.

Although not exhaustive, the following list represents the types of sanctions that may be imposed upon any student or student organization found to have violated the student conduct policy:

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The dean of student affairs or his/her delegate defines the terms of probation.
3. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. **Removal from Sponsored Housing:** The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. **Suspension:** Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. **Expulsion:** The student will be expelled from The Art Institute of Washington immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
7. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

APPEAL PROCESS

The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success.

COMPLAINTS

Any member of The Art Institute of Washington community may file a complaint against any student for misconduct or for otherwise being in violation of Art Institute of Washington policies. The complaint shall be prepared in writing and directed to a dean of student affairs as defined above. Complaints should be submitted as soon as possible after the alleged violation occurred.

The dean of student affairs shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations or, at his/her discretion, refer the matter to the student conduct committee.

Unless otherwise provided by law, The Art Institute of Washington generally will not disclose the name of the person making the complaint to the accused unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

1. Within a reasonable period of time after the complaint is received, the dean of student affairs will notify the accused student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. If written, it will be addressed to the most recent address the student has recorded in the office of the registrar. The student will meet with the dean of student affairs to discuss the complaint and alleged violation. The dean of student affairs will render and communicate the decision to the student or, if the matter has been referred to the student conduct committee, the dean of student affairs will provide information concerning the procedures to be employed and the student's rights under those procedures.
2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the dean of student affairs may make a determination of violations of Art Institute of Washington policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
3. The dean of student affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of The Art Institute of Washington.

Procedures Regarding Student Dismissals

When the administration proposes to dismiss/expel a student from The Art Institute of Washington, the following procedures should apply unless the student elects to forego them.

The charges against the student shall be presented to the student in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from the college. Maximum time limits for scheduling of hearings may be extended at the discretion of the dean of student affairs. A hearing shall be conducted by the dean of student affairs according to the following guidelines (guidelines employed when the case is referred by the Dean of student affairs to the student conduct committee are described in a following section):

- Hearings normally shall be conducted in private.
- Admission of any person to the hearing shall be at the discretion of the dean of student affairs.
- In hearings involving more than one accused student, the dean of student affairs, at her/his discretion, may permit the hearing concerning each student to be conducted separately.
- The complaining party (which may be a member of the administration) and the accused student may present witnesses at the hearing. Those witnesses may be questioned by the dean of student affairs. The number of witnesses permitted may be limited by the dean of student affairs.
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the dean of student affairs at his/her discretion.
- All procedural questions are subject to the final decision of the dean of student affairs.

- After the hearing, the dean of student affairs shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The dean of student affairs will issue a written determination. If the dean of student affairs determines that a violation has occurred, the dean of student affairs' determination will also address whether dismissal from The Art Institute of Washington is an appropriate sanction for the offense(s).
- The dean of student affairs' determination shall be made on the basis of whether it is more likely than not that the accused student violated a rule, regulation, or policy of The Art Institute of Washington.
- The dean of student affairs shall provide the student with a copy of the determination, including information regarding the student's right of appeal there from.

Interim Suspension

The Art Institute of Washington may immediately remove or suspend a student from the college and/or from college-sponsored housing without applying or exhausting these procedures when, in The Art Institute of Washington's sole judgment, the student poses a threat of harm to himself, to others, or to property of The Art Institute of Washington or a member of The Art Institute of Washington community.

During the interim suspension, students shall be denied access to college-sponsored housing and/or to the college (including classes, labs, library, and offices) and/or all other college activities or privileges for which the student might otherwise be eligible, as the dean of student affairs or her/his designee may determine to be appropriate.

Preliminary Hearing

The charges against the student shall be presented to the accused student in written form, including the time, place, and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than 15 calendar days after the student has been notified of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the dean of student affairs. In most cases, the accused student will meet with the dean of student affairs to discuss the procedures of a disciplinary hearing and clarify any questions the student may have.

Student Conduct Committee

In certain cases and at the sole discretion of the dean of student affairs, the dean of student affairs may refer consideration of charges against a student to the student conduct committee for a hearing.

Committee Composition

The student conduct committee shall be composed of no fewer than three members of The Art Institute of Washington faculty and/or staff. The committee shall be chaired by the dean of student affairs who will not vote except in the case of a tie.

Procedural Rights of the Student

Students accused of an act of misconduct and summoned to a hearing before the student conduct committee shall have the right to:

- be accompanied by an advisor of his/her choice from among members of The Art Institute of Washington faculty, staff, or student body. The advisor is an observer and will not be permitted to participate in the hearing nor address the committee. The student may not be accompanied by an attorney;
- remain silent with no inference of guilt drawn there from;
- present evidence in her/his own behalf;
- call pertinent witnesses in his/her own behalf subject to the chair's right to limit the number of witnesses;
- receive a brief written summary of the committee's report;
- appeal, subject to procedures outlined in the Student Handbook.

Committee Procedures

A hearing before the student conduct committee is not a court trial and is not bound by the procedures generally accepted in criminal or civil trials. While The Art Institute of Washington endeavors to provide students charged with an infraction a fair and impartial hearing, such a hearing is not a civil or criminal trial and procedures may be quite different.

- The chair of the student conduct committee shall set the date, time, and place of the hearing, shall notify the members of the hearing committee, and shall summon all principals in the case.
- All procedural questions are subject to the final decision of the committee chair who shall have the authority to use broad discretion in structuring the hearing and in determining the number of persons who testify.
- Members of the hearing body are expected to disqualify themselves if their personal involvement in the case being heard is of such a nature as to prejudice their judgment.
- Admission of any person to the hearing shall be at the discretion of the chair.
- Decisions of the hearing body shall be by majority vote with the chair voting in the event of a tie.
- The hearing body shall provide a brief written summary of each case with recommendations for appropriate disciplinary action to the dean of student affairs and to the student involved.
- If accepted, the dean of student affairs will implement the committee's recommendations.
- Hearing Guidelines
- In general, hearings of the student conduct committee will follow the following guidelines:
 - The hearing will begin with the reading of charges against the accused.
 - Matters regarding procedure will be explained and clarified if necessary by the chair.
 - Evidence supporting the charges will be provided to the committee by the dean of student affairs. It will not be required that persons submitting evidence be present if they have provided statements to the dean of student affairs or have submitted written statements relevant to the charges.
 - Questions concerning the charges and supporting evidence may be entertained by the chair.
 - The person charged will be given an opportunity to present a defense and to produce witnesses on her/his behalf.
 - Questions from members of the committee concerning the charges and defense may be entertained by the chair.
 - The person charged as well as those bringing the charges will be excused from the hearing room and the committee will deliberate the charges and make a recommendation to the dean of student affairs.
 - The committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated a rule, regulation or policy of The Art Institute of Washington.
 - The committee chair shall provide the student with a copy of the determination, including information regarding the student's right of appeal there from.

If a good faith effort has been made to contact the accused to discuss the alleged violation and the student fails to appear for the hearing the student conduct committee will consider the charges in the absence of the student and render a decision.

Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of Washington policies and procedures.

- The student must initially obey the terms of the decision, i.e., a student who has been suspended from the college may not be on college property; a student dismissed from college-sponsored housing must leave according to the directions indicated by the decision.
- The student must write a letter of appeal in the student's own words, addressed to the president of The Art Institute of Washington or her/his delegate. This must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to Art Institute of Washington policies and procedures. It must be delivered to the president or his/her delegate within seven calendar days following receipt of the decision.

- The president or his/her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the president or her/his delegate with its recommendation following its review of the appeal. The president or his/her delegate will render a written decision on the appeal within 30 calendar days from receipt of the appeal. This decision shall be final.

Violations of Law

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the college, disciplinary action may be instituted and sanctions imposed against the student when the college has a reasonable belief that the health, safety, or welfare of The Art Institute of Washington community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The Art Institute of Washington will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on college property.

Search of Student's Property

The Art Institute of Washington reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of The Art Institute of Washington staff that a serious risk to the health, safety, and welfare of students, and/or the college community exists or when there is reason to believe these items include material prohibited by law or college regulations. This includes, but is not limited to, vehicles brought onto property leased, owned or controlled by the college, backpacks, portfolios, and clothing. This policy also applies to student property in college-sponsored housing.

Sanctions

The Art Institute of Washington may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute of Washington reserves the right to immediately impose the most severe sanction if circumstances merit.

- The following sanctions are representative of those that may be imposed, individually or in combination, on a student for a violation of Art Institute of Washington policies:
- **Reprimand:** When a student is reprimanded, oral and/or written notification shall be made to the student, warning that continuation or repetition of the specified conduct may be the cause for further disciplinary action. A reprimand becomes part of a student's disciplinary record in the student affairs office, but is not a part of the student's academic record.
- **Community Service:** The dean of student affairs may confer with the student and prescribe a project beneficial to the individual, campus or community. This project may be given alone or in conjunction with other sanctions, or in substitution for other sanctions, if the project is successfully completed.
- **Restitution:** A student who has committed an offense resulting in damage or misappropriation of property or who has caused injury to another person may be required to reimburse The Art Institute, the other owner, or injured person. In cases involving damage to or loss of the property, restitution shall be limited to the actual cost of repair or replacement; in the case of personal injury, the student will be expected to reimburse the injured person for medical expenses and related costs.
- **Class Hold:** A student who fails to appear for an initial hearing or any subsequent hearing may have a hold placed on his/her attendance preventing her/him from attending classes until the hold is removed.
- **Removal from College Housing:** The student will be immediately dismissed from college-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.

- **Disciplinary Probation:** A student on probation is considered not to be in good standing with The Art Institute of Washington and his/her enrollment as a student on probation may be conditioned upon adherence to Art Institute of Washington policies and regulations. Any student placed on probation will be notified of the terms and length of the probation. Any conduct in violation of the probation may result in the imposition of additional restrictions, suspension, or expulsion.
- **Disciplinary Suspension:** Severance of the student's relationship with The Art Institute of Washington for a specific period of time during which the student will be withdrawn from classes and may not visit the campus except when on official Institute business. The student will be informed of the conditions for readmission when appropriate.
- **Dismissal:** Dismissal entails a permanent separation from The Art Institute of Washington. The imposition of this sanction shall permanently become a part of the student's disciplinary record.
- Discretionary Sanctions

The student may be required to complete an educational program, attend counseling, or have restricted privileges.

Cases involving academic misconduct may also result in the following sanctions in addition to or in place of those listed above:

- The student may not be permitted to attend course meetings for a fixed period of time or the remainder of the quarter. A student removed from a course will receive a grade of W or F at the discretion of the dean of student affairs.
- A student's grade may be modified as a reflection of censure for misconduct.
- A grade reflecting censure may be assigned to a particular project, assignment, or test.
- Other action may be deemed appropriate by the dean of student affairs.

The above list is only a general guideline. Some sanctions may be omitted and other sanctions not listed above may be used.

2009 Academic Calendar	
January 12	Winter quarter begins.
January 19	No classes. Classes will be made up Monday, March 23.
January 20	No classes. Classes will be made up Tuesday, March 24
February 16	No classes. Classes will be made up Wednesday, March 25.
February 19	Midquarter classes begin.
March 5	No classes. Classes will be made up Thursday, March 26.
March 28	Last day of classes.
March 29–April 5	Quarter break–no classes.
April 6	Spring quarter begins.
April 10	No classes. Classes will be made up Friday, June 19.
May 14	Midquarter classes begin.
May 25–26	No classes. Classes will be made up Monday and Tuesday, June 15–16.
June 20	Last day of classes.
June 21–July 12	Quarter break–no classes.
July 13	Summer quarter begins.
August 20	Midquarter classes begin.
September 1	No classes. Classes will be made up Tuesday, September 22.
September 7	No classes. Classes will be made up Monday, September 21.
September 26	Last day of classes.
September 27–October 4	Quarter break–no classes.
October 5	Fall quarter begins.
November 12	Midquarter classes begin.
November 25–30	Thanksgiving break. Classes will be made up December 14 and 16–19.
December 19	Last day of classes.
December 20–January 10	Quarter break–no classes.