

“See aiprgrams.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.”

The Art Institute of Atlanta® – Decatur

A branch of The Art Institute of Atlanta

2011/2012 Student Handbook

VOLUME 58, NUMBER 1

OCTOBER 2011

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

The Art Institute of Atlanta–Decatur Student Handbook is available online:

<http://www.artinstitutes.edu/decatur/pdf/AiA-STUDENT-HANDBOOK-2011-2012.pdf>

and at [http:// MyAiCampus.com](http://MyAiCampus.com) for current students

THE ART INSTITUTE OF ATLANTA - DECATUR

A branch of The Art Institute of Atlanta

One West Court Square

Decatur, Georgia 30030

404.942.1800

Toll free: 866.856.6203

<http://www.artinstitutes.edu/decatur>

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



©2011 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

About This Handbook.....	3	Honors Designation at Graduation.....	27
Welcome From Campus Director.....	4	Academic Freedom of Expression.....	27
Mission Statement.....	5	Academic Placement.....	28
Getting the Most From Your Education.....	5	Collegiate Assessment of Academic Proficiency (CAAP) Testing.....	28
Academic Calendar.....	6	Class Schedules.....	28
Campus Information.....	7	Courses Outside of the Program of Study.....	28
The Gallery.....	8	Credit Hours.....	28
Parking and Transportation.....	8	Exhibition of Student Work.....	29
MyAiCampus.com.....	8	Perfect Attendance.....	29
Appropriate Attire.....	8	Faculty.....	29
Children and Guests.....	8	Field Trips.....	29
Identification Cards.....	8	Student Rights and Responsibilities.....	30
Personal Property.....	9	Student Conduct Policy.....	30
Portable Communication Devices.....	9	Section I. Guiding Principles.....	30
Posters, Flyers and Banners.....	9	Section II. Scope.....	30
Student Messages.....	9	Section III. Reach.....	30
Student Services and Resources.....	10	Section IV. Responsibilities of Dual Membership.....	30
Directory of Campus Resources.....	10	Section V. Disciplinary Offenses.....	30
Office Hours.....	11	Section VI. Sanctions.....	33
Important Telephone Numbers.....	12	Section VII. Conduct Procedures.....	34
How Do I.....	13	Section VIII. Appeal Procedures.....	36
School-Sponsored Housing.....	14	Student Complaint Policy.....	36
Community Standards.....	14	Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.....	37
Residence Life Staff.....	15	Policy Concerning Sexual Violence.....	38
Student Assistance Program/Student Support Services.....	15	Disciplinary Actions and Sanctions.....	39
Disability Services.....	15	Sanctions.....	39
Veteran's Resources.....	16	Harassment Policy.....	39
Certifying Official.....	16	Definition.....	39
Student Clubs and Organizations.....	16	Other Forms of Harassment.....	40
Student Ambassadors and Peer Mentors.....	17	Complaint Procedure.....	40
Student Lounge.....	17	Non-Fraternization Policy.....	40
International Student Services.....	17	Health and Safety.....	40
Student Health Insurance.....	17	My Campus Alert.....	40
Illness or Injury.....	17	What is It.....	41
Registrar.....	18	How Does It Work.....	41
Registration.....	18	Why is This Important.....	41
Career Services.....	20	How Do I Register.....	41
General Information.....	20	Questions.....	41
Alumni Services.....	20	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report April 1, 2011.....	41
Internships.....	20	Campus Security and Crime Prevention Policy.....	42
Part-Time Employment Services.....	20	Reporting Criminal Actions or Other Emergencies.....	42
Student Accounting Office.....	21	Policies for Preparing the Annual Disclosure of Criminal Statistics.....	42
Financial Services.....	21	Security and Access to Campus Facilities.....	42
Scholarships for Current Students.....	21	Access to the Academic Buildings.....	42
Student Financial Services.....	21	Access to Residential Facilities.....	43
Student Responsibilities When Receiving Financial Assistance.....	22	Campus Law Enforcement.....	43
Supply Store.....	23	Relationships with Local and State Police.....	43
Technology Services.....	23	Programs to Inform Students About Campus Security.....	43
Academic Services.....	24	Programs to Inform Students and Employees About the Prevention of Crimes.....	44
Academic Resources.....	24	Off-Campus Student Organizations.....	44
Library.....	24	Drug and Alcohol Policies.....	47
Instructional Equipment.....	24	Weapons Policy.....	47
Tutoring.....	24	Programs and Procedures Regarding Sexual Assault.....	47
Academic Advising.....	25	Disciplinary Action and Sanctions.....	48
Satisfactory Academic Progress Policy.....	25	Information Regarding Registered Sex Offenders.....	48
Attendance Policy.....	25	Crime Statistics.....	48
Drop/Withdrawal Policy.....	25	Reporting Area.....	49
Academic Grading System.....	26	Safety Tips.....	51
GPA and CGPA.....	26		
Grade Codes and Policies.....	26		
Grade Changes.....	27		
Grade Reporting.....	27		
Criteria for Honor's Designation.....	27		
Term Honors Designation.....	27		

Drug and Alcohol Policy	55	Emergency Reporting	62
Danger Signals Indicating a Drug or		College Policy Regarding Reporting of Fires	62
Alcohol Problem	55	Weather Announcements	63
Professional Help	55	Missing Person Notification Policies	
Atlanta-Area Resources	55	and Procedures	63
State and Federal Sanctions	56	Policies for Preparing the Annual	
Georgia Drug Law Summary	56	Disclosure of Crime Statistics	64
Federal Trafficking Penalties	58	Programs to Inform Students About	
Convictions for Drug-Related Offenses	59	Campus Security	64
Suicide Prevention	59	Programs to Inform Students and	
Symptoms	59	Employees About the Prevention of Crimes	65
Depression and Suicide Have Many		Relationships with Local Police	65
Common Warning Signs Including	59	Reporting Criminal Actions or Other	
Specific Signs of Potential Suicide		Emergencies	65
Include	59	Safety Tips	66
Suicide is Triggered by a Number of		Security and Access to Campus Facilities	66
Things Including	59	School Specific Appendix	67
How to Help a Friend	60	Accreditation and Licensing	67
Emergency Resources	60	Institutional Accreditation	67
Firearm Policy	60	Program Accreditation - The Art	
Definitions	60	Institute of Atlanta	67
Responsibilities	61	State Licensing	67
Guidelines and Conditions	61	Approvals And Authorizations	67
Campus Safety and Emergency Information	61	General Policies	67
Access to Academic Buildings	61	Art Institute of Atlanta-Decatur Property	67
Access to Residential Facilities	62	Student Evaluations and Surveys	67
Campus Law Enforcement	62	"Student Right-To-Know" Act	67
Emergency Preparation	62		

ABOUT THIS HANDBOOK

The Art Institute of Atlanta–Decatur, you are part of a vibrant, energetic learning community, a place where everyone respects and encourages creativity and individuality. Here you can find the sense of belonging and creative energy that’s important to your academic goals.

Your Student Handbook is a valuable resource as you progress through your academic program. Aside from a useful appointment calendar with important dates included, there is information about what will be expected of you as an Art Institute student. Your handbook also makes it easy to know where to go for resources and information, and there are important sections including Art Institute policies and procedures you need to be aware of.

Take a few minutes to look through your handbook. You’ll find it an interesting and handy reference.

This Student Handbook incorporates by reference The Art Institute of Atlanta-Decatur Catalog Vol. XLVII, No. 1, (when published) The Art Institute of Atlanta-Decatur Catalog Vol. XLVIII, Vol. 1, and any Catalog Addenda related to these catalogs, as well as the Residence Life Community Living Guide. Regulations and procedures found in those documents are considered to be a part of this handbook. Make sure to refer to the catalog and, if you are a resident student, to the Residence Life Community Living Guide.

Calendar dates are subject to change without notice.

WELCOME FROM CAMPUS DIRECTOR

Dear Art Institute Student,

Welcome! Congratulations on making a commitment to your education and your future. Whether you are a new or returning student, if you are like most, you've already met quite a few challenges in organizing your life to be here in school.

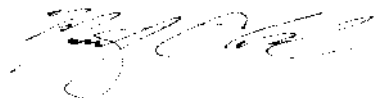
You'll need to sustain that commitment throughout your college career. Some days you'll feel on top of the world, but on other days it won't be easy. The most important thing is not to give up, even on those tough days. The joy of success comes through staying focused on your goals and working toward them every day.

One thing I can promise you is that if you do your part, the college will do everything possible to give you the tools to achieve your educational goals, complete your degree, and get started on your creative career. I encourage you to take advantage of the many resources available to you, from the faculty to student affairs, student financial services to career services. Every one of us here is as committed to your success as you are.

The Art Institute of Atlanta-Decatur is building a rich tradition and history of excellence. Our first graduates, our initial outstanding alumni are already making their mark in professional creative fields. As a student, you are not just the beneficiary of this growing legacy, but a member of the next generation of creative professionals to launch their careers through the creative education of an Art Institute. And soon, you will be one of those outstanding alumni!

I wish you success in your studies and hope you will enjoy your time at The Art Institute.

Sincerely,

A handwritten signature in black ink, appearing to read 'Monty Clark', with a stylized flourish extending to the right.

Monty Clark

Campus Director

The Art Institute of Atlanta-Decatur

MISSION STATEMENT

The Art Institute of Atlanta-Decatur is a branch of The Art Institute of Atlanta, a private multi-campus college of creative professional studies.

We prepare students for careers in design, media arts and management in creative fields by providing an educational environment consistent with evolving technologies and the global marketplace.

Our success is measured by our ability to:

- provide a comprehensive curriculum that integrates conceptual, analytical, and technical skills;
- offer education by qualified professionals; and
- Assist and prepare students for career entry, placement, and growth in their respective fields.

GETTING THE MOST FROM YOUR EDUCATION

At The Art Institute of Atlanta–Decatur, our role is to provide educational services to help you develop your potential. An Art Institutes education is not something we do to our students. Instead it is a process where we learn and explore with you. We cannot simply hand you skills and knowledge. You must be a full partner in this interactive learning process.

At The Art Institute of Atlanta–Decatur, you become part of a vibrant, energetic learning community, where you are supported and encouraged to do your best. It’s a community where we celebrate diversity. It’s a community bound by mutual respect for individuality and creativity.

Your responsibilities as a student of The Art Institute include:

- Meeting deadlines
- Attending class
- Arriving on time
- Making use of faculty and staff
- Asking questions
- Getting involved

Reading and understanding the policies in this student handbook, the application booklet, the catalog, and any policies subsequently provided to you, are also your responsibility.

The doors of our faculty and staff are open to you. If you have any questions, don’t hesitate to ask!

ACADEMIC CALENDAR

(Holidays and Portfolio Shows are subject to change; please refer to the MyAiCampus.com Academic Affairs/Registrar's Office portal for updates.)

FALL QUARTER 2011

First Day of classes	October 3
Mid-Quarter Start	November 10
Thanksgiving Holiday	November 23-25
Final Examinations	December 5-14
Portfolio Show	December 15
Graduation	December 17
Fall Quarter Ends	December 18

WINTER QUARTER 2012

First Day of Classes	January 9
Martin Luther King Jr. Holiday	January 16
Mid-Quarter Start	February 16
President's Day Holiday	February 20
Final Examinations	March 12-21
Portfolio Show	March 22
Winter Quarter Ends	March 25

SPRING QUARTER 2012

First Day of Classes	April 4
Spring Holiday	April 22
Mid-Quarter Start	May 12
Memorial Day Holiday	May 30
Final Examinations	June 7-13
Portfolio Show	June 14
Graduation	June 15
Spring Quarter Ends	June 17

SUMMER QUARTER 2012

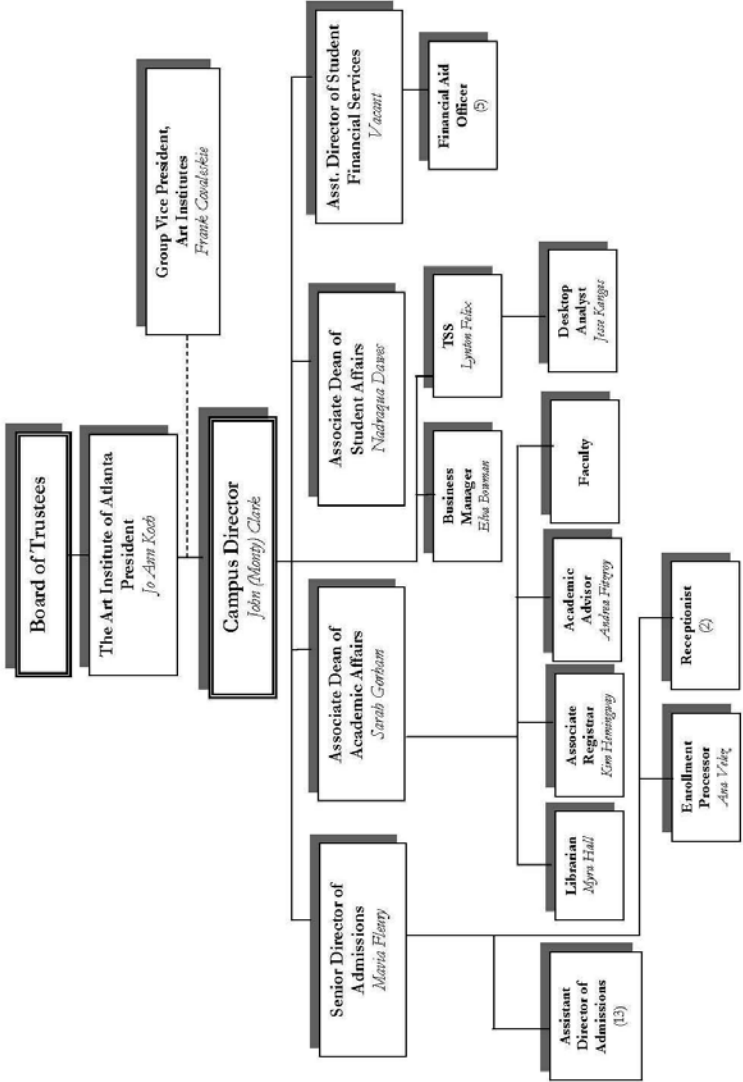
First Day of Classes	July 9
Mid-Quarter Start	August 16
Labor Day Holiday	September 3
Final Examinations	September 13-20
Portfolio Show	September 23
Summer Quarter Ends	September 24

FALL QUARTER 2012

First Day of Classes	October 1
----------------------	-----------

CAMPUS INFORMATION

ORGANIZATIONAL CHART



THE GALLERY

The gallery on the first floor is among the many valuable resources available to you at the college. Frequently changing exhibits enrich your academic experience and provide opportunities to view the work of faculty members, alumni, and other outstanding professionals, as well as fellow students.

PARKING AND TRANSPORTATION

Parking is not available on the campus of The Art Institute of Atlanta-Decatur. However, parking is available at parking lots in very close proximity to the college and in each of the residence facilities. Marta

To avoid the problems of traffic and limited parking, consider using public transportation. The MARTA DECATUR (E6) train station is attached to the campus which makes it very convenient to get to classes. Discounted Marta train passes can be purchased from Accounting on the first floor.

Here are some suggested parking facilities:

- 320 Church Street Parking Lot next to Johnny's Pizza - \$3 daily and \$5 after pm
- Parking deck adjacent to the school on Swanton Way - \$6 daily
- Court House Public Parking on Trinity Place - \$6 daily/free after 5 pm.

MYAICAMPUS.COM

Your creative community extends into the virtual world with MyAiCampus.com. This is the best way to keep plugged in from anywhere at any time. Email, Webspaces (for your own website), registration, grades, financial aid, student accounting, ecompanion, clubs and organizations, information on upcoming activities and events, campus news, access to MySpace, Facebook, YouTube – you can find all this and more on MyAiCampus.com.

APPROPRIATE ATTIRE

You are expected to dress appropriately for your profession while at The Art Institute of Atlanta-Decatur. You are expected to display good judgment; clothes should be comfortable and reasonable for the activities of education. The wearing of 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 Atlanta-Decatur until you return in appropriate attire.

CHILDREN AND GUESTS

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

IDENTIFICATION CARDS

Your ID card is provided at the time you enroll for your first quarter and *must* be displayed prominently anytime you are on the campus or at a college housing facility. Identification cards are the property of The Art Institute of Atlanta-Decatur and are valid only for quarters in which you are enrolled as a student. Among other things, your ID card will be required for:

- Checking books and other resource material from the Library.
- Checking out equipment needed to complete class work.
- Access to college shuttle services.
- Participation in student activities.
- Use of store credit at the Supply Store.
- Check-cashing at banks that honor it as identification.
- Special discounts provided by some retailers, theaters, and restaurants.

- Use of all computer resources.
- Picking up your official schedule from the Registrar’s office.
- Picking up an official document from the Registrar’s office.

You will be required to wear your ID to gain access to Art Institute of Atlanta-Decatur facilities. Every quarter that you are enrolled you must obtain a security sticker for that quarter which will go on your student ID card. These stickers are obtained at the Registrar’s office. Replacement identification cards are available at the Second Floor Cage. The replacement fee is \$4.00.

PERSONAL PROPERTY

The Art Institute of Atlanta–Decatur is not responsible for the loss or damage of any of a student’s personal property. We encourage you to take measures to safeguard your property including placing your name and student number on valuable items and to avoid leaving items anywhere unattended.

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

PORTABLE COMMUNICATION DEVICES

The Art Institute of Atlanta–Decatur 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 Atlanta–Decatur prohibits the use of portable telecommunications devices (cellular telephones, pagers, mp3 players, 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/or additional disciplinary action.

POSTERS, FLYERS AND BANNERS

The Art Institute of Atlanta–Decatur provides bulletin boards for your use in several areas. Students may place posters and flyers that are in good taste and meet college guidelines on these bulletin boards with approval from the Office 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 Office of Student Affairs.

STUDENT MESSAGES

Staff and faculty at both campuses are unable to take messages for students except in cases of emergency

STUDENT SERVICES AND RESOURCES

DIRECTORY OF CAMPUS RESOURCES

Main Building Hours

Monday – Saturday	7:00 a.m. – 11:00 p.m.
Sunday	Closed

Computer Labs (2nd Floor)

Monday – Thursday	7:00 a.m. – 11:00 p.m.
Friday	7:00 a.m. – 10:00 p.m.
Saturday	8:00 a.m. – 6:00 p.m.
Sunday	Closed

Library - Learning Resource Center (1st Floor)

Monday – Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 7:00 p.m.
Saturday	9:00 a.m. – 6:00 p.m.
Sunday	Closed

Supply Store (2nd Floor)

Monday – Thursday	8:30 a.m. – 5:30 p.m.
Friday	8:30 a.m. – 5:00 p.m.
Saturday	Closed
Sunday	Closed

OFFICE HOURS

Academic Affairs Office *(2nd Floor)*

Monday – Thursday	9:00 a.m. – 7:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.

Academic Support Center *(2nd Floor)*

Monday – Thursday	9:00 a.m. – 7:00 p.m.
Friday	9:00 a.m. – 6:00 p.m.

Accounting *(2nd Floor)*

Monday – Thursday	9:00 a.m. – 6:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.

Admissions *(1st Floor)*

Monday – Thursday	7:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 3:00 p.m.

Advising Center *(2nd Floor)*

Monday	10:00 a.m. – 7:00 p.m.
Tuesday – Friday	9:00 a.m. – 6:00 p.m.

Career Services *(2nd Floor)*

Monday, Tuesday, Thursday, & Friday	8:00 a.m. – 5:00 p.m.
Wednesday	10:00 a.m. – 7:00 p.m.

Registrar *(1st Floor)*

Monday – Friday	7:30 a.m. – 7:00 p.m.
-----------------	-----------------------

Student Affairs *(2nd Floor)*

Monday – Friday	9:00 a.m. – 5:00 p.m.
-----------------	-----------------------

Student Financial Services *(1st Floor)*

Monday – Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.

Please note that office and lab hours may vary during quarter breaks.

IMPORTANT TELEPHONE NUMBERS

Emergency	9.911
The Art Institute of Atlanta–Decatur	404.942.1800
Academic Advising Center	404.942.1838
Academic Affairs	404.942.1809
	404.942-1838
	404.942.1815
Academic Support Center	404.942.1838
Accounting	404.942.1857
Admissions.....	404.942.1800
Career Services	404-942.1823
Student Assistance Program (SAP).....	404.942.1835
Financial Aid.....	404.942.1810
	404.942.1820
	404.942.1832
	404.942.1855
	404.942.1856
	404.942.1864
Housing Office.....	404.942.1835
International Student Services	404.942.1835
Library.....	404.942.1827
	404.942.1811
Cage	404.942.1819
Registrar	404.942.1815
	404.942.1863
Security	678.358.9144
Service Bureau.....	770.689.4805
Student Activities	404.942.1835
Student Affairs	404.942.1835
Supply Store.....	404.942.1814

HOW DO I...

Check on financial aid	Student Financial Services <i>(1st Floor)</i>
Find a part-time job or internship	Career Services <i>(2nd Floor)</i>
Locate an apartment	Student Affairs <i>(2nd Floor)</i>
Inquire about accommodations for a disability	Student Affairs <i>(2nd Floor)</i>
Need a copy of college transcript	Registrar <i>(1st Floor)</i>
Want to pay a college bill	Accounting Office <i>(2nd Floor)</i>
How to register for classes	Advising Center <i>(2nd Floor)</i>
Not satisfied with a grade I received	Course Faculty Member
Join or start a club or participate in the Student Ambassadors Program	Student Affairs <i>(2nd Floor)</i>
Talk with someone about a personal problem	Student Affairs <i>(2nd Floor)</i>
Develop a professional résumé	Career Services <i>(2nd Floor)</i>
Lost or found items	Cage <i>(2nd Floor)</i>
International student questions	Student Affairs <i>(2nd Floor)</i>
Get verification of enrollment	Registrar's Office <i>(1st Floor)</i>
Find a tutor for a course I'm taking	Academic Support Center <i>(2nd Floor)</i>
Locate a doctor or dentist	Student Affairs <i>(2nd Floor)</i>
Needs student health insurance	Student Affairs <i>(2nd Floor)</i>
Ask about calendar for the next quarter	Your student handbook/Registrar
Inquire about transfer credit	Academic Affairs Office <i>(2nd Floor)</i>
Find a faculty member or department chair	Academic Affairs Office <i>(2nd Floor)</i>

Interested in studying abroad?	Advising Center <i>(2nd Floor)</i>
Find out about activities and events happening on campus	Campus Activities in the Office of Student Affairs <i>Campus Activities Calendar</i>
	Student Affairs Notice Board 2nd Floor Lobby
	Student email
Talk to someone about a class	Your Department Chair, Advising Center, or a Faculty Member
Injured on campus	Student Affairs <i>(2nd Floor)</i>
Register for next quarter	Begins week 7 of each quarter
Interested in an Art Institute Online Course?	Advising Center <i>(2nd Floor)</i>
Nearing graduation?	Academic Affairs Office <i>(2nd Floor)</i>
Ask about VA benefits	Registrar <i>(1st Floor)</i>

SCHOOL-SPONSORED HOUSING

If you want to live in college-sponsored housing, or if you need help finding other housing options, the Office of Residence Life is your contact point for information. Information on college-sponsored housing can be obtained at the Office of Student Affairs or by calling 404.942.1835.

The Art Institute of Atlanta-Decatur provides convenient, fully furnished apartments with amenities including basic cable, a swimming pool, and a workout room.

Housing costs are in addition to tuition and fees.

The Art Institute of Atlanta-Decatur is a microcosm of the larger community. It is a “global community” of people who represent different ages, races, creeds, genders, ethnic cultures, countries, orientations, religions, and abilities. We are committed to the education of all individuals as members of the community. We expect our members to tolerate, respect, appreciate, and even embrace the differences that enhance the texture of our community fabric. In keeping with this charge, no act that has the effect of undermining this effort will be acceptable. We expect that as an active member of the community you will join us in this effort.

COMMUNITY STANDARDS

Living with others is exciting, and can be challenging as well. As a resident, you have certain rights, including being treated with respect, the ability to study, and the use of facilities that are welcoming, clean, and comfortable. You have the freedom to “be yourself” and to explore the richness that the collegiate experience has to offer. You will make many choices about what you do, whom you associate with, and how you will contribute as a member of your new community. Community Standards for the college-sponsored housing program provide a framework to help residents succeed in a community living environment. You can obtain a copy of the Community Standards and the Student Housing License Agreement from the Office of Residence Life.

RESIDENCE LIFE STAFF

A staff of qualified professionals and skilled para-professionals is available at all times to assist you. Your *Community Living Guide* will tell you who they are and how you can contact them. Need more information? Your housing license agreement and the residence life *Community Living Guide* contain additional important information. If you have questions, contact a residence life staff member.

STUDENT ASSISTANCE PROGRAM/ STUDENT SUPPORT SERVICES

The Art Institute of Atlanta–Decatur recognizes that college life is exciting, yet challenging. The Student Assistance Program (SAP) is available to help you address and overcome those things in your life that you feel are keeping you from maximizing your potential and reaching your goals. Some common concerns addressed by the SAP include relationship issues, depression, anxiety, stress, sexuality, time management, substance abuse, and balancing school, work, and family.

The following services are offered by the SAP:

1. Short-term face-to-face counseling (up to 4 sessions)
2. Help with making a budget and getting out of credit card debt
3. New Parent Transition Coaching Program
4. Targeted and qualified resource searches and referrals for many supportive services to assist with balancing college/work/life.
5. A comprehensive college student Web site: <https://artinstitutes.personaladvantage.com>. (The login name is: Ai Student).
6. Access to trained and licensed professional counseling 24 hours a day 7 days a week by calling 1.800.326.6142.

The Office of Student Affairs conducts quarterly outreach and individual well-being workshops for you that are designed to increase awareness in areas such as diversity, social skills, personal identity, and overall health and wellness.

For additional information on Student Support Services, please contact the Office of Student Affairs at 404.942.1835.

DISABILITY SERVICES

The Art Institute of Atlanta-Decatur provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institute of Atlanta-Decatur.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator Nadraqua Dawes at 404-942-1835 of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Associate Dean of Student Affairs in Room 237, telephone number 404-942-1835. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

VETERAN'S RESOURCES

The Art Institute of Atlanta–Decatur is dedicated to assisting student veterans of through the “military life-to-college life” experience by providing support services and referrals as needed.

CERTIFYING OFFICIAL

The Certifying Official communicates student enrollment verification to the Veteran’s Affairs Administration.

Kimberly Hemingway, Associate Registrar

khemingway@aii.edu

(404) 942-1815

1st Floor, Registrar’s Office

STUDENT CLUBS AND ORGANIZATIONS

Student and professional organizations are an excellent way for you to grow personally and professionally, as well as to get involved in the decision-making process at The Art Institute of Atlanta–Decatur. These organizations are excellent forums for asking questions, making suggestions, and interacting with other students, faculty, and staff. If you are interested in starting a new organization not currently represented at The Art Institute of Atlanta–Decatur, contact the student affairs office. If you are interested in joining an existing registered student organization on this list, please pick up a current student organization contact listing from the Office of Student Affairs. You may contact the organizations directly for more information about joining their group. You may also get involved with campus organizations by attending the Registered Student Organization Expo held the first week of each quarter.

AiD-Factor – Networking Club

AiD-Factor is a social organization that provides students an opportunity to build and/or strengthen their portfolio by networking with local professionals and with each other. Working with churches, schools, and other non-profit organizations students are exposed to mentorships related to careers in fine arts, graphic design, and media.

Poetically Speaking – Poetry Club

Poetically Speaking is a poetry club that brings a more creative side out of students with voices. Their goal is to teach members to speak in large crowds, gain confidence, strengthen weaker areas in presentation, find their own style of writing, and enjoy the stories of their peers. No matter your experience or skill level in writing or speaking, the club will support and listen. Experience the wonderful styles, lessons, and open discussion of Poetically Speaking.

The Collective – Comic Book Club

The Collective is a creative group of students working together to create comics and other media. The club allows students to collaborate and share their knowledge while working on team projects as well as working individually. Anyone from any major who wishes to contribute to The Collective is welcome.

Black Book Ink – Animation Club

The purpose of Black Book Ink is to create animations and comics through creative, collective, and original artwork in a team setting. The organization meets to create collective shorts, produce comic books, and hold critiques. Black Book Ink is a traditional club with goals and deadlines where students can experience being in a real team.

Fashionology – Fashion Club

Fashionology is an organization that is designed to bring students from all of the Art Institute programs together for the purpose of collaboration on fashion events and workshops, to provide networking opportunities, and to increase the overall value of the Ai experience.

Project Destiny – Game Club

Project Destiny utilizes teamwork in a real world environment to strengthen and sharpen skills in Game Art and Design. The club works together to produce portfolio worthy projects and regularly hosts gaming events and tournaments.

STUDENT AMBASSADORS AND PEER MENTORS

The role of The Art Institute of Atlanta–Decatur Student Ambassadors and Peer Mentors combines both leadership and service. As members of a highly respected student organization, Student Ambassadors assist new students in their adjustment to The Art Institute of Atlanta–Decatur during New Student Orientation and serve as hosts to important visitors. Peer Mentors assist the instructor to conduct our Ai 1010 classes. If you are interested, you may apply if you:

1. have a 3.0 minimum GPA;
2. are enrolled in 12 or more credit hours each quarter; and
3. are in your 2nd quarter of study or above.

Applications are available in the Student Affairs Office. Student Ambassadors attend periodic training meetings to prepare for upcoming events and to gain the skills needed for this important responsibility. Students selected to be Ambassadors are eligible to receive a scholarship for each quarter of acceptable service. If you are interested, contact the Office of Student Affairs.

STUDENT LOUNGE

The Student Lounge is a great place to visit in between classes. There is an internet bar, two vending machines, a microwave, couches, a view of the Decatur Square and a large flat screen TV for your convenience.

INTERNATIONAL STUDENT SERVICES

The Art Institute of Atlanta–Decatur is proud to host students from around the world who have chosen to study here. If you are from another country, you are likely to have concerns about making a successful transition into a new culture. Many of your questions can be answered by the International Student Advisor who is available to help ensure a successful experience at The Art Institute of Atlanta–Decatur by assisting with immigration procedures, housing, medical insurance, and campus resources.

International students will find opportunities to take part in social activities with other international students and American students as well. International students will find many opportunities to learn about American culture and equally important, American students have much to gain by getting to know international students and the cultures they bring with them.

STUDENT HEALTH INSURANCE

Information concerning student medical insurance, medical and dental providers, as well as emergency resources, is available from the Student Affairs Office.

Emergency medical assistance will be provided for any person who requests or demonstrates a need for medical attention. Students are, however, responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

ILLNESS OR INJURY

If you are injured or become ill at The Art Institute of Atlanta–Decatur, in college-sponsored housing, or at any Art Institute 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 Student Affairs Office.

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

REGISTRAR

The Registrar's Office is the center of record-keeping on campus. Your grades, class schedules, and attendance records are located here and are accessible to you. This is also the office to visit when you have a question about registration, attendance, enrollment verification, address changes, or other academic procedures.

Many of The Art Institute of Atlanta-Decatur's academic services are provided through the Registrar's Office. You will have frequent contact with this office, so it might be helpful to know what goes on here. Among other things, the office:

1. directs quarterly registration.
2. maintains your academic records.
3. records midterm and final grades.
4. releases academic transcripts.
5. processes transcript requests.
6. advises veterans regarding their education benefits.
7. maintains attendance records.
8. monitors the satisfactory academic progress policy.

Staff members in the Registrar's Office are available to assist you with these matters and other questions.

REGISTRATION

Registration usually begins on Monday of week five (5) of each quarter. All students have an assigned day on which they will be able to register. Early registration is highly recommended for best selection of classes.

Online registration is accessible at www.MyAiCampus.com. All registration-related information can be found by clicking on the "Register for Classes" icon.

1. **Login and Password** – Login and password information is available at The Cage. You should use MyAiCampus.com from your first day as a student, not only for registration, but to access grades, schedules, and campus news. If you are not sure how to sign in to MyAiCampus.com, you can find out at The Cage, from the Advising Center, or from one of the brochures available in many locations throughout campus. If you have not kept up to date with your login, you may need to request a new login and password before you can register. This process may take a day or two, so be sure to do this well in advance of your assigned registration day. As soon as you receive the login and password, log in to make sure they work.
2. **Holds** – View your holds on the Web. Only "URGENT" holds, holds that are preceded with a "U" (for example "UREG" or "UPAY") prevent registration. All other holds will allow registration; however, the holds must be cleared in order to pick up your official schedule.
3. **Review Your Degree Audit** – Your degree audit is a tool for you to use to determine what course you will need to take next. The audit is separated into sequences A, B, C, D. Ideally you will need to take the first blank in each sequence. By doing this you will ensure that you take the required prerequisites in order.

The degree audit is available on the Web. Log in to your student account and click on "Register for Classes." Located in the left-hand menu, click on "DEGREE AUDIT." You can print the degree audit by right-clicking on the window in which the degree audit appears, and then selecting "PRINT." Review your degree audit before your assigned day to register to determine which courses to take next. If you need assistance, please see your advisor.

4. **Advising** – Academic Advisors are located in the Academic Advising Center, room 235 and room 212. The Art Institute of Atlanta-Decatur encourages all students in levels 1-3 (one level equals 16 completed hours) to see a representative in the advising center for registration assistance. Students who are level 4 or higher should consult their assistant department chair or Associate Dean of Academic Affairs.

5. **Prerequisites** – Prerequisite lists are available on the Web. Log in to MyAiCampus.com and My Self-Service, the red button in the upper right-hand corner. This takes you to the Self-Service main page. In the menu on the left, click on Registration. Prerequisites are listed by program in a pull-down box in the top left-hand corner. The list can be printed by clicking on the print button in the browser.

6. How to Register

a. **Assigned Registration Day** – All students have an assigned day to register. In order to determine what day you have been assigned, log in to MyAiCampus.com and click on “Academic Services.” **Set the options to the upcoming quarter for which you want to register.** Click on “Registration” to see your assigned day to register. You will also receive an email at your registered email account(s) indicating your day to register. Registering on your assigned day gives you the best chance of getting the classes you need on your preferred schedule.

b. Selecting Classes

i. Log in to your student account and click on “Academic Services.” Click on “Registration” on the menu.

ii. Click on the “?” icon next to the “Course Number” box. This will pull up a list of classes to select from. **Do not type in the course number.**

iii. Select a course from the list and click on “Select.” You will be returned to the main Registration page. Click on the “?” icon next to the “Section” box. This will pull up a list of sections and will indicate immediately what sections are open or closed.

iv. Select a section from the list and click “Select.” You will be returned to the main Registration page. Click on “Add to List” or “Add.” If the course was successfully added to the list, the course will appear along with message that the course was added. **If you get an error message that you have not met course requirements or that the course is not available, then double check your prerequisite list and/or see your advisor.**

c. Changing Your Schedule

i. To drop and then add a course, use the “Swap” button. Select the course and section as done previously. Click on “Swap.” Select the course you wish to drop. The course will be swapped.

ii. To drop a class only, begin with STEP 1 as you did when you first registered.

iii. To drop all classes, see the Associate Dean of Academic Affairs to officially withdraw from the college.

7. Official Schedule

i. An official schedule is required to attend classes at The Art Institute of Atlanta-Decatur; this can be obtained from the Registrar’s Office. An online copy of your course schedule will not be considered an official schedule.

ii. Official schedules will be distributed to students’ one week prior to the scheduled quarter start (by the Registrar’s Office.) Urgent holds must be cleared before schedules can be picked up. If you have a non-urgent hold then please consult the registrar’s office.

CAREER SERVICES

GENERAL INFORMATION

As you near the completion of your program of study, you will meet individually with a career advisor to review career goals, job-search strategies, interview techniques, and résumé development. The Career Services Department coordinates the quarterly Portfolio Show, employer spotlights, and job fairs. These special events bring together prospective employers and soon-to-be graduates. The ability to seek new job leads and match employers' needs with graduate skills helps account for The Art Institute of Atlanta–Decatur's graduate employment rates. Graduate employment information is available at the Career Services office or on the college website.

The degree programs of The Art Institute of Atlanta–Decatur are designed to prepare you for entry-level positions in your field. The Art Institute of Atlanta–Decatur does not guarantee employment or any particular level of compensation following graduation. Students who confine their job search to the Atlanta metropolitan area may limit the employment opportunities available to them.

The Career Services Department maintains an ongoing relationship with numerous employers in the metro Atlanta area. These relationships increase employer awareness of student skills and talent. Outside Atlanta, graduates can be assisted by the career services departments at other Art Institutes schools. Graduates entering new markets are assisted by career services through job development and telemarketing. Membership in professional organizations, attendance at trade shows, and on-site visits to area businesses keep career services advisors up-to-date with industry trends and help them to develop relationships with employers. Ongoing communication with employers through telephone calls and mailings keeps employers current with the programs and talented graduates available to them from The Art Institute of Atlanta–Decatur. The Career Services Department works hard to cultivate employment opportunities and to match job leads with your strengths, as well as to increase employers' awareness of the high caliber of students graduating from The Art Institute of Atlanta–Decatur.

ALUMNI SERVICES

For graduates and alumni anticipating an employment change or for those who may have become unemployed, the Alumni Connections Online Community offers a Career Center where alumni can post their résumés and search for job postings throughout the United States. This site also offers an online directory, a permanent email address, a calendar of events, a Virtual Marketplace with alumni discounts, and more. The Career Services Department can conduct an evaluation of career experience for alumni and give professional direction to career endeavors. The department is also in contact with other Art Institutes schools and can give feedback on markets throughout the country. The Art Institute of Atlanta–Decatur believes that continued contact with its alumni is important and maintains a relationship with alumni through periodic events, mailings, newsletters, emails, and exhibitions.

INTERNSHIPS

Internships with local employers are available for qualified students while attending classes. Periodically, the Career Services Department will coordinate an Internship Fair for students. These events give you an opportunity to network with a variety of companies and interview for field-related employment prior to graduation. Permission from your Department Chair and registration for internship class (if applicable) is required to obtain course credit for internships.

PART-TIME EMPLOYMENT SERVICES

The Career Services Office will assist you in locating part-time employment opportunities while you are a student. Many students find that part-time employment is an excellent way to help meet the financial obligations of a college education and also maintain a flexible schedule that allows for class time and study time. Your advisor can assist you in finding suitable employment opportunities by posting various listings of part-time jobs. In addition, there are quarterly job fairs and/or on-site recruiting events. Students in later quarters can apply for field-related positions.

The Art Institute of Atlanta–Decatur offers some freelance job opportunities through which qualified students can receive valuable experience while working for local clients.

The Career Services Department is an invaluable resource for planning your career goals! Services include: part-time job postings, résumé writing assistance, career development, information about industry events, and personal assistance in career searches. You are encouraged to take advantage of these services early in your program.

STUDENT ACCOUNTING OFFICE

The role of the student accounting office is to assist you in meeting your financial obligations as arranged with your financial aid officer.

Based on your financial plan, we will send you or your parents/guardians a monthly statement for tuition and fees. Payments are due on the first or fifteenth of each month depending on your billing cycle.

The Art Institute of Atlanta–Decatur is very sensitive to unforeseen circumstances affecting your ability to meet the financial commitments of your education. If you have or anticipate having a financial problem, call the Student Accounting Office. We'll do all we can to help you find a solution.

FINANCIAL SERVICES

Visit the Student Financial Services Office if you have a financial problem or need information about the availability of financial aid. For students who qualify, the college has many types of financial assistance including scholarships, educational loans, and campus employment. For information about payment requirements and adjustments, refund policies, and refund calculations, see the college Catalog or the Student Accounting Office.

SCHOLARSHIPS FOR CURRENT STUDENTS

The Art Institute of Atlanta-Decatur offers a number of scholarship opportunities for current students, including Merit awards and the Education Foundation Scholarship. The Education Foundation Scholarship is for students in their fourth quarter in residence at The Art Institute of Atlanta-Decatur or above. Application requirements include an essay and a current transcript in addition to a completed application and other materials. For application forms and information, visit the Student Financial Services Office on the 1st floor.

STUDENT FINANCIAL SERVICES

1st Floor

The Student Financial Services staff works with students and their families to develop a personal financial plan so that students can reach their educational and career goals. They guide families through the process of assessing educational costs, applying for financial aid programs, completing financial aid paperwork (including the FAFSA, or Free Application for Federal Student Aid), and developing a payment plan. Students may be eligible to apply for financial assistance under these federal and state programs:

1. Federal Subsidized Direct Loan
2. Federal Unsubsidized Direct Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. HOPE Scholarship Programs
7. Georgia Tuition Equalization Grant (GTEG)
8. College-sponsored scholarships
9. Veterans Education Act
10. Vocational Rehabilitation Programs
11. Other Aid

Depending on the program and for those who qualify, awards under these programs are based on your need and the availability of funds. For a complete description of these assistance programs, see the college catalog or visit the Student Financial Services office.

If you wish to receive assistance under Georgia's HOPE Scholarship Program during your studies at The Art Institute of Atlanta–Decatur, you must meet the following criteria:

1. Be a legal resident of Georgia for at least one year prior to enrollment in a post-secondary institution.
2. Be a 1996 or later graduate of an eligible high school if this is your first time attending college as approved by the Georgia Student Finance Commission (GSFC).
3. Earn at least a 3.0 cumulative GPA from your high school or from all colleges and universities attended. (HOPE Standards)
4. If you entered The Art Institute of Atlanta with a GED, you will be eligible to apply for a HOPE scholarship following completion of a minimum of 45 credit hours with a 3.0 or better grade point average and if **you meet the residency requirements**.
5. Submit official transcripts from all postsecondary institutions attended, regardless if transfer credit was granted by The Art Institute of Atlanta–Decatur. All transcripts must be submitted even if the course was repeated or if the course was forgiven by the institution.

Georgia offers several sources of assistance under the HOPE programs, as well as the Georgia Tuition Equalization Grant. Check with the Student Financial Services Office for more information.

STUDENT RESPONSIBILITIES WHEN RECEIVING FINANCIAL ASSISTANCE

If you receive all or part of your financial assistance in the form of loans, it is very important that you remember that in accepting loan support, you undertake certain obligations. Chief among them is to do your best to ensure success in your academic program, but it is also important that you pay back the money you have borrowed. Defaulting on student loans is serious and carries severe consequences. Your responsibilities include:

1. You must confirm your financial plan before you begin classes at The Art Institute of Atlanta–Decatur.
2. If you receive any type of federal assistance you must meet all compliance and verification requirements. This may include providing additional documentation.
3. If you receive federal student loans you must attend an entrance interview session where the rights and responsibilities of these programs are explained.
4. You must inform the Student Financial Services office of any changes that may impact your student financial plan, including program changes, failed classes, or adjustments to expected credit hours.
5. Your student financial plan may cover the entire length of your educational program or one academic year. Nonetheless, you must resubmit financial information, applications and supporting documentation annually, or as needed.
6. To continue to receive financial assistance, you must maintain satisfactory academic progress. The Art Institute of Atlanta–Decatur's satisfactory academic progress policy is included in The Art Institute of Atlanta–Decatur's catalog. You will be required to submit a written appeal with documentation for reinstatement of financial aid in addition to the procedure for academic reinstatement.
7. If you have received federal student loans you must attend an exit interview to receive information on repayment, deferment, penalties of default, etc. An exit interview is scheduled when you graduate, take a leave, or withdraw from The Art Institute of Atlanta–Decatur.
8. If you withdraw from The Art Institute of Atlanta–Decatur prior to completing the requirements for graduation you may owe a balance to The Art Institute. Please refer to the refund policy for more information.

It is your responsibility to keep track of your loans. However, if you have any concerns about your loan status, don't hesitate to ask for help. Financial planners and loan coordinators are always available to assist you.

For more information on financial assistance, contact the Student Financial Services office.

SUPPLY STORE

The Supply Stores carries very specialized materials Art Institute students need including art, photo, and culinary supplies, as well as books. Additionally, the Supply Store is a great place to find everything from a beverage holder to shirts and other items with the college logo.

TECHNOLOGY SERVICES

As a registered student you will receive an email address, access to the Internet, and space for building your own home page. Access to these services, as well as to online registration, grade reports, online payment, and more, is through MyAiCampus.com. Laboratories dedicated to academic programs are located throughout The Art Institute of Atlanta-Decatur and wireless access is available to students with laptops and wireless cards in several locations. Your email address is one of the official channels of communication between you and The Art Institute of Atlanta-Decatur – it is very important that you check it often!

With the use of college equipment and technology comes responsibility. It is your responsibility to know and follow the rules, regulations, and procedures for appropriate use of all college equipment and technology. The rules, regulations, and procedures are posted on the student intranet, and at the cage on the 2nd floor.



ACADEMIC SERVICES

ACADEMIC RESOURCES

Please refer to your college catalog for additional information concerning academic policies and procedures, read the course syllabi distributed in each class, and/or consult your Assistant Department Chair or Associate Dean of Academic Affairs.

LIBRARY

The Library – Learning Resource Center is one of the most important resources available to you as a student of The Art Institute of Atlanta-Decatur. It contains materials that support The Art Institute of Atlanta-Decatur’s instructional program and it provides resources for broadening your horizons for serious study and research. Study guides are provided for each program area and the library staff can assist you with research or questions.

Schedule

Monday – Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 7:00 p.m.
Saturday	9:00 a.m. – 6:00 p.m.
Sunday	closed

Exceptions to these hours will be posted in the Library.

Circulation of Library Material

If you wish to check material out of the Library you may do so for a period of up to two weeks by presenting the material together with a valid student identification card. Periodicals, reference works, and reserve material must be used in the Library.

In order to ensure the availability of resource material for you and other students, it is essential that you return books or other items you have borrowed on or prior to the date on which they are due. Vandalism includes clipping or defacing material, renders it unusable for others. Such action is viewed as a serious disciplinary matter. The cost of loss or damage to library resources is the responsibility of the student who checked the material out.

While you are studying in the Library, you will appreciate the consideration others give you by not talking or creating other distractions that interfere with your work and concentration. Similarly, it is expected that you will demonstrate the same respect for others using the Library. The Library rules are posted in the library.

Library Databases

The Art Institute of Atlanta-Decatur provides access to subscription databases though IP recognition on campus. Passwords for off-campus use can be obtained in the Library. Databases include: *Wilson Omnifile*, *Oxford Art Online*, and *Oxford Reference Online*. The Art Institute of Atlanta-Decatur also provides access to Proquest and multiple other databases.

INSTRUCTIONAL EQUIPMENT

Instructional equipment is available according to the program curriculum so students can acquire an understanding of the kind of equipment they could expect to encounter in an entry-level position in their field. The equipment must be shared by students; accordingly, The Art Institute of Atlanta-Decatur cannot guarantee students hands-on use of the equipment beyond that called for in the curriculum. To complete the requirements of their programs, students may have to schedule use of the equipment outside normal class hours. Equipment may be used for class assignments only.

TUTORING

Tutoring is available in the following subject areas: Software applications (Adobe Suite, HTML, Flash, Maya) Math, English and Drawing. For more information please contact an Assistant Department Chair, Associate Dean of Academic Affairs or an Academic Advisor.

ACADEMIC ADVISING

Your assistant department chair or a member of the Advising Center staff or Associate Dean of Academic Affairs is designated as your academic advisor at The Art Institute of Atlanta-Decatur. In addition to helping you pursue your educational goals, the assistant department chair will also guide you toward your career goals and successful completion of portfolio work.

Additional academic advising is provided for new and reentry students. The Advising Center will register and advise you on academic requirements for your program. You should seek this advisor's help during your first year or at any time you need assistance with your educational program.

At The Art Institute of Atlanta-Decatur, students should see the Associate Dean of Academic Affairs, Assistant Department Chair, or the Academic Advisor for assistance when planning for their educational goals or if assistance is needed during the registration process.

While every effort is made by all advisors to assist you in planning your schedules, it is your responsibility to know course sequence and prerequisites for your program of study. If you fail a prerequisite to a course for which you have pre-registered, it is your responsibility to change your schedule prior to the end of the schedule adjustment period.

SATISFACTORY ACADEMIC PROGRESS POLICY

See Addendum.

ATTENDANCE POLICY

The Art Institute's attendance policy is designed to meet the requirements of state and regional accreditation to support the mission and goals of the organization, and to improve the academic performance of students through adherence to industry and educational standards of personal and professional development. Faculty members are required to record attendance accurately.

Attendance is directly tied to academic performance. Excessive absenteeism can result in severe academic penalties, including a failing grade for a course or removal from the course. Should an absence be necessary, students are responsible for course material covered during the time of absence.

Students are expected to attend all regularly scheduled classes, including the first class of the quarter. They are expected to arrive on time and stay for the full duration of the class. Students may drop or add classes during the first week of the quarter. Students who fail to drop a class during drop/add period will be financially responsible for the cost of the class. Students who do not attend any of their classes during the drop/add period will be withdrawn from the college.

Students who miss seven consecutive days of all scheduled classes, or 20 total calendar days from the date of last attendance in all scheduled courses (whichever is less), will be terminated from the college.

Attendance data are available for review through the registrar's office or the associate dean of academic affairs office. Any discrepancies should be discussed with the faculty member for the course. Any request to correct a discrepancy must be submitted in writing by the faculty member. The registrar's office will not accept corrections from students.

DROP/WITHDRAWAL POLICY

To officially withdraw, a student obtains a withdrawal from the associate dean of academic affairs. Signatures must be obtained from the offices of student financial services, student accounting, the library, the associate dean of academic affairs, the housing office (if appropriate), and the registrar's office. The registrar determines the last date of attendance and the date of determination. The date of determination would be the earlier of the date the student begins the school's withdrawal process or the date the student provides notice. For students who unofficially withdraw, the registrar will determine the last date of attendance using attendance records.

If you attend any meeting(s) of any classes during the schedule adjustment period and you completely withdraw, are suspended, or are terminated from The Art Institute of Atlanta-Decatur, the refund and adjustment policies outlined in the college catalog shall apply.

ACADEMIC GRADING SYSTEM

The Art Institute of Atlanta-Decatur uses a system of letter grades, a four-point numerical scale, credit hours, and letter codes as illustrated.

Letter grade		Grade points
A	=	4.0
A-	=	3.7
B+	=	3.4
B	=	3.0
B-	=	2.7
C+	=	2.4
C	=	2.0
C-	=	1.7
D+	=	1.4
D	=	1.0
F	=	0.0

GPA AND CGPA

The Art Institute of Atlanta-Decatur measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale, and credit-hour values.

GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute.

Here is an example of how GPA and CGPA are computed: Imagine a student taking a total of two classes during one quarter. One class is worth four credit hours and the student earns an A. The other is worth eight credit hours and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours. In this example:

$$A = 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned}$$

$$B = 3 \text{ grade points} \times 8 \text{ credit hours} = 24 \text{ grade points earned}$$

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter. In this example:

$$16 \text{ grade points} + 24 \text{ grade points} = 40 \text{ total grade points}$$

$$40 \text{ grade points earned} \div 12 \text{ total hours earned} = \text{student's GPA for the quarter, } 3.3.$$

The CGPA is computed the same way - by dividing the student's total grade points earned from all quarters at The Art Institute of Atlanta by the student's total credit hours earned from all quarters at The Art Institute of Atlanta - Decatur.

GRADE CODES AND POLICIES

In addition to letter grades, The Art Institute of Atlanta-Decatur uses the following letter codes and policies in its grading system:

TR – Transfer credit. Transfer credit is awarded for credit-hours transferred from other accredited post-secondary (college-level) institutions. Transfer credit applies to graduation credit requirements but does not compute in GPA or CGPA or count as credit attempted.

P – Proficiency credit. Proficiency credits are credit hours awarded through examination (i.e., CLEP or AP test), documented previous work experience, or portfolio review. Proficiency credit applies to graduation credit requirements but does not compute in GPA or CGPA and does not count as credit attempted.

N – Non-credit. Non-credit is assigned for courses such as labs with 0.0 credits.

S – Suspended. Suspension is when a student is suspended from The Art Institute of Atlanta-Decatur for disciplinary reasons or attendance problems. Suspension does not compute in GPA or CGPA but does count as credit attempted.

W – Withdrawal. When a student withdraws from the total program of study by the end of the ninth week of the quarter, or from individual classes after add/drop but by the end of the ninth week of the quarter. Withdrawal does not compute in the GPA or CGPA but does count as credit attempted.

WF – Withdrawal Fail. Withdrawal Fail is received when a student withdraws from individual classes or total program of study after the ninth week of classes. Withdrawal Fail computes in GPA and CGPA as an F and does count as credit attempted.

GRADE CHANGES

Final course grades as recorded in student records cannot be changed without extenuating circumstances. Grade changes require approval of the faculty member who gave the grade in question and the Assistant Department Chair or Associate Dean of Academic Affairs. Approved grade changes are due to the Registrar before the end of the first week of class of the quarter following the quarter in which the grade was earned. For more information, contact the Registrar's Office, first floor.

GRADE REPORTING

Midterm and final grades are made available online to students after the grades are received by the Registrar's Office. Midterm grades do not appear on transcripts with final grades.

CRITERIA FOR HONOR'S DESIGNATION

To promote academic excellence and to recognize exemplary academic achievement, the following honors designations will be issued on a term basis and upon graduation.

TERM HONORS DESIGNATION

(at the completion of a quarter)

Students who enroll for and complete 12 credits or more and meet the following criteria may receive the corresponding designation:

Term GPA	Honors Designation
4.0	President's Honor Roll
3.7-3.9	Dean's Honor Roll
3.5 – 3.6	Honor Roll

HONORS DESIGNATION AT GRADUATION

Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. Transitional studies classes are not considered when evaluating honors designations.

ACADEMIC FREEDOM OF EXPRESSION

The Art Institute of Atlanta-Decatur guarantees academic freedom to its students in the classroom within the parameters of its mission and academic policies and procedures as approved by its applicable licensing and accrediting agencies. Students will be afforded freedom in the classroom to express their points of view and conclusions supported by relevant evidence. It is expected that students behave in a manner consistent with their status as members of a special community of artists and scholars.

ACADEMIC PLACEMENT

Prior to the beginning of classes, you are placed academically through ASSET or COMPASS testing, previous SAT or ACT scores, or advanced placement or transfer credit for college-level English and math. You are assigned to transitional studies courses or to college-level English and mathematics classes based on this academic placement. If you have questions about your academic placement, see the Advising Center, Assistant Department Chair, or Associate Dean of Academic Affairs for Academic Support.

COLLEGIATE ASSESSMENT OF ACADEMIC PROFICIENCY (CAAP) TESTING

All students who are eligible to earn degrees at The Art Institute of Atlanta must take the Collegiate Assessment of Academic Proficiency (CAAP) tests in reading, writing, critical thinking, and mathematics prior to entering their final quarter. Students will be required to test before they register for portfolio classes or before they register for the final quarter of courses in culinary arts. Testing dates will be set each quarter to precede continuing-student registration periods.

CLASS SCHEDULES

Specific classes may meet outside announced session times. In cases where extra hours are needed, they will be added before or after the normal class meeting time. The Art Institute of Atlanta-Decatur reserves the right to modify the college calendar, curriculum, and class schedule as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of instruction among students. Therefore, certain class schedules may vary. While most degree program courses are offered in the evening, some courses required for graduation may not be offered in the evening, requiring the student to take them during the day session.

COURSES OUTSIDE OF THE PROGRAM OF STUDY

At The Art Institute of Atlanta-Decatur, students are not permitted to take courses outside of their program, that is, courses not required for graduation. For example, a student who needs one course to complete an associate's degree program and intends to proceed into a bachelor's degree program cannot take bachelor's-level courses during the final quarter of the associate's degree program. In rare cases where an exception needs to be made, a form must be completed to insure that all parties are aware of the exception.

CREDIT HOURS

The Art Institute of Atlanta-Decatur operates under a quarter credit-hour system recognized by the state of Georgia to assess academic performance. Art Institute of Atlanta students earn credit as follows:

- Ten hours of lecture and a passing grade earn one quarter-hour credit.
- Twenty hours of lab and a passing grade earn one quarter-hour credit.
- Thirty hours of Art Institute of Atlanta-Decatur-directed learning activity and a passing grade earn one quarter-hour credit.
- One hour of instruction is defined as 50 minutes of instruction in a 60-minute period.

EXHIBITION OF STUDENT WORK

Student artwork is very important to The Art Institute of Atlanta-Decatur. Student work is featured in regular exhibits in the college gallery at all locations. Student work teaches other students and demonstrates the nature and value of the programs. Assistant directors of admissions show student work to prospective students, high school teachers, and guidance counselors to demonstrate what Art Institute of Atlanta-Decatur students have achieved. Student artwork is also an important part of publications and exhibitions illustrating the programs at the college. The Art Institute of Atlanta-Decatur reserves the right to make use of the artwork of its students for such purposes, with student permission.

PERFECT ATTENDANCE

Consideration for perfect attendance credit consists of completion of a minimum of twelve credit hours in the preceding quarter with no recorded absences except in the case of holidays or class cancellations. The perfect attendance list is compiled in the Registrar's Office on the third Thursday of each quarter for the preceding quarter's attendance. The Accounting Office will apply a credit of \$100 to the student's account.

FACULTY

Among all the services provided for you at The Art Institute of Atlanta-Decatur, none is more crucial than that provided by the faculty members with whom you will interact. The Art Institute of Atlanta-Decatur's faculty includes talented active professionals and quality teachers whose top objective is to do everything they can to enable your professional and educational development. Get to know the faculty members who teach you. You will find them valuable role-models for the profession you plan to enter. You will also find them willing to assist you with questions or concerns you may have about course material.

The Art Institute of Atlanta-Decatur's faculty and staff maintain an informal, open-door policy. They are open to your questions and suggestions and are available to meet with students and student organizations.

FIELD TRIPS

Field trips provide various program and course-related activities over and above class work. On local field trips, students are required to provide their own transportation (car, carpool, or public transportation). Students who have a car and drive fellow students on field trips are responsible for having adequate insurance coverage. The Art Institute of Atlanta-Decatur is not responsible in the event of accidents involving students' cars.

Field trips outside the local area (in general, more than 50 miles) typically involve pre-arranged public or private transportation and, in some instances, overnight accommodations. Students participating in field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip. Parents or legal guardians of students less than 18 years old must also sign the form.

STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES

The Art Institute of Atlanta–Decatur recognizes their 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 Atlanta–Decatur 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 Art Institute of Atlanta–Decatur’s mission.

SECTION II. SCOPE

This Student Conduct Policy applies to all students and student organizations at The Art Institute of Atlanta–Decatur.

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-sponsored housing. At the discretion of the Chief Conduct Officer (Associate Dean of Student Affairs or Associate Dean of Academic Affairs or a delegate as appointed by the Campus Director of The Art Institute of Atlanta–Decatur), 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 Art Institute of Atlanta–Decatur and to other individuals who make up the community. By enforcing its Student Conduct Policy, The Art Institute of Atlanta–Decatur neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, The Art Institute of Atlanta–Decatur 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 Atlanta–Decatur 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

- a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, college sponsored housing or at college sponsored functions, except where possession is required by law.

3. Sexual Assault or Nonconsensual Contact

- a) 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

Disruptive Behavior, such 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)

- 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 Atlanta–Decatur and/or its reputation

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 Art Institute of Atlanta–Decatur.
- 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 Art Institute of Atlanta–Decatur.
- 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 or visiting The Art Institute of Atlanta–Decatur.

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 Atlanta–Decatur 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 Art Institute of Atlanta–Decatur Facilities

- a) 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

- a) Violation of federal, state or local laws and college rules and regulations on college property, in college-sponsored housing, 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 a fire drill
- d) Failure to identify oneself when on college property, when riding the college shuttle, or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.

15. Violations of Art Institute of Atlanta–Decatur Rules

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b) Violation of college safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during a 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 institution’s 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 college official
 - VII. Use of computing facilities to send obscene or abusive messages
 - VIII. Use of computing facilities to interfere with normal operation of The Art Institute of Atlanta’s computing system
 - IX. Failure to satisfy college financial obligations

The above list is illustrative only; The Art Institute of Atlanta–Decatur may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS

The Art Institute of Atlanta–Decatur 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 Atlanta–Decatur reserve 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 Art Institute of Atlanta–Decatur’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 Chief Conduct Officer or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, meet with student support staff, attend counseling or have restricted privileges.
4. Removal from Sponsored 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.
5. Suspension: Separation of the student from The Art Institute of Atlanta–Decatur for a pre-determined period of time. The student may be able to return to college once specified conditions for readmission are met. The student may not attend classes, visit college-

sponsored housing, use college facilities, participate in or attend college activities, or be employed by The Art Institute of Atlanta–Decatur during his/her suspension.

6. **Expulsion:** The student will be expelled from The Art Institute of Atlanta–Decatur immediately. The student will not be permitted to continue his or her studies at The Art Institute of Atlanta–Decatur and may not return to The Art Institute of Atlanta–Decatur 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 Art Institute of Atlanta–Decatur. 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.

SECTION VII. CONDUCT PROCEDURES

Complaint

Any member of The Art Institute of Atlanta–Decatur community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Atlanta–Decatur policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness(es)/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Chief Conduct Officer or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art Institute of Atlanta–Decatur determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

Students should have no expectation of privacy in their personal property while on campus. The Art Institute of Atlanta–Decatur reserve the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of The Art Institute of Atlanta–Decatur staff that a risk to the health, safety or welfare of students, and/or the college community exists and including searches pursuant to an investigation of potential wrong doing. This includes, but is not limited to, vehicles brought onto property leased, owned or controlled by The Art Institute of Atlanta–Decatur, backpacks, portfolios and clothing. This policy also applies to student property in college-sponsored housing, student e-mail and/or computers.

Notification and Determination of Violations That Warrant a Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting:
2. The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.

- a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute of Atlanta–Decatur policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of Violations That Warrant a Disciplinary Hearing

In some cases, involving serious violations, the Chief Conduct Officer or delegate, hereby referred to as “Hearing Officer,” in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
 - a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
 - b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel’s conclusions, any sanctions, and the student’s right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student’s privacy rights.

Disciplinary Panel

A Disciplinary Panel may consist of members of the college Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

1. serious allegations are being investigated
2. serious allegations are pending before a disciplinary panel
3. in advance of a disciplinary panel hearing; or
4. when a student potentially poses a threat of harm to himself, to others, to property of the Institute or to a member of The Art Institute community

During the interim suspension, students are denied access to college-sponsored housing and/or to The Art Institute of Atlanta – Decatur (including classes, labs, library) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in college sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

SECTION VIII. APPEAL PROCEDURES

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

1. During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from college may not be on college property, a student dismissed from college-sponsored housing must leave in accordance with the directions indicated in the decision.
2. The student must write a letter of appeal in the student's own words, addressed to the Campus Director of The Art Institute of Atlanta–Decatur or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to The Art Institute of Atlanta–Decatur policies and procedures, and provide any supporting documentation. It must be delivered to the Campus Director or his/her delegate within seven calendar days following the student's receipt of the decision.
3. Students should provide documentation to support the allegations of the appeal.
4. The Campus Director or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
5. The Campus Director, and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
6. 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 committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
7. The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
8. Audio or video recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
9. Following appropriate review and deliberation, the committee will report back to the Campus Director or his/her delegate with its recommendation following its review of the appeal. The Campus Director or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

STUDENT COMPLAINT POLICY

If you have a complaint or problem you are encouraged to follow the Student Complaint Procedure.

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Associate Dean of Student Affairs if related to non-academic issues or to the Associate Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID and discuss the steps you have taken to remedy the situation.
3. The appropriate Art Institute of Atlanta–Decatur staff member or department will be notified of the complaint. A follow-up meeting with you and the Associate Dean of Student Affairs and/or the Associate Dean of Academic Affairs will be held within 10 class days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the Campus Director’s Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within 10 class days from the date the appeal is received.
5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084
Phone: 770.414.3300
Fax: 770.414.3309

The Art Institute of Atlanta-Decatur

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below.

Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether the The Art Institute of Atlanta-Decatur Non-Discrimination Policy has been violated. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with Nadraqua Dawes, Associate Dean of Student Affairs, Room 237, ndawes@aii.edu, 404-942-1835 or for academic matters with Sarah Gorham, Associate Dean of Academic Affairs, Room 214, sgorham@aii.edu, 404-942-1809. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. The Associate Dean of Student Affairs or Associate Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence in support of their position to the investigator during the course of the

investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. When evaluating complaints of sexual harassment, the Dean of Student Affairs or Associate Dean of Academic Affairs will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Dean of Student Affairs or Associate Dean of Academic Affairs may be appealed by either the complainant or the accused by petitioning the President's Office of The Art Institute of Atlanta-Decatur. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Associate Dean of Student Affairs or Associate Dean of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
5. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or the The Art Institute of Atlanta-Decatur Academic Catalog.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the website at <http://www.ed.gov/ocr>.

POLICY CONCERNING SEXUAL VIOLENCE

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by The Art Institute of Atlanta-Decatur. Complaints of sexual violence should be made to The Associate Dean of Student Affairs, Room 237 telephone number 404-942-1837.

Upon learning of possible sexual violence involving a student, The Art Institute of Atlanta-Decatur will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If The Art Institute of Atlanta-Decatur determines that sexual violence may have occurred, The Art Institute of Atlanta-Decatur will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

The Art Institute of Atlanta-Decatur will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to The Associate Dean of Student Affairs
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
5. Providing academic support services, such as tutoring
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

DISCIPLINARY ACTIONS AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Atlanta–Decatur’s published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. 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 Atlanta–Decatur’s 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.

Students who have been subjected to sexual violence are encouraged to review the **No Harassment Policy**, the **Non-Discrimination Policy**, the **Student Grievance Procedure for Internal Complaints of Discrimination and Harassment** and the **Programs and Procedures Regarding Sexual Assault**. **This document can be found in the Office of Student Affairs.**

SANCTIONS

The Art Institute of Atlanta–Decatur, in all of their actions, seeks to uphold local, state, and federal laws. Insofar as permitted by these laws, The Art Institute of Atlanta–Decatur will apply sanctions that could lead to a student being fined, suspended or expelled or an employee being disciplined, suspended or dismissed for violation of The Art Institute of Atlanta–Decatur’s standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation program, at the student’s or employee’s expense, if necessary.

HARASSMENT POLICY

The Art Institute of Atlanta–Decatur is committed to providing workplaces and learning environments that are free from harassment on the basis of any protected classification including, but not limited to race, sex, gender, color, religion, sexual orientation, age, national origin, disability, medical condition, marital status, veteran status, genetic marker, or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

DEFINITION

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where:

- a. Submission to such conduct is an explicit or implicit term or condition of a person’s status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. The Art Institute of Atlanta-Decatur prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

OTHER FORMS OF HARASSMENT

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct him or herself in a professional manner at all times and to refrain from such harassment.

COMPLAINT PROCEDURE

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the "Student Grievance Procedure"). Students who have been subjected to sexual violence should also review the **Policy Concerning Sexual Violence** and **Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, The Art Institute of Atlanta-Decatur will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, The Art Institute of Atlanta-Decatur will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

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.

HEALTH AND SAFETY

MY CAMPUS ALERT

At The Art Institute of Atlanta-Decatur, the safety of our students, faculty, and staff is of primary importance and we all are committed to preventing situations that could cause harm to any member of our community. Sometimes emergencies do occur, however, and in the event of an emergency, it's critical to stay informed. That's why The Art Institute of Atlanta-Decatur offers an electronic emergency notification system, called My Campus Alert.

WHAT IS IT?

In an emergency, *The Art Institute of Atlanta-Decatur My Campus Alert* enables authorized college officials to inform members of The Art Institute of Atlanta-Decatur community about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

HOW DOES IT WORK?

The new system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S., as well as to on-campus email addresses and telephones. The messages are initiated by a member of The Art Institute of Atlanta-Decatur crisis communication team only when required for safety purposes. Your personal information and the My Campus Alert system will never be used for any purpose other than emergency notification.

WHY IS THIS IMPORTANT?

The information in the emergency notification system will be used primarily to contact you in case of emergency, an evacuation due to a natural disaster, or some other urgent situation that requires rapid, wide-scale notification of The Art Institute of Atlanta-Decatur community as determined by the college's senior administration.

HOW DO I REGISTER?

All students, faculty and staff are strongly encouraged to subscribe to *The Art Institute of Atlanta-Decatur My Campus Alert* the college's electronic emergency notification system. To register, go to: <https://dalaf.messageone.com>. While additional emergency contact information may be collected directly through human resources or by the registrar, entering your preferred contact information at *The Art Institute of Atlanta-Decatur My Campus Alert* is the only way to ensure that you will receive emergency notification promptly.

QUESTIONS?

For further assistance, please contact the Associate Dean of Student Affairs, at 404.942.1835. If you need help accessing your Art Institute of Atlanta-Decatur faculty or student email, contact the Cage at ext. 1819.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT APRIL 1, 2011

The Art Institute of Atlanta-Decatur is providing the following information to all of its employees and students as part of The Art Institute'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 any questions about any of the information provided in this material, please contact the Campus Director at 404.942.1808 or the Associate Dean of Student Affairs at 404.942.1835.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Atlanta-Decatur 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 distributed via email and in new-hire orientation. The report is distributed to all students through the student handbook.

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 Campus Director or the Associate Dean of Student Affairs. Reports are kept in a secure location in the office of the Associate Dean of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Atlanta-Decatur 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 Atlanta-Decatur facilities to the Campus Director either in person or by calling 404.942.1808. If the Campus Director is not available, you may contact any of the following staff members (Nadraqua Dawes or Sarah Gorham) and the Decatur Police Department by dialing 911 or Art Institute Security at 404.942.1800.

To report emergencies or criminal acts occurring in college-sponsored housing, students should dial 911 to report a crime or emergency requiring an immediate response and then contact a residence life staff member.

In the event of fire or medical emergencies, staff and employees should contact the emergency services by dialing 911 and then notify the Campus Director or the Associate Dean of Student Affairs and Art Institute Security.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Campus Director and the Associate Dean of Student Affairs. Reports are kept in a secure location in Office of the Associate Dean of Student Affairs. The annual crime report is prepared by gathering campus crime statistics and data from local police departments and other relevant information by the Associate Dean of Student Affairs.

SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of The Art Institute of Atlanta-Decatur that access to all campus facilities, including college-sponsored housing facilities, be limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to college 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 show a valid Art Institute identification card to gain access to campus facilities or services and may be subject to search.

ACCESS TO THE ACADEMIC BUILDINGS

Security Desks are located on the First and Second Floors of the college campus at One West Court Square. After hours, the building is protected with electronically locked security doors and devices including cameras and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons are questioned and asked to leave.

ACCESS TO RESIDENTIAL FACILITIES

Jackson Square and Paces Park are controlled access communities which provide Courtesy Officers that patrol both the interior and exterior of the complex during the hours that the leasing office is closed. **In the event of a crime in progress, dial 911.**

CAMPUS LAW ENFORCEMENT

Persons employed as security personnel on our campus at One West Court Square are instructed in security, security problems, specific college rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to The Campus Director at 404.942.1808.

Unarmed security personnel at the college are there at the direction of the college, and are to assist students, faculty and staff of The Art Institute. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Art Institute Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Decatur Police, the Campus Director or the Associate Dean of Student Affairs if any illegal activity occurs.

Student residents living in college-sponsored housing should contact a Residence Life Coordinator on-call for their housing complex should an emergency arises. The Residence Life Coordinators are employees of The Art Institute and are trained in emergency procedures and college regulations.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of Atlanta-Decatur is located in Decatur, Georgia. The Art Institute of Atlanta-Decatur maintains close working relationships with the Atlanta, Decatur, and DeKalb County Police Departments with periodic contact initiated by Art Institute personnel to ensure that the college is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided email, posters, letters and handbills.

PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY

All new Art Institute of Atlanta-Decatur 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 the security of 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 college-sponsored housing, and procedures for reporting any criminal activity or emergency. Students in college-sponsored housing are given the names and phone numbers of the Residence Life Coordinators, who live on the premises or are on-call, in case of an emergency. The Residence Life Coordinators 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. Art Institute counselors encourage victims or witnesses to report crimes on a voluntary, confidential basis for inclusion

in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by The Art Institute (contact the Campus Director or Nadraqua Dawes, Associate Dean of Student Affairs) in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Art Institute also provides seminars and workshops designed to heighten awareness of crime and its prevention. 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, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by email, letters and handbills, posters. Incidents occurring at The Art Institute student housing locations are announced by the distribution of notices to each student apartment.

Students are requested to review The Art Institute'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's *Employee Handbook* where information regarding Standards of Conduct and Safety can be found.

Notification of emergencies requiring immediate action or evacuation is disseminated via the voluntary My Campus Alert Emergency Notification System.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of Atlanta-Decatur does not have any off-campus student organizations.

Missing Person Notification Policies and Procedures

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Associate Dean of Student Affairs, Nadraqua Dawes. It is the policy of The Art Institute of Atlanta-Decatur that the Associate Dean of Student Affairs will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Office of Student Affairs, Campus Security, or if the student resides in college sponsored housing, the Department of Residence Life and Housing will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The Office of Student Affairs will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The Art Institute of Atlanta-Decatur can identify, through the emergency contact form provided to each student at orientation to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Office of Student Affairs. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the college not be able to locate a person reported missing within twenty-four (24) hours of the report, The Office of Student Affairs, Campus Security, or if the student resides in

college sponsored housing, the Department of Residence Life and Housing would then notify your designated 'missing person' emergency contact.

- In the event that no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
- Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans.
- This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, The Office or Student Affairs, Campus Security, or if the student resides in college sponsored housing, the Department of Residence Life and Housing will immediately notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

Note for Students Under Age of 18 and Not Emancipated:

For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.

For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

College Policy on Reporting of Fires: Any member of the community who becomes aware of any active or past fire must notify The Office or Student Affairs, Campus Security, or if the student resides in college sponsored housing, the Department of Residence Life and Housing immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. *A layout of each floor with the exits are attached.* Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or John Clark or Marcus Allen. No occupant will re-enter a building until clearance is given by fire and/or John Clark or Marcus Allen.

Prohibited Items in School Sponsored Housing:

Items prohibited in the campus houses include, but are not limited to:

- Candles, incense, open flames
- open heating coils
- Hookahs
- grills
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

Community Responsibilities

Additionally, all members of the school sponsored housing community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Department of Student Affairs or fire officials during a drill or an actual alarm. In 2010, there were (3) fire drills performed
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Department of Student Affairs.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.

- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

What should I do if I discover a fire?

Any person who discovers a fire, smoke, or an unusual amount of heat should do the following:

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911 or campus security at (404) 942-1800.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by the Student Affairs Officials and Toni Dixon, Fire Chief of the City of Decatur.

School Sponsored Housing Fire Safety and Sprinkler Systems

Below is a listing of housing fire safety systems				
Building	Smoke Detectors	Heat Detectors	Carbon Monoxide Detectors	Sprinkler System
Jackson Square	X	no	Apt with Fire Place	Throughout the Building
Paces Park	X	no	no	Throughout the Building

Emergency Notification and Evacuation Policy

Procedure used to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving the immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency:

In the event of a campus emergency requiring immediate evacuation of the campus, after informing the local police department of the nature of the emergency via 911, the college will utilize its Senior Staff and Key Management Staff to inform all students on campus of the need to immediately evacuate the premises to a safe location. If the situation allows, the college’s receptionist will also immediately send out an “all student/staff” email notification of the need to evacuate the campus to the email addresses on file. Depending upon the nature of the emergency, the college Campus Director, another Key Management Staff or the senior staff member on campus will determine if the notification would compromise the ability to contain the emergency or endanger additional students or staff members.

In addition, in the event of an emergency requiring the college to close temporarily, the college Campus Director will contact the Corporate Public Relations Department who will cause an announcement of the duration of the closure to be listed on the college’s national website.

Process used to confirm that there is a significant emergency or dangerous situation:

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the Campus Director or any other Key Management Staff (Associate Dean

of Academic Affairs or Senior Director of Admissions) to report the situation. The Campus Director or Key Management Staff will then review the report to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

Process used to determine the appropriate segment(s) of the campus community to receive notification:

In the event of a confirmed emergency situation, the Campus Director or Key Management Staff will determine the appropriate segments of the campus population to receive notification and determine the content of the notification which will then be passed on to the staff members for dissemination to the campus community via blast email and/or verbally to all students/staff present on campus providing the notification would not compromise the ability to contain the emergency or endanger additional students or staff members.

The following individuals are responsible for determining the validity of an emergency or dangerous situation and initiation of the Emergency Notification system in order of priority:

1. Campus Director, John “Monty” Clark
2. Associate Dean of Student Affairs, Nadraqua Dawes
3. Associate Dean of Academic Affairs, Sarah Gorham
4. Senior Director of Admissions, Mavia Fleury

The emergency response and evacuation procedures are publicized on an annual basis to all students and faculty through dissemination of this report via e mail to the AiA e-mail address assigned to all students, faculty and staff.

The campus emergency notification protocols and procedure are reviewed with each staff member at orientation and subsequently in staff and faculty meetings and practice drills are conducted at least annually to assure effectiveness of the plan. A description of the practice drill exercise along with a record of the date, time and whether it was announced or unannounced is maintained by the Campus Director John “Monty” Clark.

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 Atlanta-Decatur students and employees annually.

Pursuant to federal and state drug laws, employees and students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of Atlanta-Decatur also enforces state laws regarding underage drinking. This prohibition applies while on the property of The Art Institute 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 The Art Institute or termination of employment.

WEAPONS POLICY

Possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Art Institute 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 Art Institute of Atlanta-Decatur staff members and guest presenters throughout the year. Presenters discuss 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 counselors’ offices. 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 Campus Director, the

Associate Dean of Student Affairs, or other Art Institute officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- 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.)
- Call someone to be with you; you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 404.616.4861. It is open 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. If the victim requests, The Art Institute of Atlanta-Decatur 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 Art Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in college-sponsored 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: DeKalb Rape Crisis 404.377.1428, Grady Rape Crisis Center/Rape Crisis Hotline 404.616.4861, Gwinnett Rape Crisis, Inc. 404.476.7407, YWCA Rape Crisis 770.428.2666.

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Atlanta-Decatur 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's 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 available from the Atlanta Police Department located at 675 Ponce de Leon Avenue, Atlanta, GA 30308, 404-853-3434, the DeKalb County Police Department, 3630 Camp Cir, Decatur, GA 30032, 404-294-2519, the Fulton County Police Department, located at: 130 Peachtree Street SW, Atlanta, GA 30303, 404-730-5700 or the Decatur Police Department, 420 W. Trinity Place, Decatur, GA 30030, 404-377-7911. Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available online at: <http://www.ganet.org/gbi/>.

On-campus computer labs with Internet access are available for you to view the above Web site at the main academic building Monday through Thursday, from 8:00 a.m. to 11:00 pm, Friday 8:am to 6 pm and Saturday 9:00 a.m. to 3:00 p.m.

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 Atlanta-Decatur 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 Associate Dean of Student Affairs to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to The Art Institute concerning the occurrences on The Art Institute's campus which were reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on The Art Institute's campus, non-campus buildings and property, and public property. Finally, in the third box 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.

REPORTING AREA

The Art Institute of Atlanta-Decatur reports statistics from all property owned or controlled by the college including college-sponsored housing. Statistical information relative to property adjoining Institute facilities is provided by Scott & Associate, operator of the One West Court Square campus. Information relative to areas adjacent or contiguous with Institute facilities has been provided by the Dekalb County police department.

For purposes of the Clery Act, The Art Institute of Atlanta-Decatur campus is defined as:

Main Academic Facilities	One West Court Square, Suite 110, Decatur, GA 30030
Jackson Square Apartments	455 DeKalb Industrial Way, Decatur, GA 30030
Paces Park Apartments	100 Paces Park Drive, Decatur, GA 30033

Definitions

The following are definitions of occurrences that must be reported:

1. Criminal Homicide, Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.
2. Negligent Manslaughter: The killing of another person through gross negligence.
3. Sex offenses
 - a. Forcible Sex Offenses - Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
 - i. Forcible Rape — The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).
 - ii. Forcible Sodomy – Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
 - iii. Sexual Assault With An Object – The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/ her youth or because of his/her temporary or permanent mental or physical incapacity.
 - iv. Forcible Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

- b. Non-forcible Sex Offenses—Unlawful, non-forcible sexual intercourse.
 - i. Incest – Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - ii. Statutory Rape – Non-forcible sexual intercourse with a person who is under the statutory age of consent.
4. Robbery - The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
5. Aggravated Assault - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)
6. Burglary - The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
7. Motor Vehicle Theft - The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)
8. Arson - Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
9. Liquor law violations, drug law violations, and illegal weapons possession –
 - a. Arrests
 - i. Liquor Law Violations — The violation of laws or ordinances prohibiting:
 - The manufacture, sale, transporting, furnishing, possessing of intoxicating liquor;
 - Maintaining unlawful drinking places;
 - Bootlegging;
 - Operating a still;
 - Furnishing liquor to a minor or intemperate person;
 - Using a vehicle for illegal transportation of liquor;
 - Drinking on a train or public conveyance;
 - Any attempts to commit any of the foregoing violations.

Note: Drunkenness and driving under the influence are not included in the definition of “liquor law violations” for Clery Act reporting purposes nor are violations of college alcohol policies that do not rise to the level of a crime.

10. Drug Law Violations – Violations of State and local laws related to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana; synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).
11. Weapon Law Violations — The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.
12. Disciplinary Referrals - Incidents in which the person was not arrested, but instead was referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession.

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 MARTA employee or the MARTA 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.

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

CRIME STATISTICS The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

Criminal Offenses	Calendar Year							
	2008			2009			2010	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*
Robbery	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	2	0	0	0
Burglary	3	13	0	3	17	0	3	0
Motor Vehicle Theft	0	1	0	0	2	0	0	0
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses:								
Forcible	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0
Totals	3	14	0	3	21	0	3	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Calendar Year									
Hate Crimes	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault									
Burglary									
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson									
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault									
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property									
Bodily Injury	0	0	0	0	0	0	0	0	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:									
Forcible	0	0	0	0	0	0	0	0	0
Non-Forcible									
Totals	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Liquor Law Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	38	0	0	18	0	0	0	0
Drug Abuse Violations:									
Arrests	0	1	0	0	2	0	0	0	0
Disciplinary Action	0	43	0	0	18	0	0	3	0
Weapons Possessions:									
Arrests	0	2	0	0	0	0	0	0	0
Disciplinary Action	0	4	0	0	4	0	0	0	0
Totals	0	88	0	0	42	0	0	3	0

DRUG AND ALCOHOL POLICY

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 Atlanta–Decatur students and employees annually.

Pursuant to Federal and state drug laws, employees and students are prohibited for the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of Atlanta–Decatur also enforces state laws regarding underage drinking. This prohibition applies while on the property of The Art Institute of Atlanta–Decatur 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 The Art Institute of Atlanta–Decatur or termination of employment.

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

Following is a listing of classic danger signals that may indicate the presence of a drug or alcohol problem:

1. abrupt changes in mood or attitude
2. decreased efficiency at work or at school
3. frequent absences, tardiness, and/or early departures
4. relationship problems with family, friends, and co-workers
5. unusual outbursts of anger and hostility
6. social withdrawal

PROFESSIONAL HELP

If you observe any of these changes in yourself or another student, you are encouraged to seek a referral from the Student Affairs Office.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The Office of Student Affairs can refer you to one that meets your needs.

ATLANTA-AREA RESOURCES

There are also organizations that may be contacted for help. The Alcoholism and Drug Abuse Hotline (1.800.252.6465) and the Cocaine Hotline (1.800.262.2463) are open twenty-four hours a day. The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

A list of emergency and sliding-fee scale resources is available from the Office of Student Affairs.

**STATE AND FEDERAL SANCTIONS
GEORGIA DRUG LAW SUMMARY**

Drug	Conditions/Quantity	Jail Term (years)	Fine
Marijuana	Possess: 1 oz. or less	up to 1	up to \$1,000
	Possess, manufacture, distribute, or purchase greater than 1 oz. but less than 50 lbs.	1-10	
	Trafficking: 50-1,999 lbs.	5	\$100,000
	2,000-9,999 lbs	7	\$250,000
	10,000 lbs. or more	15	\$1,000,000
Schedule I Controlled Substances			
	Purchase or possess: first offense	2-15	
	Second or subsequent offense	5-30	
	Manufacture, distribute, or possess with intent to distribute: first offense	5-30	
	Second or subsequent offense	10-40 or life	
Methaqualone	Trafficking: 200-399 g.	5	\$50,000
	400 g. or more	15	\$250,000
Schedule II Controlled Substances			
	Purchase or possess: first offense	2-15	
	Second or subsequent offense	5-30	
	Manufacture, distribute, or possess with intent to distribute: first offense	5-30	
	Second or subsequent offense	10-40 or life	
Cocaine	Trafficking: 28-199 g.	10	\$200,000
	200-399 g.	15	\$300,000
	400 g. or more	25	\$1,000,000
Morphine, Opium and Heroin	Trafficking: 4-13 g.	5	\$50,000
	14-27 g.	10	\$100,000
	28 g. or more	25	\$500,000
Methamphetamine	Trafficking: 28-199 g.	10	\$200,000
	200-399 g.	15	\$300,000
	400 g. or more	25	\$1,000,000

Schedule III, IV, and V Controlled Substances	Possess: first offense	1-5	
	Second or subsequent offense	1-10	
	Manufacture, distribute, or possess with intent to distribute	1-10	
Any	Manufacture, distribute, or possess with intent to distribute within 1,000 feet of elementary or secondary school, park, playground, recreation center, housing project, or drug-free commercial zone: first offense	up to 20	up to \$20,000
	Second or subsequent offense	5-40	up to \$40,000



FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 - 4999 gms mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 or More Prior Offenses: Life imprisonment
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture	50 gms or more pure or 500 gms or more mixture		
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture	100 gm or more pure or 1 kg or more mixture		
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine \$2 million if an individual, \$10 million if not an individual		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.		
Flunitrazepam (Schedule IV)	Less than 30 mgs			

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits. Federal, state, and local laws are subject to change, students are responsible for being aware of current laws.

CONVICTIONS FOR DRUG-RELATED OFFENSES

Any student convicted of any drug-related criminal statute must notify the Associate Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and Georgia Tuition Equalization Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of Atlanta–Decatur need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

SUICIDE PREVENTION

1. In 1998, suicide was the eighth leading cause of death for all Americans, the third leading cause of death for those aged 15-24, and the second leading killer in the college population.
2. These statistics demonstrate the seriousness of suicide, which is often linked to untreated depression. Clinical depression affects more than 19 million adults every year.
3. Although women suffer from clinical depression and attempt suicide more than men, men are more likely to complete the act. Any talk of suicide by a friend or loved one should be taken seriously and help should be sought immediately.

SYMPTOMS

Depression and thoughts of suicide can impact a person's life in many different ways. Not everyone experiences depression and suicidal tendencies in the same way. Some people may have behavioral changes, while others experience physical changes.

DEPRESSION AND SUICIDE HAVE MANY COMMON WARNING SIGNS INCLUDING:

1. Sadness or anxiety
2. Feelings of guilt, helplessness or hopelessness
3. Trouble eating or sleeping
4. Withdrawing from friends and/or social activities
5. Loss of interest in hobbies, work, school, etc.
6. Increased use of alcohol or drugs
7. Anger

SPECIFIC SIGNS OF POTENTIAL SUICIDE INCLUDE:

1. Talking openly about committing suicide
2. Talking indirectly about "wanting out" or "ending it all"
3. Taking unnecessary or life-threatening risks
4. Giving away personal possessions

Depression alone or in combination with aggressive behavior, substance abuse and/or anxiety is found in over half of all suicides. If depression is present, substance abuse, anxiety, impulsivity, rage, hopelessness and desperation may increase the risks of suicide.

SUICIDE IS TRIGGERED BY A NUMBER OF THINGS INCLUDING:

1. Stressful events, such as a failed exam or failure to get a job
2. Crises in significant social or family relationships
3. Interpersonal losses
4. Changes in body chemistry
5. High levels of anger or anxiety

HOW TO HELP A FRIEND

If you notice any of the above warning signs in a friend or loved one, you have reason to be concerned. There are ways that you can be helpful to a friend or loved one who is thinking of taking their own life.

1. Be honest and express your concerns. For example, “You seemed really down lately; is something bothering you?”
2. Ask directly about thoughts of suicide. For example, “Have you thought of hurting yourself?” If suicidal thoughts are expressed it is important to contact the college student support staff, 9-1-1 or the local mental health association.
3. Listen and offer emotional support, understanding and patience.
4. Convey the message that depression is real, common, and treatable. Suicidal feelings are real and preventable.
5. Offer to accompany your friend to see a counselor.

EMERGENCY RESOURCES

Suicide Hope Line: Alcohol/Drug Abuse Hotline:
1.800. SUICIDE (784.2433) 1.800.333.4444

Domestic Violence Hotline: Gay & Lesbian National Hotline:
1.800.799.SAFE (7233) 1.888.THE.GLNH (843.4564)

Emergency County Mental Health Centers:

Cobb and Douglas Counties DeKalb County
770.422.0202 404.892.4646

Fulton County Gwinnett County
404.730.1600 770.985.2494

FIREARM POLICY

This policy specifies The Art Institute of Atlanta–Decatur’s policy on the possession of firearms by employees (regardless of employment status), students (regardless of status), and all others (anyone who enters school premises for any purpose) while on Art Institute property or while attending Art Institute-sponsored events.

The Art Institute of Atlanta–Decatur (herein after The Art Institute) is committed to maintaining workplaces and educational environments that are free of violence. This obligation includes eliminating recognized hazards that contribute to violence or serious harm. This policy applies to anyone on The Art Institute’s premises, unless otherwise prohibited by law. The Art Institute reserves the right, at its sole discretion, to change or terminate this policy, with or without notice to employees.

DEFINITIONS

Premises of The Art Institute: Any property, building, or portion of a building or property that The Art Institute owns or occupies, whether on a temporary or permanent basis, and any off-site premises where The Art Institute is conducting any activity sponsored by The Art Institute. **This includes all parking lots, parking areas, sidewalks and walkways, and all Art Institute-owned-leased vehicles and equipment.**

The Art Institute event: An event intended for Art Institute faculty, employees, students, or invited guests of the school; it is not intended for the general public. These activities include, but are not limited to, graduation events, receptions, meetings, and conferences.

The Art Institute-sponsored housing (i.e. The Art Institute Premises): Apartment units rented or owned by The Art Institute and licensed to students through The Art Institute for the purpose of living while attending an Art Institute school. The term includes but is not limited to common areas, including hallways, elevators, stairwells, parking areas, lounges, lawns and storage areas.

RESPONSIBILITIES

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Human Resources or a member of management. It is the responsibility of management and Human Resources to enforce compliance with this policy and to take corrective action when necessary.

GUIDELINES AND CONDITIONS

- a. Firearms, including concealed weapons, are not permitted on The Art Institute premises and/or at The Art Institute events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to The Art Institute or to The Art Institute's vendors and contractors (where approved by The Art Institute) may carry weapons.**
- b. Firearms are not permitted in any vehicle while the vehicle is parked on The Art Institute's property, whether said property is owned or leased by The Art Institute or provided to The Art Institute for its use, except where otherwise required by law and provided that the employee, student or visitor is licensed to carry the firearm, the firearm is not loaded, and the firearm owner has informed the facilities' owner/manager in advance of the presence of the unloaded firearm in the owner's vehicle in accordance with any applicable law.
- c. Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, the President or a member of management or a member of school staff.
- d. Violation of this policy is considered a serious offense that endangers the safety of anyone on The Art Institute premises. Any person violating this policy may be required to leave The Art Institute premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.

CAMPUS SAFETY AND EMERGENCY INFORMATION

It is important that you be prepared for the unlikely event of an emergency situation at The Art Institute of Atlanta-Decatur. Awareness of your surroundings and some forethought can prepare you and save critical time in the event of a fire or other emergency. Students who live in college-sponsored residential facilities should check with their residence life staff member for more specific information. The Art Institute of Atlanta-Decatur crisis manual, which contains further information on crisis policies and procedures, is located in the Office of Student Affairs on the second floor.

ACCESS TO ACADEMIC BUILDINGS

It is the policy of The Art Institute of Atlanta-Decatur that access to all campus facilities, including college-sponsored housing facilities, be limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to college 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 show a valid Art Institute identification card to gain access to campus facilities or services and may be subject to search.

Security Desks are located on the 1st and 2nd Floors of the campus at One West Court Square. After hours, the building is protected with electronically locked security doors and devices including cameras and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons are questioned and asked to leave.

ACCESS TO RESIDENTIAL FACILITIES

Jackson Square Apartments and Paces Park Apartments, the locations for Decatur campus college-sponsored housing, are gated communities. In addition, courtesy officers are on duty at both locations.

In the event of a crime in progress, dial 911.

CAMPUS LAW ENFORCEMENT

Persons employed as security personnel on the Decatur Campus at One West Court Square are trained in security, security problems, specific college rules and regulations, and the proper procedures of how to enforce them.

Unarmed security personnel at The Art Institute of Atlanta–Decatur are there at the direction of The Art Institute of Atlanta–Decatur, and are to assist students, faculty and staff of The Art Institute of Atlanta–Decatur. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Art Institute of Atlanta–Decatur Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed if they are at The Art Institute of Atlanta–Decatur campus they are instructed to call Decatur Police; Nadraqua Dawes, Associate Dean of Student Affairs; or the Campus Director if any illegal activity occurs.

Art Institute of Atlanta–Decatur student residents living in college-sponsored housing should contact a Resident Assistant or the Associate Dean of Student Affairs should an emergency arise.

EMERGENCY PREPARATION

Regular evacuation drills are held on both campuses and in college-sponsored residential facilities. It is required that you participate and that you cooperate with staff and faculty members conducting the evacuation. The following guidelines should help you with your planning:

1. Remain calm.
2. Know the procedures for a fire drill or evacuation as posted on each floor.
3. Be aware of at least two paths to safety.
4. Identify the location of the nearest stairway. Before entering a stairway, check to determine that it is safe.
5. If you cannot find a safe exit route, go to the nearest window and signal for assistance.
6. Persons with physical disabilities which prevent them from evacuating safely should wait in a safe stairway for assistance from emergency personnel.
7. **Do not** use the elevators.
8. If smoke is present, stay low and, if possible, cover your nose and mouth with a wet cloth.
9. Once you have evacuated the building, stay away from the building and from emergency personnel.
10. Do not re-enter the building until authorized to do so by emergency personnel.

EMERGENCY REPORTING

Dial **9.911** from any college telephone to reach local police, fire, or ambulance services. On Campus you can reach Security by dialing 678.358.9144.

COLLEGE POLICY REGARDING REPORTING OF FIRES

Any member of the community who becomes aware of any active or past fire must notify the Office of Student Affairs, Campus Security, or if the student resides in college-sponsored housing, the Department of Residence Life and Housing immediately.

WEATHER ANNOUNCEMENTS

If you have signed up for My Campus Alert, then you will be notified of inclement weather by the method that you registered for.

The Art Institute of Atlanta–Decatur is closed due to bad weather, announcements will be made on these stations:

- Radio: STAR94 (94.1 FM)
 WSB (750 AM)
 WGST (640 AM)
- Television: WAGA (Ch. 5)
 WGCL (Ch. 46)
 WXIA (Ch. 11)
 WSB (Ch. 2)
- Internet: <http://www.weatherclosings.com>.

Closings will also be announced on The Art Institute of Atlanta–Decatur’s main telephone number 404.942.1800.

MISSING PERSON NOTIFICATION POLICIES AND PROCEDURES

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Associate Dean of Student Affairs, Nadraqua Dawes. It is the policy of The Art Institute of Atlanta–Decatur that the Associate Dean of Student Affairs will investigate any report of a missing person that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the missing person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Office of Student Affairs, Campus Security, or, if the student resides in college-sponsored housing, the Department of Residence Life and Housing, will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The Office of Student Affairs will check student’s class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The Art Institute of Atlanta-Decatur can specify, through the emergency contact form provided to each student at orientation, a person or persons that The Art Institute of Atlanta–Decatur can contact in the event that the student is reported missing. This person would be contacted within twenty-four (24) hours of a missing person report being filed with the Office of Student Affairs. Note that this contact information is confidential and is shared only with college administrators who have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to local law enforcement agencies if there is a missing person investigation. If The Art Institute of Atlanta–Decatur is not able to locate a person reported missing within twenty-four (24) hours of the report, the Office of Student Affairs, Campus Security, or, if the student resides in college-sponsored housing, the Department of Residence Life and Housing notify the student’s designated “missing person” emergency contact.

1. If no separate emergency contact is identified, a parent or guardian as listed in college records will be contacted.
2. Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student’s general daily routine and any travel plans.

3. This person should be someone the student trusts to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, The Office or Student Affairs, Campus Security, or if the student resides in college sponsored housing, the Department of Residence Life and Housing will immediately notify local law enforcement agencies within this 24-hour window, as well as any other agencies where the missing student may be.

Note for students under the age of 18 and not emancipated: For any student under the age of 18 who is not emancipated, The Art Institute of Atlanta-Decatur must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs. Reports are kept in a secure location in the Office of the Associate Dean of Student Affairs. The annual crime report is prepared by gathering campus crime statistics and data from local police departments and other relevant information by the Associate Dean of Student Affairs.

PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY

All new Art Institute of Atlanta-Decatur 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 the security of 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 college-sponsored housing, and procedures for reporting any criminal activity or emergency. Students in college-sponsored housing are given the names and phone numbers of the Residence Life Coordinators, who live on the premises or are on-call, in case of an emergency. The Residence Life Coordinators 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. Art Institute of Atlanta-Decatur student support personnel encourage victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by The Art Institute of Atlanta-Decatur (contact Nadraqua Dawes, Associate Dean of Student Affairs) in a secure location.

In an emergency, the My Campus Alert System will inform members of campus community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S., as well as to on-campus email addresses and telephones. The messages are initiated by a member of The Art Institute of Atlanta-Decatur's crisis communication team only when required for safety purposes.

Information regarding registration for the My Campus Alert system is available in the Student Affairs office.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The campus provides seminars and workshops designed to heighten awareness of crime and its prevention. 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 Atlanta–Decatur, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by email, letters and handbills, posters. Incidents occurring at The Art Institute of Atlanta–Decatur student housing locations are announced by the distribution of notices to each student apartment.

Students are requested to review *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found

Notification of emergencies requiring immediate action or evacuation is disseminated via the voluntary My Campus Alert Emergency Notification System.

RELATIONSHIPS WITH LOCAL POLICE

The Art Institute of Atlanta–Decatur is located in Decatur, Georgia. The Art Institute of Atlanta–Decatur maintains close working relationships with the Decatur Police Department with periodic contact initiated by Art Institute of Atlanta–Decatur personnel to be updated on criminal offenses and arrests occurring on or near the campus and also to conduct safety and self defense workshops for students and staff.

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 Associate Dean of Student Affairs. Reports are kept in a secure location in the Office of the Associate Dean of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Atlanta-Decatur that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

To report emergencies or criminal acts occurring in college-sponsored housing, students should dial 911 to report a crime or emergency requiring an immediate response and then contact a residence life staff member.

Students and employees should promptly report all criminal actions and emergencies occurring on or around The Art Institute of Atlanta-Decatur facilities to the Campus Director either in person or by calling 404.942.1808. If the Campus Director is not available, you may contact any of the following staff members (Nadraqua Dawes, Sarah Gorham and the Decatur Police Department by dialing 911 or Art Institute Security at 678.358.9144.

In the event of fire or medical emergencies, staff and faculty should contact Decatur emergency services by dialing 911 and then notify the Associate Dean of Student Affairs and Art Institute Security.

SAFETY TIPS

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

AT HOME

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

WHEN WALKING

1. 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.
2. Know your neighborhood and the campus. Find out which buildings are open late (or early) and where you can go to summon help if needed.
3. 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.
4. Don't flaunt expensive jewelry, clothing, or "flash" cash.
5. Have your car or house key in hand and ready as you approach you vehicle or home.
6. Never hitchhike.

WHILE TRAVELING

1. 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.
2. 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.
3. 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 MARTA employee or the MARTA police.

SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of The Art Institute of Atlanta–Decatur that access to all campus facilities, including college-sponsored housing facilities, be limited to authorized personnel, students, and invited visitors. Visitors are at all times subject to college 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 show a valid Art Institute of Atlanta-Decatur identification card to gain access to campus facilities or services and may be subject to search.

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

SCHOOL SPECIFIC APPENDIX

ACCREDITATION AND LICENSING

INSTITUTIONAL ACCREDITATION

The Art Institute of Atlanta-Decatur is a branch of The Art Institute of Atlanta. The Art Institute of Atlanta is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of The Art Institute of Atlanta.

The Art Institute of Atlanta (Atlanta campus) is an accredited institutional member of the National Association of Schools of Art and Design (NASAD).

PROGRAM ACCREDITATION – THE ART INSTITUTE OF ATLANTA

The Interior Design program leading to the bachelor of fine arts degree is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503-4014

STATE LICENSING

The Art Institute of Atlanta-Decatur is licensed by the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084.

APPROVALS AND AUTHORIZATIONS

The Art Institute of Atlanta-Decatur is approved for veteran's administration education benefits. The Art Institute of Atlanta-Decatur is authorized under federal law to enroll non-immigrant alien students.

GENERAL POLICIES

ART INSTITUTE OF ATLANTA-DECATUR PROPERTY

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

STUDENT EVALUATIONS AND SURVEYS

You are encouraged to provide feedback on The Art Institute of Atlanta-Decatur's performance. Student evaluations and course surveys are distributed each quarter and annually and you will have an opportunity to evaluate The Art Institute of Atlanta-Decatur on a general survey.

“STUDENT RIGHT-TO-KNOW” ACT

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the Admissions Office at both campuses.