



2007/2008

Student Handbook

VOLUME 54, NUMBER 1

OCTOBER 2007

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 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.

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Atlanta, Georgia 30328-1635

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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.



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LETTER FROM THE PRESIDENT

Dear Art Institute Student

Welcome to The Art Institute of Atlanta! We are pleased and honored that you have chosen to continue your education at The Art Institute.

The Art Institute of Atlanta has a rich tradition and history of excellence with thousands of outstanding alumni in the professional creative and culinary fields. As a student, you are the beneficiary of this strong legacy. I encourage you to take advantage of the many resources available to you as you work to reach your goals and to earn your college degree. All of us are here to help you achieve success.

I look forward to meeting each of you in the weeks and months ahead. Please take the opportunity to introduce yourself to me. My office is on the second floor.

Good luck and enjoy!

Janet S. Day
President



MISSION STATEMENT

The Art Institute of Atlanta is a private college of creative professional studies. We prepare students for careers in design, media arts, and culinary arts by providing an educational environment, with attention to changing technologies and other requirements of the global marketplace. Our success is measured by our ability to:

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

ABOUT THIS HANDBOOK

Your Art Institute of Atlanta 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.

The Art Institute of Atlanta Student Handbook incorporates by reference The Art Institute Catalog and 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.

STATEMENT OF STUDENT COMMITMENT

I perceive myself as artistic and creative.

I believe in myself and am committed to the work I do.

I demonstrate ethics in the work I produce.

I possess clear career goals.

I choose to attend regularly and participate actively in learning activities.

GETTING THE MOST FROM YOUR EDUCATION

At The Art Institute of Atlanta, our role is to provide educational services to help you develop your potential. An Art Institute 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, 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 of Atlanta 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

Fall Quarter 2007

First day of classes	October 1
Mid-Quarter Start	November 8
Winter 2008 registration begins	November 12
Thanksgiving Holiday	November 21-25
Final examinations/critiques	December 4-12
Portfolio Show	December 14
Graduation	December 14
Fall Quarter ends	December 15

Winter Quarter 2008

First day of classes	January 7
Martin Luther King, Jr. Holiday	January 21
Mid-Quarter Start	February 14
Presidents' Day Holiday	February 15
Spring 2008 registration begins	February 18
Final examinations/critiques	March 11-19
Portfolio Show	March 20
Winter Quarter ends	March 22

Spring Quarter 2008

First day of classes	March 31
Mid-Quarter Start	May 8
Summer 2008 registration begins	May 12
Memorial Day Holiday	May 26
Final examinations/critiques	June 3-10
Portfolio Show	June 13
Graduation	June 13
Spring Quarter ends	June 14

Summer Quarter 2008

First day of classes	July 7
Mid-Quarter Start	August 14
Fall 2008 registration begins	August 18
Labor Day Holiday	September 1
Final examination/critiques	September 2-9
Portfolio Show	September 12
Summer Quarter ends	September 13
Fall Quarter 2008	
First day of classes	September 29

HOURS

BUILDING AND LAB HOURS

Building Hours

Monday – Friday	6:30 a.m. – 11:00 p.m.
Saturday	7:30 a.m. – 10:00 p.m.
Sunday	9:00 a.m. – 10:00 p.m.

Audio Studio (Fourth Floor)

Monday – Friday	24 hours
Saturday	7:00 a.m. – 9:00 p.m.
Sunday	11:00 a.m. – 7:00 p.m.

Audio Equipment Checkout (Fourth Floor)

Monday – Friday	7:00 a.m. – 10:30 p.m.
Saturday	7:00 a.m. – 9:00 p.m.
Sunday	11:00 a.m. – 7:00 p.m.

Coffee Bar (First Floor)

Monday – Friday	8:00 a.m. – 6:00 p.m.
Saturday	8:30 a.m. – 2:00 p.m.

Computer Labs (Second Floor)

Monday – Friday	7:00 a.m. – 12:00 a.m.
Saturday	7:00 a.m. – 9:00 p.m.
Sunday	11:00 a.m. – 7:00 p.m.

Deli and Grill (Fifth Floor)

Monday – Thursday	7:00 a.m. – 6:00 p.m.
Friday	7:00 a.m. – 5:00 p.m.

Library - Learning Resource Center (Third Floor)

Monday – Thursday	7:30 a.m. – 10:00 p.m.
Friday	7:30 a.m. – 6:00 p.m.
Saturday	8:30 a.m. – 4:30 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

Photo Lab and Photo Equipment Checkout (Fourth Floor)

Monday – Friday	7:00 a.m. – 10:30 p.m.
Saturday	7:00 a.m. – 9:00 p.m.
Sunday	11:00 a.m. – 7:00 p.m.

Supply Store (First Floor)

Monday – Thursday	7:00 a.m. – 8:00 p.m.
Friday	7:00 a.m. – 6:00 p.m.

Video Studio and Video Equipment Checkout (Fourth Floor)

Monday – Friday	7:00 a.m. – 10:30 p.m.
Saturday	7:00 a.m. – 9:00 p.m.
Sunday	11:00 a.m. – 7:00 p.m.

OFFICE HOURS

Academic Affairs Office (Fourth Floor)

Monday – Thursday	7:30 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 6:00 p.m.
Saturday	8:30 a.m. – 12:30 p.m.

Academic Support Center (Second Floor)

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

Accounting (Third Floor)

Monday – Thursday	7:30 a.m. – 7:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.

Admissions (First Floor)

Monday – Thursday	7:30 a.m. – 8:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 4:00 p.m.

Advising Center (Second Floor)

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

Career Services (First Floor)

Monday – Thursday	7:30 a.m. – 7:00 p.m.
Friday	7:30 a.m. – 6:00 p.m.

Registrar (Fourth Floor)

Monday – Thursday	7:30 a.m. – 7:00 p.m.
Friday	7:30 a.m. – 6:00 p.m.

Student Affairs (First Floor)

Monday – Thursday	7:30 a.m. – 7:00 p.m.
Friday	7:30 a.m. – 6:00 p.m.

Student Financial Services (Second Floor)

Monday – Thursday	7:30 a.m. – 8:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 3:00 p.m.

IMPORTANT TELEPHONE NUMBERS

Emergency	9.911	Graphic Design	770.689.4791
The Art Institute of Atlanta	770.394.8300	Housing Office	770.689.5085
Academic Advising Center	770.689.4811	Illustration & Design	770.689.5021
Academic Affairs	770.689.4811	Interactive Media Design	770.689.4816
Academic Support Center	770.689.4947	Interior Design	770.689.4991
Accounting	770.689.5088	International Student Services	770.689.4827
Admissions	770.394.8300	Library	770.689.4885
Advertising	770.689.4821	Media Arts & Animation	770.689.5042
Art Foundations	770.689.5021	Photo Cage	770.689.4854
Audio Production	770.789.5036	Photographic Imaging	770.689.4791
Career Services	770.689.4827	President	770.689.4818
Counselor	770.689.4827	Registrar	770.689.4881
Creations	770.689.4851	Security	770.689.4853
Culinary Arts	770.689.4751	Service Bureau	770.689.4805
Digital Media Production	770.689.4751	Student Activities	770.689.4827
Disability Services	770.689.4827	Student Affairs	770.689.4827
Fashion & Retail Management	770.689.4847	Supply Store	770.689.4906
Financial Aid	770.689.4824	Transcript Hotline	770.689.5077
Game Art & Design	770.689.4816	Visual Effects & Motion Graphics	770.689.5042
General Education	770.689.4783	Visual & Game Programming	770.689.4816
		Weather Announcements	770.394.8300

QUESTIONS? ANSWERS

Check on financial aid	Student Financial Services (Second Floor)
Find a part-time job	Career Services (First Floor)
Locate an apartment	Student Affairs (First Floor)
Inquire about accommodations for a disability	Student Affairs (First Floor)
Need a copy of college transcript	Registrar (Fourth Floor)
Want to pay a college bill	Accounting Office (Third Floor)
How to register for classes	Advising Center (Second Floor)
Not satisfied with a grade I received	Course Faculty Member
Join a club or participate in the Student Leadership Council	Student Affairs (First Floor)
Talk with someone about a personal problem	Student Affairs (First Floor)
Develop a professional résumé	Career Services (First Floor)
Lost or found items	Student Affairs (First Floor)
International student questions	Student Affairs (First Floor)
Get a good cup of coffee	Coffee Bar (First Floor)
Get verification of enrollment	Registrar's Office (Fourth Floor)
Find a tutor for a course I'm taking	Academic Support Center (Second Floor)
Locate a doctor or dentist	Student Affairs (First Floor)
Need student health insurance	Student Affairs (First Floor)
Ask about calendar for the next quarter	Your student handbook/Registrar
Inquire about transfer credit	Academic Affairs Office (Fourth Floor)

Find a faculty member or department chair	Academic Affairs Office (Fourth Floor)
Interested in studying abroad?	Advising Center (Second Floor)
Find out about activities and events happening on campus	This Week Kiosks in the Lobby Student email
Talk to someone about a class	Your Department Chair, Advising Center, or a Faculty Member
Injured on campus	Student Affairs (First Floor)
Buy a discount Marta Pass	Supply Store (First Floor)
Purchase a Daily or Quarterly Parking Permit	Supply Store (First Floor)
Impress someone special with an extraordinary gourmet dinner	Creations Dining Lab (Fifth Floor – reservations required)
Register for next quarter	Begins week 7 of each quarter
Interested in an Art Institute Online Course?	Advising Center (Second Floor)
Nearing graduation?	Academic Affairs Office (Fourth Floor)
Ask about VA benefits	Registrar (Fourth Floor)
Hungry? How about an entrée with one or two sides and a Coke?	Deli (Fifth Floor)



WHAT YOU NEED TO KNOW

ACADEMICS

ACADEMIC ADVISING

Your department chair or a member of the Advising Center staff is designated as your academic advisor at The Art Institute of Atlanta. In addition to helping you succeed with your educational goals, the 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.

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 drop/add period.

ACADEMIC PLACEMENT

Prior to the beginning of classes, you are placed academically through ASSET or COMPASS testing, previous SAT or ACT scores, or advanced standing 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 or the Department Chair for Academic Support.

ACADEMIC SUPPORT

Transitional Studies

If you are found to need improvement in English or math skills through academic placement, you will be required to enroll in transitional studies courses in addition to your normal program of study requirements. These courses are designed to bring your English and mathematics skills to a level of proficiency that ensures further achievement. You may be required to take one or two transitional studies courses, representing four or eight quarter credits, charged at the normal per-credit charge for coursework. Transitional studies courses are not applied to the credits required for graduation.

Tutoring

Should you require less formalized remediation or need tutorial assistance in any course, you may participate in computer-based, peer, or faculty-assisted tutorial programs based in the Academic Support Center. This lab is specifically designed to assist students with writing, grammar, mathematics, and study skills. Tutors can also help you with basic computer skills.

ACADEMIC TRAVEL ABROAD

Study-Abroad Program Advising Center (Second Floor)

Initiated at The Art Institute of Atlanta in 2001, the Study Abroad Program provides academic travel opportunities in the U.S. and abroad for student not only at The Art Institute of Atlanta, but also at many other Art Institutes across the country. Off-campus study for credit represents a unique investment in an arts career, allowing students to experience other cultures and languages, enriching their academic and professional life, and exposing them to art, design, and culinary arts in a global context.

Over the past five years, the Study Abroad Program has sponsored trips throughout the world, including Austria, Canada, China, England, Finland, France, Germany, Greece, Italy, Russia, Spain, Sweden, Switzerland, Turkey, and Wales, as well as the Northwestern United States.

For some quarter-break trips, students may earn course credit. To earn credit, students typically submit a journal of notes from the trip, write a substantial research paper, and/or produce portfolio-quality visuals based on their research and experience as part of the course requirements associated with their particular trip.

While most Study Abroad trips are scheduled during quarter breaks, quarter-abroad opportunities may also be available in which students enroll in regular Art Institute courses taught by Art Institute faculty abroad. In 2006, quarter-abroad programs will be offered in Strasbourg, France; Engelberg, Switzerland; and Berlin, Germany.

The Study Abroad Program creates new trips each year. These educational adventures allow students to travel, explore, and immerse themselves in the cultures and design concepts, the art and architectural history, and the culinary arts studied in their classes. The cost of the trips is in addition to regular college tuition and fees, but may, in some cases, be included in the student's overall financial plan. To qualify for participation in a Study Abroad Program trip, students usually must be full-time for two consecutive quarters prior to travel.

FACULTY

Among all the services provided for you at The Art Institute, none is more crucial than that provided by the faculty members with whom you will interact. The Art Institute's faculty includes talented active professionals and quality teachers whose top objective is to ensure your future success. 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.

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 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 prearranged public or private transportation and, in some instances, overnight accommodations. Students participating in these 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.

LIBRARY - LEARNING RESOURCE CENTER (THIRD FLOOR)

The Library – Learning Resource Center is one of the most important resources available to you as a student of The Art Institute of Atlanta. It contains materials that support The Art Institute's instructional program and it provides resources for broadening your horizons for serious study and research.

Schedule

Monday – Thursday	7:30 a.m. – 10:00 p.m.
Friday	7:30 a.m. – 6:00 p.m.
Saturday	8:30 a.m. – 4:30 p.m.
Sunday	1:00 p.m. – 5:00 p.m.

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. Furthermore, vandalism including 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. Overdue material will result in a Hold being placed in your college record.

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.

GALILEO – GEORGIA LIBRARY LEARNING ONLINE

You can access GALILEO from any Art Institute computer. Access from your home computer requires the use of a password, obtainable in the Library. GALILEO is a collection of databases covering a wide range of subject matter. Among the resources included are the *Academic Search Elite* with full-text coverage of articles in more than 1,200 periodicals; abstracts and indexing for more than 3,000 periodicals; and coverage of *The Wall Street Journal*, *The New York Times*, and the *Christian Science Monitor*. Another useful resource is *The Grove Dictionary of Art*, an encyclopedia of 41,000 articles covering art and artists worldwide. Access is also provided to 100,000 searchable images. The *Lexis-Nexis Academic Universe* is also available for your use. Lexis-Nexis contains access to more than 5,000 newspapers; legal, medical, and trade publications; company financial reports; and much more.

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 college'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:

- directs quarterly registration.
- maintains your academic records.
- records midterm and final grades.
- releases academic transcripts.
- processes transcript requests.
- advises veterans regarding their education benefits.
- maintains attendance records.
- 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 begins on Monday of week seven (7) of each quarter. All students have an assigned day on which they will be able to register. After the assigned days, registration is open to all students until four days before the next quarter begins.

Online registration is accessible at <http://stu.ait.edu>. All registration-related information can be found by clicking on "Academic Services" or by clicking on the red "Registrar's Office" icon, which will take you to the Registrar's Office Web site. Then click on "click here for REGISTRATION INFORMATION."

1. **Login and Password** – Login and password information is available at the Print Service Bureau, room 222. This process may take a couple of days, so be sure to do this well in advance of your assigned registration day. Once 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 "ACADEMIC SERVICES." On 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 Affairs office on the 4th floor. The Art Institute of Atlanta 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 department chair. A listing of department chairs and their office location and hours can be found by accessing the student account, clicking on the red "REGISTRAR'S OFFICE" icon or going directly to the Registrar's Office Web site at <http://stu.ait.edu/~bp031>. Click on "Click here for Registration Information," then select "Need Advising?"

5. **Prerequisites** – Prerequisite lists are available on the Web. Login to your student account and click on the red "REGISTRAR'S OFFICE" icon or directly to the Registrar's Office Web site at <http://stu.ait.edu/~bp031>. Click on "Click here for Registration Information." 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 your student account 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.

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, 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 your Department Chair or Department Chair to officially withdraw from the college.

7. Official Schedule

- i. An official schedule is required to attend classes at The Art Institute of Atlanta which 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' week 10 of every quarter (by the Registrar's Office.) All holds must be cleared regardless of hold type (urgent or non-urgent) before schedules can be picked up.

STUDENT LIFE AND ACTIVITIES

ENJOYING ATLANTA

Atlanta is a vibrant and diverse city that offers a wealth of things to do.

Atlanta is certainly more than its fictional portrait in "Gone With the Wind." Atlanta's reality includes being the birthplace of Martin Luther King Jr. and its tradition of diversity to include people from all over the U.S. and all over the world, especially since the 1996 Centennial Olympic Games.

In the metro Atlanta area, you can enjoy everything a major metropolitan area can offer, from clubs and concerts to galleries, the Aquarium, and museums, Braves baseball games to rollerblading. The High Museum of Art and the Michael C. Carlos Museum are wonderful resources for students of the applied arts, as are the Atlanta Contemporary Art Center and the dozens of art galleries throughout the city. You'll find movies from Hollywood hits to foreign films to movies by new creative minds at Image Film and Video or Garden Hills Cinema. You'll also find terrific places to eat (about 8,000 at last count), from taquerias on Buford Highway to trendy cafes in Buckhead and barbecue all over town.

Where do you find out about stuff to do? Try <http://www.accessatlanta.com>, *Creative Loafing*, *Atlanta Magazine*, or check the listings included in your Student Handbook calendar.

There is a lot to do at The Art Institute as well...carnivals, student socials...not to mention clubs and organizations oriented to your professional or personal interests. There are also reduced-price tickets certain for events in Atlanta. On a more serious note, the student activities office also coordinates college community service programs, leadership development workshops, and quarterly blood drives. Not only will you enjoy taking part in activities, you will find it a great way to gain leadership experience that will contribute to your professional life.

STUDENT CLUBS

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. 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, contact the director of student development in the student affairs office.

American Culinary Federation (ACF)

A national association of professional chefs, cooks, pastry chefs, and culinary educators, ACF provides educational opportunities for culinary students, as well as for established professionals. For more information, contact the culinary arts department or visit the ACF Web site at www.acfchefs.org.

American Institute of Graphic Artists (AIGA)

AIGA advances the graphic design profession through competitions, exhibitions, publications, professional seminars, educational activities, and projects in the public interest. For student membership information, contact the graphic design department.

American Society of Interior Designers (ASID)

Membership in the student chapter of ASID is open during the fall and winter quarters. Activities include community service projects, such as Christmas at Callanwolde, and working with ASID professional members on projects. ASID meets monthly and offers field trips and social functions. For more information, contact the interior design department.

The Animation Group

The Animation Group provides a forum for animation students to engage in discussion, skill development, and networking while at The Art Institute of Atlanta.

Aspiring Sound Engineers (ASE-Audio)

ASE offers audio production students the opportunity to work together and learn more about the field. Activities include presentations by industry professionals, roundtable discussions, and social events for students to work collaboratively.

The Fashion Group

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

GAME Mod & Design Club (Game Art & Design)

An organization for game art & design students supporting students interested in creating new interactive game experiences and discussing the different game industries.

SPECIAL INTEREST CLUBS

Allies

Allies' goal is to provide a safe environment where gay, lesbian, bisexual, and transgender students can find support, acceptance and friendship among peers. The group is open to all members of the student body.

The Art of Drama

The Art of Drama provides Art Institute of Atlanta students with the opportunity to display their creative talents and abilities through the dramatic arts.

International Student Association

An organization for students interested in internationally themed events, ISA includes all international students; domestic students are welcome to join. Quarterly activities include international coffee hours, international celebrations, potluck dinners, visits to ethnic restaurants, and other events of special interest to students and the college community.

International Interior Design Association (IIDA)

The Art Institute of Atlanta's student chapter of The International Interior Design Association offers professional networking opportunities for student members. Members are provided unique opportunities to engage in industry related discussions, events and professional opportunities within the interior design field.

Rooted 4 Life

Rooted for life is an organization that welcomes all individuals with an interest in deepening their Christian walk, or just simply want to know more about the faith. The organization provides a positive environment for fellowship with other students.

Student Ambassadors

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

- have a 3.0 minimum GPA;
- are enrolled in 12 or more credit hours each quarter; and
- 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.

THE STUDENT LEADERSHIP COUNCIL

The Student Leadership Council works to enhance and unify the college community by providing an opportunity for growth and personal development of students through both planning and participation in social, cultural, and educational events that compliment The Art Institute of Atlanta's academic mission.

The main goals of the SLC include:

- To help organize student activities and events at the school and in the community to promote student involvement.
- To Support other student organizations and work collaboratively with these organizations.
- To facilitate the exchange of ideas and information among students.
- To provide leadership opportunities for students within the college.

To become a part of the Student Leadership Council please contact the Office of Student Affairs.

RESIDENCE LIFE

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.

The college provides convenient, fully-furnished apartments with amenities including telephone service, basic cable service, a swimming pool, workout room, and, at MetroPointe Lofts, a student lounge, study lounges, a TV lounge, volleyball and basketball courts, and a game room equipped with pool and air hockey tables, pinball machines, and video games.

Housing costs are in addition to tuition and fees.

The Art Institute of Atlanta 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.

INTERNATIONAL STUDENT SERVICES *Student Affairs – First Floor*

The Art Institute 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 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, of equal importance, American students have much to gain by getting to know international students and the cultures they bring with them.

COUNSELING SERVICES *Student Affairs-First Floor*

The Art Institute recognizes that college life is exciting, yet challenging. College counselors are 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 in counseling include relationship issues, depression, anxiety, stress, sexuality, time management, substance abuse, and balancing school, work, and family. Counselors provide confidential short-term counseling, crisis intervention, and community referrals when necessary. Counseling staff also conduct frequent outreach and mental health-related workshops for you that are designed to increase awareness in areas such as diversity, social skills, personal identity, and overall health and wellness.

DISABILITY SERVICES *Student Affairs Office – First Floor*

The Art Institute of Atlanta 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 their success at The Art Institute of Atlanta.

The Art Institute is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services office. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs at 770-689-4827. Complaints will be handled in accordance with the college's complaint procedures.

PARKING AND TRANSPORTATION

Parking is available in lots adjacent to The Art Institute and in each of the residence areas. A parking permit is required for which a fee is charged. Permits may be purchased from the Supply Store (First Floor). If you choose to drive, you should be aware that parking space is limited and you will want to arrive early enough to find a space prior to your classes. Parking in any lot other than a clearly marked Art Institute lot will result in your vehicle being towed at your expense.

(Additional information may be found in the section on Parking Procedures in this handbook.)

To avoid the problems of traffic and limited parking, consider using carpooling or public transportation. The MARTA Sandy Springs rail station (North Springs Line) is only a short walk from the campus. Not only is MARTA less expensive than driving, it's a safer and more convenient alternative. Route maps and additional information concerning ride-sharing and public transportation are available in the Student Affairs Office. Monthly and weekly MARTA passes are available in the Supply Store at discounted rates.

Parking Regulations

The following regulations are intended to facilitate safe and convenient parking for students, faculty, staff, and guests of The Art Institute of Atlanta. Parking space is provided for Art Institute students in the lots adjacent to the main building. Animals may not be left in vehicles parked in an Art Institute parking lot.

Registration

You may register to park by purchasing a quarterly parking permit and displaying it, or by purchasing daily parking permits. Quarterly parking permits are valid from the first day of the appropriate quarter to the last day, and are most cost effective when purchased at the beginning of the quarter. Daily parking permits are valid only on the day they are purchased, and provide an affordable alternative for students who do not come to the campus as often as others.

Displaying Your Permit

Permits must be hung on the rearview mirror in such a manner as to make it appear clearly when viewed through the front windshield and daily permits should be placed on the dashboard facing upward so as to make them clearly visible. Vehicles not displaying permits properly will be towed or booted and subject to towing charges or a fee for removal of a boot. Failure to display a current permit – even if one has been purchased – will result in booting.

Carpools, Multi-car Drivers

If you carpool with another student, you may purchase a carpool permit at a lower cost. This permit will also allow you to park in specially marked “Carpool Only” parking spaces. As with other permits, carpool permits must be properly displayed to avoid booting or towing. Moving the permit from one car to another is permissible; **however, the permit must be properly displayed on the vehicle that is parked at The Art Institute.**

Parking for Persons with Disabilities

The college provides parking spaces for persons with disabilities requiring closer access. Vehicles parked in designated spaces must clearly display a disability permit issued by the Georgia Department of Public Safety (404-657-9300) in addition to an Art Institute parking permit. Vehicles not displaying the required permit may be towed at the owner's expense and are subject to a fine of up to \$500.

Bicycle Parking

A bicycle rack is conveniently located at the south end of the parking deck. You will need a locking device to secure your bicycle.

Motorcycle Parking

Motorcycles parked in designated motorcycle spaces are NOT required to display a parking permit. If a designated space is not available, consult the parking attendant.

Special Permit Parking

If you have a temporary, short-term condition, that hinders your mobility and requires special consideration, you may be granted a special parking permit allowing you to park in a visitor space. Apply for special parking consideration at the Supply Store.

Enforcement

College traffic and parking regulations are enforced Monday through Friday from 6:30 a.m. to 11:00 p.m.. Failure to abide by these regulations and guidelines may result in your receiving a citation and/or having your vehicle booted or towed at your expense. Violation of traffic and parking regulations may also be considered conduct violations subject to the Student Conduct Code. Cars parked in other Embassy Row parking lots will be towed by at the owner's expense.

Please Note: The Art Institute of Atlanta assumes no responsibility for any motor vehicle operated or parked in an Art Institute lot or any other facility or for the contents of these vehicles. The Art Institute will not be responsible for any vehicle towed or booted.

For Your Convenience

Parking spaces located in close proximity to the campus are limited. You will find it easier to find a parking space if you leave sufficient time prior to your classes. Even more convenient is ride-sharing or using MARTA. For more information, contact the Student Affairs Office.

Do....

- Display a current Art Institute of Atlanta parking permit and park in designated parking spaces in The Art Institute lot.
- Lock your vehicle and remove your keys and other valuables from it.
- Be alert for pedestrians.
- Observe traffic regulations, posted speed limits, etc.
- Ridepool or use MARTA whenever possible.

Don't....

- Park in spaces reserved for visitors or persons with disabilities.
- Park in areas posted "Visitor" or "No Parking" or where the curb is painted red or yellow.
- Park in loading areas.
- Park in lots other than those marked for The Art Institute – adjacent to Buildings 100 or 600. Cars parked in other Embassy Row, MARTA, or NorthPark parking lots will be ticketed and towed at your expense.

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 for students including scholarships, educational loans, and campus employment.

STUDENT ACCOUNTING OFFICE *Third Floor*

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 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.

STUDENT FINANCIAL SERVICES *Second 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:

- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal PLUS Loan
- Federal Perkins Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Sallie Mae Creative Educational Loan
- Sallie Mae SLM Loan
- HOPE Scholarship Programs
- Georgia Tuition Equalization Grant (GTEG)
- College-sponsored scholarships
- 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, you must meet the following criteria:

- Be a legal resident of Georgia for at least one year prior to enrollment in a post-secondary institution.
- Be a 1996 or later graduate of an eligible high school if this is your first time attending college.
- Earn at least a 3.0 cumulative GPA from your high school or from all colleges and universities attended. (HOPE Standards)
- If you entered The Art Institute 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.
- Submit official transcripts from all postsecondary institutions attended, regardless if transfer credit was granted by The Art Institute of Atlanta. 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 very 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.
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's satisfactory academic progress policy is included in the Policies section of this handbook. 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 college.
8. If you withdraw from The Art Institute prior to completing the requirements for graduation you may owe a balance to the college. 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.

TUITION AND FEE - REFUND POLICY

The policy below is the tuition and fee refund policy as stated in The Art Institute of Atlanta application for admission.

Refund Policy

In the event of withdrawal by the student or termination by The Art Institute during any quarter of study:

1. Prepaid tuition for any period beyond the current quarter will be refunded in full.
2. The Art Institute shall terminate the student when the student has missed seven (7) (consecutive) class days [or within twenty (20) calendar days from the student's last day of attendance, whichever is less] and The Art Institute shall pay the refund within thirty (30) days of that written termination date. The refund shall be paid to the student unless payment to a lender or other entity is required by the terms of a student financial aid program in which The Art Institute participates.
3. The student may voluntarily withdraw from training by notifying the office of the registrar in person or in writing. For a student who attended a previous quarter of study and did not indicate that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.
4. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute may modify the tuition refund policy as deemed appropriate to the circumstances.
5. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by The Art Institute. The Art Institute reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
6. Each academic quarter is eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter.
7. In the event The Art Institute cancels or changes a course or program of study in such a way that a student who had started a program or course is unable to complete it, The Art Institute will refund all monies paid by the student for the course or program within thirty (30) days.

Refund Policy for Online Course Withdrawal

Students who withdraw from a Session I or Session II online course after the drop/add period are treated the same way as if they withdrew from an on-ground class. Session II classes begin the day after Session I classes end and run five weeks. The ending date of Session II classes may not coincide with the ending date of on-ground classes.

REFUND CALCULATIONS

Return of Federal Title IV Aid

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The college will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter/semester, the student may need to return some of those funds. If the student needs to return funds, the college will notify the student regarding how much is owed, and how it is to be returned.

ADJUSTMENT OF CHARGES

In accordance with Georgia policy, the school will earn tuition and fees and other charges, as follows:

<i>Quarter Start</i>		<i>Mid-quarter Start</i>	
Weeks 1 and 2	25%	Days 1–2	5%
Weeks 3 through 50% of the quarter	50%	Day 3–Week 1	10%
50% of the quarter through week 6	75%	Week 2	25%
After Week 6	100%	Week 3	50%
		After Week 4	100%

The Art Institute will first calculate how much needs to be returned under the federal return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid.

If there is additional money to be refunded from federal funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance made up of non-Title IV funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

If kits, components of the kit, books, or supplies, are returned to the supply store in re-salable condition within 21 days of withdrawal, a credit will be given.

All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal.

Examples of the calculations for this policy are available in the student accounting office.

Withdrawal

The process of withdrawing from The Art Institute begins with your obtaining a withdrawal form from your Academic Advisor or Department Chair. Completed withdrawal forms must be submitted to the Office of the Registrar. The refund policies outlined above shall apply in the event that a student withdraws, is suspended or is terminated from The Art Institute.

Impact of Attending Classes During Drop/Add Period on Withdrawal

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, the refund and adjustment policies outlined above shall apply.

CAREER SERVICES AND EMPLOYMENT

GENERAL INFORMATION

As you near the completion of your program of study, you will meet individually with a career advisor knowledgeable in your field of study to review career goals, job-search strategies, interview techniques, and résumé development. In addition to the one-on-one counseling provided by advisors in the Career Services Department, the career development course, which is required of every student, provides extensive career preparation. The Career Services Department coordinates the quarterly Portfolio Show and frequent career days. 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's graduate success rates. Graduate success information is available at the Career Services office.

The degree programs of The Art Institute are designed to prepare you for entry-level positions in your field. The college 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. 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. On-going communication with employers through telephone calls and mailings keeps employers current with the programs and talented graduates available to them from The Art Institute. 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.

PART-TIME EMPLOYMENT SERVICES

Career Services Office – First Floor

The Career Services Office will assist you in locating part-time employment 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. The student employment advisor can assist you in finding suitable employment by posting a daily listing of part-time jobs. In addition, there are quarterly job fairs and on-site recruiting events. Students in later quarters can apply for field-related positions.

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

INTERNSHIPS

Internships with local employers are available for qualified students while attending classes. Periodically, the Career Services Department will coordinate an Internship Fair for both visual arts and culinary arts 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 is required to obtain course credit for internships.

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 and can give feedback on markets throughout the country. The Art Institute of Atlanta believes that continued contact with its alumni is important and maintains a relationship with alumni through periodic events, mailings, newsletters, email, and exhibitions.

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

OTHER SERVICES

IDENTIFICATION CARDS

Your ID card is provided at the time you enroll for your first quarter and must be carried anytime you are on the campus or at a college housing facility. Identification cards are the property of The Art Institute of Atlanta 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 you will need 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 which honor it as identification.
- Special discounts provided by some retailers, theaters, and restaurants.
- Use of all computer resources.
- Using a College shuttle service.

You will be required to show your ID to gain access to Art Institute facilities. Replacement identification cards are available at the Fourth Floor Photo Cage. The replacement fee is \$4.00.

TECHNOLOGY SERVICES

As a registered student you will receive an email address, access to the Internet, and space for building your own home page. Laboratories dedicated to academic programs are located throughout The Art Institute and wireless access is available to students with laptops and wireless cards in several locations. Students who live in college-sponsored housing have access to the Computer Lab at MetroPointe Lofts. Your email address is one of the official channels of communication between you and The Art Institute...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, at the video and photo checkout windows on the fourth floor, and at the service bureau on the second floor.

GENERAL INFORMATION

EMERGENCY INFORMATION

It is important that you be prepared for the unlikely event of an emergency situation at The Art Institute of Atlanta. 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 resident assistant or other residence life staff member for more specific information.

Reporting an Emergency

Dial **9.911** from any college telephone to reach local police, fire, or ambulance services. On campus you can reach Security by dialing **404.787.5084**.

Preparing for an Emergency

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

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

WEATHER ANNOUNCEMENTS

When The Art Institute 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's main telephone number 770.394.8300.

Messages

Art Institute staff are unable to take messages for students except in cases of emergency.

HEALTH INSURANCE AND MEDICAL REFERRALS

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.

ACCREDITATION

The Art Institute of Atlanta is accredited by the Commission on Colleges of the Southern Association of Colleges & Schools (SACS, 1866 Southern Lane, Decatur, GA 30033-4097; telephone number 404-679-4501) to award diplomas and the associate in arts, bachelor of arts, bachelor of science, and the bachelor of fine arts degrees. The associate in arts in culinary arts and associate in arts with a concentration in baking and pastry are both accredited by the American Culinary Federation (ACF). The bachelor of fine arts in interior design is accredited by the Council for Interior Design Accreditation.

The Art Institute of Atlanta operates branch campuses located at:

The Art Institute of Washington
The Ames Center
1820 N. Ft. Myer Drive
Arlington, VA 22209

The Art Institute of Tennessee-Nashville
100 Centerview Drive, Suite 250
Nashville, TN 37214

The Art Institute of Charleston
24 North Market Street
Charleston, SC 29401

The Art Institute of Atlanta is authorized to offer instruction by the Georgia Nonpublic Postsecondary Education Commission (2082 East Exchange Place, Suite 220, Tucker, GA 30084; telephone number 770.414.3300; fax number 770.414.3309). The Art Institute is approved for the training of veterans and eligible veterans' dependents and is authorized under federal law to enroll non-immigrant alien students.

OPEN-DOOR POLICY

The Art Institute'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.

STUDENT EVALUATIONS AND SURVEYS

You are encouraged to provide feedback on The Art Institute's performance. Student evaluations and course surveys are distributed each quarter and annually and you will have an opportunity to evaluate The Art Institute on a general survey. In addition, student comment forms and mailboxes are located in Coffee Bar (*first floor*) and Deli (*fifth floor*) or by email at ideas_aia@aia.edu.

PEOPLE AND PLACES

COFFEE BAR

First Floor

Need a quick snack, a sandwich, or a great breakfast? Perhaps a cup of gourmet coffee or a soda during a break between classes? The *Coffee Bar* is a hot spot to grab a quick bite and mingle with your classmates. The outdoor patio and picnic tables are great places to relax during good weather. The Coffee Bar is open from 10:00 a.m. to 6:00 p.m. Monday through Thursday.

CREATIONS

Fifth Floor

Creations is an upscale dining lab operated by culinary arts students. It serves as a laboratory where students work in a "real world" setting under the watchful eyes of a supervising chef. Lunch and dinner are served several days each week during the quarter. *Creations* is open to the public, faculty, staff, and students. Check the posting for dates and seating times or call 770.689.4851 for reservations.

DELI AND GRILL

Fifth Floor

The *Deli* is a great place to visit for lunch or dinner. The Deli has a varied menu of hot and cold dinners and sandwich combos, including cheeseburgers, chicken fingers, and fries. Hours are:

Monday – Friday 7:00 a.m.–10:30 a.m. and 11:00 a.m.–6:30 p.m.

COMMUNICATIONS OFFICE

Third Floor

One of the most important roles of the *Communications Office* is to communicate student, faculty, and staff successes throughout the college and the community. This office works with Student Affairs, Academic Affairs, Admissions, Human Resources, and Career Services to "get the word out." They work with Student Financial Services on raising money for scholarships and with Admissions to communicate with prospective students. Gallery shows and visiting artist lectures are coordinated through Communications. In addition, the Communications Office is your main connection to student contests, many with wonderful prizes like software, hardware, cash prizes, and even trips. Entering and winning contests looks great on a résumé! Check in *This Week* or in the literature racks in Suite 300 near the Communications Office for information.

SUPPLY STORE

First Floor

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

THE JANET S. DAY GALLERY

First Floor

The *Janet S. Day 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.

GUIDE TO RESIDENCE LIFE

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 Contract from the Offices of Residence Life or Student Affairs.

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.

RESIDENTIAL LOCATIONS

METROPOINTE LOFTS

(Housing for new and continuing students)

MetroPointe Lofts
800 West Marietta St.
Atlanta, Georgia 30318
Phone: 404-689-5085

Amenities: Pool, fitness center, study lounges, computer lab, game room, TV lounge, and volleyball/basketball courts. Basic cable service, local telephone, high-speed Internet, and all utilities are included.

Accommodations: Fully furnished apartments house four students in individual bedrooms with private bath and separate locks. A kitchen, living room, and laundry are shared. Access to the building is controlled by electronic door locks.

Transportation: A shuttle to and from MetroPointe and the MARTA train station is provided to students free of charge. Students are responsible for the cost of the transportation. Discounted MARTA cards can be purchased at the Ai Atlanta bookstore.

Community Office: The community office is located in the MetroPointe Lofts apartment complex. It is comprised of the service desk, the offices of the Residence Life Coordinators and the computer lab. The office provides spare-key checkout, repair requests, multipurpose room reservations and package pickup, assistance with roommate conflicts and educational referrals.

Hours: Monday through Friday from 9:00 a.m.–6:00 p.m.

Saturday from 12:00 Noon–4:00 p.m.

Sunday closed

In the event of an emergency, a professional housing staff member is on call twenty-four hours a day (770.689-5085) or call 911.

MOUNT VERNON PLACE

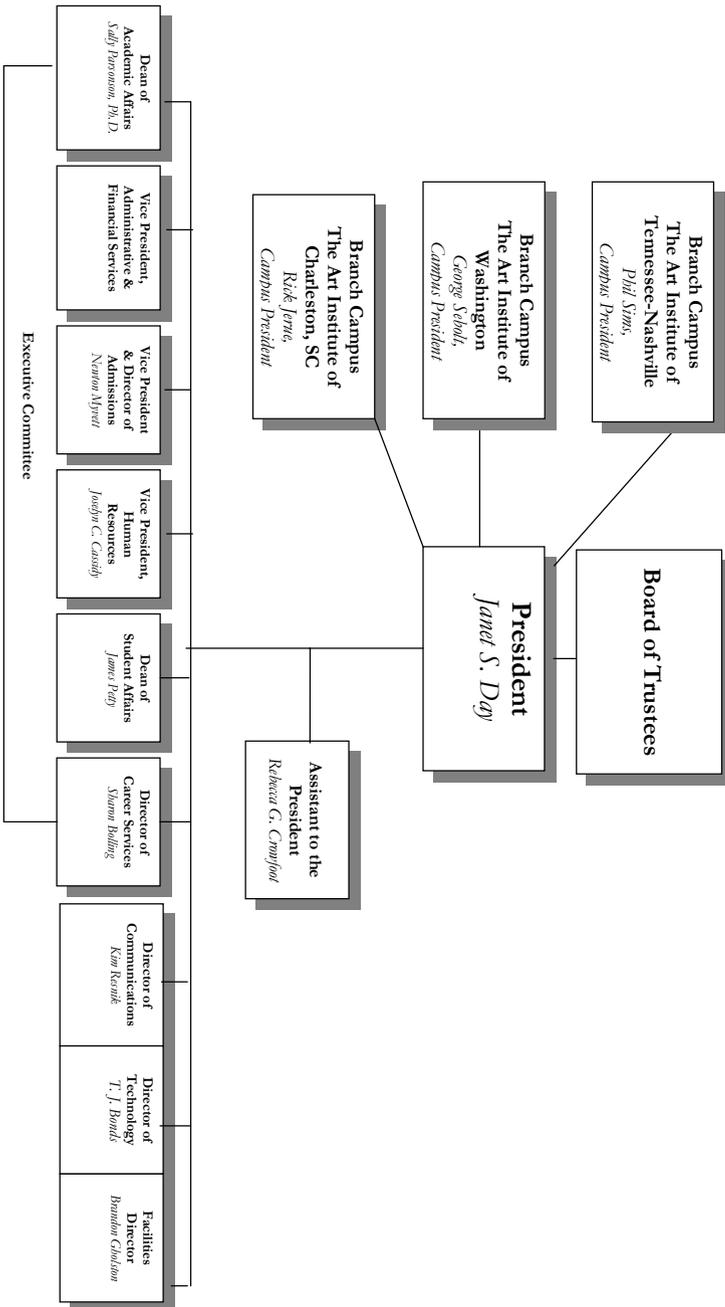
(Honors Housing – previous housing experience and GPA requirements)

Mt. Vernon Place Apartments
1265 Mt. Vernon Highway
Atlanta, GA 30338

Amenities: Pool, fitness center, clubhouse, and tennis courts. Basic cable service, local telephone, and all utilities are included.

Accommodations: A limited number of spaces are available at Mt. Vernon Place for students who have previously lived in college-sponsored housing and who have demonstrated high academic performance. Four students live in a two bedroom/two bath apartment.

ORGANIZATION CHART



DUNWOODY PLACE

(Housing for students twenty-one years of age or older)

Dunwoody Place Apartments
6850 Peachtree Dunwoody Rd.
Atlanta, GA 30328

Amenities: Pool, fitness center, and clubhouse. Basic cable service, local telephone, and all utilities are included.

Accommodations: A limited number of spaces are available at Dunwoody Place for students are at least 21 years of age or older. Four students live in a two bedroom/two bath apartment.

Residents of Mount Vernon Place or Dunwoody Place needing assistance should contact the Residence Life Coordinator at 770-689-4827. The Residence Life Coordinator's office at the college is located in the Office of Student Affairs.

STUDENT SUCCESS

Your academic success is crucial and you'll want to make the best use of the opportunity you have to attend college. Housing staff members are available to assist you whether it's help with time management, the need for a tutor, or simply someone with whom you can discuss an academic concern. From time to time, you will have an opportunity to attend one of the many workshops on good study habits, stress management, and other topics you'll find useful.

FACILITIES AND SERVICES

Apartment Furnishings

Dunwoody Place and Mount Vernon Place

Each bedroom is furnished with two twin-sized beds, dressers, a night stand and lamp, desk and desk chair. Each apartment living room is furnished with a sofa, lounge chair, coffee table, end table, and dining table with four chairs. The kitchen is equipped with a stove, microwave, frost-free refrigerator with an ice maker, dishwasher, garbage disposal, and washer and dryer. Apartment windows are treated with blinds.

MetroPointe Lofts

Each bedroom is furnished with a full-sized bed, a dresser, a night stand, desk, and desk chair. Each bedroom has a private closet and bathroom. The living room is furnished with a sofa, lounge chair, coffee table, end table, and two bar stools. The kitchen is equipped with a stove, microwave, refrigerator with an ice maker, dishwasher, garbage disposal, and washer and dryer. Apartment windows are treated with blinds.

TELEPHONES

Basic local telephone service is provided in each apartment. A telephone jack is located in the kitchen and in each bedroom of the apartment. You must furnish your own phone or check one out from the housing office. You will be responsible for your own long-distance service and may want to consider a calling card or pre-paid phone card.

COMPUTER LAB

Do you have a project due for class or maybe you just want to check your email? The computer lab located at MetroPointe Lofts is available to you daily during posted hours.

MAIL AND PACKAGES

Mail is handled by the US Post Office. Mailboxes are located in each apartment complex. In order to receive mail, you must write your address as follows:

MetroPointe Lofts:

Your name
800 West Marietta St.
Apartment #
Atlanta, Georgia 30318

Dunwoody Place:

Your name
Apartment #
6850 Peachtree Dunwoody Rd.
Atlanta, Georgia 30328

Mount Vernon Place: *addresses vary depending on the location within the complex. See your Resident Assistant for more information.*

Students can claim packages at each of the property sites' leasing offices.

MAINTENANCE

MetroPointe residents may request repairs in apartments or common areas by contacting the housing office. Dunwoody Place and Mount Vernon Place residents should contact the housing office or a Residence Life Coordinator.

PARKING

Parking is provided at no extra cost at Dunwoody Place, Mount Vernon Place, and MetroPointe Lofts. Students park at their own risk and liability.

SECURITY/SAFETY

Mount Vernon Place and Dunwoody Place are gated communities. MetroPointe Lofts is a controlled access community which provides Courtesy Officers that patrol both the interior and exterior of the complex during the hours that the leasing office is closed. You will find additional useful information about ways to ensure your safety in the section titled *Safety Tips* in this handbook.

Need more information? Your housing contract and the residence life *Community Living Guide* contain additional important information. If you have questions, contact a residence life staff member.

GENERAL POLICIES

The Art Institute of Atlanta Student Handbook is available online at http://www.artinstitutes.edu/atlanta/students_handbook.asp.

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 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.

APPROPRIATE ATTIRE

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

ART INSTITUTE PROPERTY

You are responsible for any Art Institute 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.

CHILDREN AND GUESTS

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

ILLNESS OR INJURY

If you are injured or become ill at The Art Institute, 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.

NON-DISCRIMINATION POLICY

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

NON-FRATERNIZATION POLICY

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

PERSONAL PROPERTY

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

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

PORTABLE TELECOMMUNICATIONS DEVICES

The Art Institute of Atlanta 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 prohibits the use of portable telecommunications devices (cellular telephones, pagers, beepers, radios, etc.) in classrooms during class meetings. Such devices should be disabled prior to class periods to prevent their inadvertently sounding during classes.

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

POSTERS, FLYERS, AND BANNERS

The Art Institute provides bulletin boards for your use in several areas. Students may place posters and flyers which are in good taste and meet college guidelines on these bulletin boards with approval from the 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 REENTRY PROCESS

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

PROCEDURE FOR REENTRY AFTER ACADEMIC TERMINATION

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

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

"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.

STUDENT RIGHTS AND RESPONSIBILITIES

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

As members of The Art Institute of Atlanta community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute 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's mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

ELEMENTS/VIOLATIONS

The following is a list of behaviors that violate The Art Institute of Atlanta Student Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors. Additional violations are described elsewhere in this Handbook and in Residence Life Community Guide and are incorporated herein.

1. Persistent or gross acts of willful disobedience or defiance toward college personnel.
2. Assault, battery, or any other form of physical abuse of a student or college employee.
3. Fighting.
4. Verbal abuse of a student or college employee.
5. 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.
6. Any conduct that threatens the health or safety of oneself or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code.
7. Harassment by any means of any individual, including coercion, stalking, 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.
8. Any form of unwanted sexual attention or unwanted sexual contact.
9. Violations by a guest of a student on college property. Students are responsible for the actions of their guests.
10. Theft, attempted theft, vandalism/damage, unauthorized possession, or defacing of college property or the property of another student, faculty, or staff member.
11. 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).
12. Use of cell phones and pagers in labs or during scheduled classroom times.
13. Unauthorized entry into, or use of, college facilities.
14. Skateboarding.
15. Forgery, falsification, alteration or misuse of college documents, records or identification.
16. Dishonesty, including but not limited to cheating, plagiarism (submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship), or knowingly supplying false information or deceiving the college and/or its officials.

17. Substitution for, or unauthorized collaboration with, another person in the commission of academic requirements.
18. Forgery, alteration, or misuse of any Art Institute document relating to academic status.
19. False claims of performance for work that has been submitted by the student.
20. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by Art Institute officials.
21. Extortion.
22. Violation of Art Institute safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.
23. Breach of peace on college property or at any college-sponsored or supervised program.
24. Use, sale, possession or distribution of illegal or controlled substances, drugs, or drug paraphernalia on college property, in college-sponsored housing, or at any function sponsored or supervised by The Art Institute. Being under the influence of illegal or controlled substances on college property, in college-sponsored housing, or at any college function is also prohibited.
25. Use, possession, sale, or serving of alcohol of any type in prohibited areas of the campus and college residences. Being under the influence of alcohol on Art Institute property, college-sponsored housing, or at any college function is also prohibited.
26. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on college property or at college sponsored functions.
27. Smoking in classrooms or other college buildings or areas including college-sponsored housing unless designated as a smoking area.
28. Failure to satisfy Art Institute financial obligations.
29. Failure to comply with direction of college officials, faculty, staff, or security officers who are acting in the performance of their duties.
30. Failure to identify oneself when on college property, in college-sponsored housing, or at college-sponsored or supervised functions, upon request of a college official acting in the performance of his/her duties.
31. Violation of federal, state, or local laws and college rules and regulations on college property, in college-sponsored housing, or at sanctioned or college sponsored functions.
32. Any form of "hazing" and any act that endangers the safety of a student or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.
33. 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 and/or its reputation.
34. Any violation of the student housing contract, rules and regulations and/or the college-sponsored housing community guide.
35. Any violation of the institution's policies on the responsible use of technology including, but not limited to
 - The theft or abuse of computer, email, Internet, or Intranet resources.
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - Unauthorized transfer of a file.
 - Unauthorized downloading of copyrighted materials in violation of law.
 - Unauthorized use of another individual's identification and/or password.
 - Use of computing facilities to interfere with the work of another student, faculty member, or college official.
 - Use of computing facilities to send obscene or abusive messages.
 - Use of computing facilities to interfere with normal operation of the college's computing system.

36. Abuse of The Art Institute disciplinary system, including but not limited to:
 - Failure to obey the summons of a disciplinary body or college official.
 - Falsification, distortion, or misrepresentation of information before a disciplinary body or college official.
 - Disruption or interference with the orderly conduct of a disciplinary proceeding.
 - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding.
 - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding.
 - Failure to comply with the sanction(s) imposed under the student conduct policy.
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system.
37. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

DISCIPLINARY PROCEDURES

The following procedures outline the process of adjudicating charges against students for having violated one or more sections of the Conduct Code. They are intended to provide for fairness and due process in an efficient and timely manner. It is important, however, to remember that a college disciplinary hearing is not a court of law. The Art Institute's procedures are less formal and more appropriate to a collegiate community.

The following procedures apply both in cases of academic and non-academic misconduct. The term *hearing officer* shall be considered to refer to the Dean of Academic Affairs or her/his designee in cases of alleged academic misconduct and/or to the Dean of Student Affairs or her/his designee in cases of alleged non-academic misconduct.

COMPLAINTS

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

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

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

NOTIFICATION AND ADJUDICATION

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

PROCEDURES REGARDING STUDENT DISMISSALS

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

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

- Hearings normally shall be conducted in private.
- Admission of any person to the hearing shall be at the discretion of the Hearing Officer.
- In hearings involving more than one accused student, the Hearing Officer, at her/his discretion, may permit the hearing concerning each student to be conducted separately.
- The complaining party (which may be a member of the Administration) and the accused student may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer. The number of witnesses permitted may be limited by the Hearing Officer.
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion.
- All procedural questions are subject to the final decision of the Hearing Officer.
- After the hearing, the Hearing Officer shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from The Art Institute of Atlanta is an appropriate sanction for the offense(s).
- The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the accused student violated a rule, regulation, or policy of The Art Institute of Atlanta.
- The Hearing Officer shall provide the student with a copy of the determination, including information regarding the student's right of appeal therefrom.

INTERIM SUSPENSION

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

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

PRELIMINARY HEARING

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

STUDENT CONDUCT COMMITTEE

In certain cases and at the sole discretion of the Hearing Officer, the Hearing Officer may refer consideration of charges against a student to the Student Conduct Committee for a hearing.

Committee Composition

The Student Conduct Committee shall be composed of no fewer than three members of The Art Institute of Atlanta faculty and/or staff. The Committee shall be chaired by the Hearing Officer who will not vote except in the case of a tie.

Procedural Rights of the Student

Students accused of an act of misconduct and summoned to a hearing before the Student Conduct Committee shall have the right to:

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

Committee Procedures

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

1. The chair of the Student Conduct Committee shall set the date, time, and place of the hearing, shall notify the members of the hearing committee, and shall summon all principals in the case.
2. All procedural questions are subject to the final decision of the Committee Chair who shall have the authority to use broad discretion in structuring the hearing and in determining the number of persons who testify.
3. Members of the hearing body are expected to disqualify themselves if their personal involvement in the case being heard is of such a nature as to prejudice their judgment.
4. Admission of any person to the hearing shall be at the discretion of the Chair.
5. Decisions of the hearing body shall be by majority vote with the Chair voting in the event of a tie.
6. The hearing body shall provide a brief written summary of each case with recommendations for appropriate disciplinary action to the Hearing Officer and to the student involved.
7. If accepted, the Hearing Officer will implement the committee's recommendations.

Hearing Guidelines

In general, hearings of the Student Conduct Committee will follow the following guidelines:

1. The hearing will begin with the reading of charges against the accused.
2. Matters regarding procedure will be explained and clarified if necessary by the Chair.
3. Evidence supporting the charges will be provided to the Committee by the Hearing Officer. It will not be required that persons submitting evidence be present if they have provided statements to the Hearing Officer or have submitted written statements relevant to the charges.
4. Questions concerning the charges and supporting evidence may be entertained by the Chair.
5. The person charged will be given an opportunity to present a defense and to produce witnesses on her/his behalf.
6. Questions from members of the Committee concerning the charges and defense may be entertained by the Chair.
7. The person charged as well as those bringing the charges will be excused from the hearing room and the Committee will deliberate the charges and make a recommendation to the Hearing Officer.
8. The Committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated a rule, regulation or policy of The Art Institute of Atlanta.
9. The Committee Chair shall provide the student with a copy of the determination, including information regarding the student's right of appeal there from.

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

APPEAL PROCEDURES

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

- The student must initially obey the terms of the decision, i.e., a student who has been suspended from the college may not be on college property; a student dismissed from college-sponsored housing must leave according to the directions indicated by the decision.
- The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute of Atlanta or her/his delegate. This must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to Art Institute policies and procedures. It must be delivered to the President or his/her delegate within seven calendar days following receipt of the decision.
- The President or his/her designee may appoint an *ad hoc* committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial decision. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the President or her/his delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within 30 calendar days from receipt of the appeal. This decision shall be final.

VIOLATIONS OF LAW

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

SEARCH OF STUDENT'S PROPERTY

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

SANCTIONS

The Art Institute 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 reserves the right to immediately impose the most severe sanction if circumstances merit.

The following sanctions are representative of those that may be imposed, individually or in combination, on a student for a violation of Art Institute policies:

Reprimand

When a student is reprimanded, oral and/or written notification shall be made to the student, warning that continuation or repetition of the specified conduct may be the cause for further disciplinary action. A reprimand becomes part of a student's disciplinary record in the Student Affairs Office, but is not a part of the student's academic record.

Community Service

The Dean of Student Affairs may confer with the student and prescribe a project beneficial to the individual, campus or community. This project may be given alone or in conjunction with other sanctions, or in substitution for other sanctions, if the project is successfully completed.

Restitution

A student who has committed an offense resulting in damage or misappropriation of property or who has caused injury to another person may be required to reimburse The Art Institute, the other owner, or injured person. In cases involving damage to or loss of the property, restitution shall be limited to the actual cost of repair or replacement; in the case of personal injury, the student will be expected to reimburse the injured person for medical expenses and related costs.

Class Hold

A student who fails to appear for an initial hearing or any subsequent hearing may have a *hold* placed on his/her attendance preventing her/him from attending classes until the *hold* is removed.

Removal from College Housing

The student will be immediately dismissed from college-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.

Disciplinary Probation

A student on probation is considered not to be in good standing with The Art Institute and his/her enrollment as a student on probation may be conditioned upon adherence to Art Institute policies and regulations. Any student placed on probation will be notified of the terms and length of the probation. Any conduct in violation of the probation may result in the imposition of additional restrictions, suspension, or expulsion.

Disciplinary Suspension

Severance of the student's relationship with The Art Institute for a specific period of time during which the student will be withdrawn from classes and may not visit the campus except when on official Institute business. The student will be informed of the conditions for readmission when appropriate.

Dismissal

Dismissal entails a permanent separation from The Art Institute of Atlanta. The imposition of this sanction shall permanently become a part of the student's disciplinary record.

Discretionary Sanctions

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

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

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

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

STUDENT COMPLAINT PROCEDURES

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 Dean of Student Affairs if related to non-academic issues or to the 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 staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the 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 President'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

or you may contact:

The Commission on Colleges
 Southern Association of Colleges & Schools
 1866 Southern Lane
 Decatur, Georgia 30033-4097
 Phone: 404.679.4501

Student Grievance Procedure For Internal Complaints Of Discrimination And Harassment

The Art Institute of Atlanta does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, or any other characteristic protected by state, local, or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: James Petty, Dean of Student Affairs, The Art Institute of Atlanta, 6600 Peachtree Dunwoody Rd., Atlanta, GA 30338; 770-689-4828; jpetty@aii.edu.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt, and reliable determination about whether The Art Institute of Atlanta non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with James Petty, Dean of Student Affairs, The Art Institute of Atlanta, 6600 Peachtree Dunwoody Rd., Atlanta, GA 30338; 770-689-4828; jpetty@aii.edu or for academic matters with Dr. Sally Parsonson, Dean of Academic Affairs, 6600 Peachtree Dunwoody Rd., Atlanta, GA 30338; 770-689-4810; sparsonson@aii.edu. 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. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Student Affairs or the Dean of Academic Affairs.
2. The person accused of discrimination will have 14 calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs or the Dean of Academic Affairs.
3. The Dean of Student Affairs or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses 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. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
4. The Dean of Student Affairs or the Dean of Academic Affairs will determine whether a violation of The Art Institute of Atlanta non-discrimination policy has occurred. The Dean of Student Affairs or the Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Student Affairs or the Dean of Academic Affairs determines that the policy has been violated, the Dean of Student Affairs or the Dean of Academic Affairs will also recommend corrective action.

5. The decision of the Dean of Student Affairs or the Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of Atlanta. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Dean of Student Affairs or the 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.
6. 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.

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 Web site at <http://www.ed.gov/ocr>.

ARBITRATION POLICY

You and The Art Institute of Atlanta (The Art Institute or the college) agree that any dispute or claim between you and The Art Institute (or any company affiliated with The Art Institute, or any of its officers, directors, trustees, employees, or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at The Art Institute of Atlanta, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Atlanta intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with the college, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute will select one.

The Art Institute of Atlanta agrees that it will not elect to arbitrate any individual claim of less than \$5,000 that you bring in small claims court (or in a similar court of limited jurisdiction subject to expedited procedures). If that claim is transferred or appealed to a different court, however, or if your claim exceeds \$5,000, The Art Institute reserves the right to elect arbitration and, if it does so, you agree that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

If either you or The Art Institute of Atlanta chooses arbitration, neither party will have the right to a jury trial, to engage in discovery, except as provided in the applicable arbitration rules, or otherwise to litigate the dispute or claim in any court (other than in small claims or similar court, as set forth in the preceding paragraph, or in an action to enforce the arbitrator's award). Further, you will not have the right to participate as a representative or member of any class of claimants pertaining to any claim subject to arbitration. The arbitrator's decision will be final and binding. Other rights that you or The Art Institute of Atlanta would have in court also may not be available in arbitration.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institute of Atlanta will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Atlanta. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 1.800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 1.800.474.2371.

The above supersedes any inconsistent arbitration provision published in any other document.

ACADEMIC POLICIES

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

ATTENDANCE POLICY

Course Attendance

You should be prepared to start the quarter on the first day of classes and to add/drop courses early in the first week of the quarter to minimize absences. Students who do not attend any meetings of any classes during the schedule adjustment period will be dropped from the class roster to allow other students to add that class to their schedules.

It is the goal of this policy to improve the academic performance of students in the classroom by stressing the importance of course attendance and reinforcing the work-ready expectations of employers for employee attendance.

Requirements

1. You are required to attend all class meetings, to arrive on time, and to stay for the duration of the class.
2. Faculty policies for marking absences related to tardiness to class, tardiness in returning from break, or leaving class early are stated in course syllabi. Students are required to abide by these policies.
3. Students who violate the attendance policy will be suspended from the course.
4. Appeal policies are available at the Registrar's Office.

Attendance Verification

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

Medical Leave

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

1. A completed Exit From Program Form obtained from the Registrar's Office indicating medical leave intent.
2. A letter from the student indicating their request to obtain medical leave must be submitted to the Registrar's Office.
3. Supporting documentation from a physician indicating the duration of medical leave.*
4. Final notification from the physician indicating the release date upon which the student can return to college.

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

Personal/Bereavement Leave

Personal/Bereavement leave requests require similar documentation as medical leave requests. See the Registrar's Office for details.

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.

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 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.

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, 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.

CHANGE OF DEGREE LEVEL

To change from an associate's degree program to a bachelor's degree program, you must have successfully completed 36 credit hours (not including Transitional Studies courses) and have a Cumulative Grade Point Average of at least 2.5.

CHANGE OF ACADEMIC PROGRAM

You may change your academic program only one time during your course of study. Changing within the program from day to evening or from one degree level to another is not considered a change of program. A change of program or degree level cannot be made during the last quarter of study. Changing from an associate's program to a bachelor's program for the same program is not considered a change of program. Courses taken in one program applicable to the second program shall be transferred with the grade. If students have taken a course more than once, all grades relevant to that course shall apply to the second program. Grades earned in the original program shall count toward the cumulative grade point average. For ICR purposes only those courses transferred will apply to the new program. The maximum allowable time frame shall be calculated as the total number of credits in the program minus the number of credits applied to the new program X 150%. Example: If a student transfers 36 credits to a new program consisting of 180 credits, the calculation would be $180-36=144 \times 150\%=216$ credits. Second example: If a student earned 36 credits in the original program that are applicable to the new program, but transfers 48 credits due to repeating failed classes, then the maximum allowable timeframe is reduced to 198 credits.

COURSES OUTSIDE THE PROGRAM OF STUDY

At The Art Institute of Atlanta, 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 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 operates under a quarter credit-hour system recognized by the state of Georgia to assess academic performance. Art Institute 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-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.

ACADEMIC FREEDOM OF EXPRESSION

The Art Institute of Atlanta 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.

GRADING SYSTEM

The Art Institute 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 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 grade points x 4 credit hours = 16 grade points earned

B = 3 grade points x 8 credit hours = 24 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 grade points + 24 grade points = 40 total grade points

40 grade points earned divided by 12 total hours earned = 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 by the student's total credit hours earned from all quarters at The Art Institute.

Grade Codes and Policies

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

K--Transfer credit. Awarded for credit-hours transferred from other accredited post-secondary (college-level) institutions. Applies to graduation credit requirements. Does not compute in GPA or CGPA. Does not count as credit attempted. (For more information, see policy on transfer credit on page 65 of this handbook.)

P--Proficiency credit. Credit-hours awarded through examination (i.e., CLEP or AP test), documented previous work experience, or portfolio review. Applies to graduation credit requirements. Does not compute in GPA or CGPA and does not count as credit attempted. (For more information, see policy on transfer credit on page 65 of this handbook.)

N--Non-credit. Assigned for courses such as labs with 0.0 credit.

S--Suspended. When student is suspended from The Art Institute for disciplinary reasons or attendance problems. Does not compute in GPA or CGPA. 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. Does not compute in the GPA or CGPA. Does count as credit attempted.

WF--Withdrawal Fail. When student withdraws from individual classes or total program of study after the ninth week of classes. Computes in GPA and CGPA as an F. 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 Department Chair. 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, fourth 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.

Reports to Parents or Guardians of Dependent Students

Parents or guardians of dependent students are an integral part of the enrollment process and subsequent educational process. They have a vested interest regarding their student's progress and potential for success.

The Art Institute wishes to maintain a relationship with guardians and parents while developing an adult relationship with its students. This relationship is important in students' professional development and maturation. Therefore, grade reports are available to students online and may also be emailed to parents or guardians of dependent students at the student's written request. In addition, The Art Institute of Atlanta reserves the right to contact parents or guardians of dependent students when administrative action is being taken or when students do not positively respond to efforts deemed by faculty and/or staff members to be in their best interest.

Reports on Independent Students

Grade reports for independent students will be provided for the student only. Should you wish to have your grade report made available to your parents, guardians, or another person, you must complete a *Consent to Disclosure of Educational Records* form at the Registrar's Office.

GRADUATION REQUIREMENTS

To qualify for graduation, all students must:

- receive passing grades for all required coursework.
- accumulate the total credit requirements for a program through course work, transfer credit, or proficiency assessment.
- take last quarter of study before graduation at The Art Institute of Atlanta.
- earn no more than 50 percent of the total required credits for graduation through advanced standing credit evaluation, including: credit for testing, portfolio review, articulation or transfer agreements, and/or transfer credit from another institution (the maximum is 75 percent from other member schools of The Art Institutes).
- achieve a minimum CGPA of 2.0.
- if a student in advertising, audio production, digital filmmaking & video production, fashion & retail management, game art & design, graphic design, illustration & design, interior design, interactive media design, media arts & animation, photographic imaging, visual effects & motion graphics, or visual & game programming, compile a portfolio of their work, pass the portfolio class, and exhibit their portfolio in an Art Institute portfolio show.
- satisfy all financial obligations to The Art Institute.

An outline of portfolio standards, projects, and general criteria is separately provided for students in the above programs. These portfolio requirements are periodically reviewed and updated, and The Art Institute reserves the right to alter or modify these requirements any time to enhance graduate employment potential.

The development of student portfolios is a continuing process beginning early in each program. During their final quarter, students must submit their portfolios to their Academic Department Director and faculty for critique. Unsatisfactory portfolio pieces must be replaced with acceptable work before the portfolio show and graduation.

To receive a degree and/or final transcript, all financial obligations to The Art Institute of Atlanta must be satisfied.

Application for Graduation

Students must apply for graduation at the Registrar's office the quarter before they intend to graduate. Students planning on participating in the Commencement Ceremony will order their caps and gowns at this time. Caps and gowns will be available in the Supply Store approximately two weeks prior to the Commencement Ceremony.

Graduation Fee

All graduating students are assessed a graduation fee at the beginning of their final quarter (\$50 for 2007-2008).

ADVANCED PLACEMENT, TRANSFER AND PROFICIENCY CREDIT & EXEMPTION FROM COURSEWORK

Students applying to The Art Institute of Atlanta may be eligible to receive advanced standing credit in a number of ways: through participating in College Board Advanced Placement (AP) or International Baccalaureate (IB) courses and writing the examinations for those courses during their secondary school careers, or by successfully completing other programs included in articulation agreements that may have been established between The Art Institute of Atlanta and their high schools; by earning college credit at other accredited post-secondary institutions; by completing the requirements of a transfer agreement established between the post-secondary institution they attend before coming to The Art Institute of Atlanta; through the College Level Examination Program (CLEP); through training or other educational experience in the military as measured through DANTES or DSST examinations; or as the result of experience obtained in the workplace or through other means, as demonstrated through a portfolio of their work and additional supporting documentation.

In all cases, new students are responsible for informing their assistant director of admissions (ADA) and their academic advisor during the application and enrollment process of any educational experiences they may have had which they feel could lead to advanced standing credit at The Art Institute of Atlanta. Any documentation supporting the award of advanced standing credit, including, but not limited to: copies of examination score reports, official copies of final college transcripts from other post-secondary institutions, or portfolios of outside work and any required supporting documentation must be submitted to the credit transfer coordinator, via the Assistant Director of Admissions, well in advance of registration for a student's first quarter at The Art Institute. No advanced standing credit will be awarded later than the end of the fifth week of a student's first quarter. Currently, enrolled students who change from one Art Institute of Atlanta degree program to another Art Institute of Atlanta degree program, however, are responsible for informing the credit transfer coordinator once that change becomes official so that a re-evaluation of previously submitted transcripts may be completed based on the requirements of the new degree program. A request for re-evaluation of these transcripts must be made when the change of program or degree program is submitted to the Registrar.

Once all supporting documentation has been received by the credit transfer coordinator, decisions on advanced standing credit are normally communicated to the student through the Admissions Office within two weeks. Those students who believe additional advanced standing credit may be due to them should speak with their admissions representative, their academic advisor, or with the transfer credit coordinator immediately following the initial notification of award of advanced standing credit. It is strongly suggested that students avoid registering for any course for which they expect to receive advanced standing credit until a final response from the credit transfer coordinator has been issued.

The Art Institute assumes no responsibility for classes remaining on students' schedules after the drop/add period where transfer or proficiency credit has subsequently been awarded, or where exemption has been granted. Students will be charged for any courses remaining on their schedule after that period, even though advanced standing credit may be awarded after the drop/add period has concluded. In addition, the awarding of advanced standing credit does not guarantee students early completion of their programs due to possible prerequisite and scheduling restrictions.

Specific requirements for each kind of credit are outlined below.

Credit for Advanced Placement (AP) and International Baccalaureate (IB) Courses

If you participated in AP or IB programs during your secondary school career and took the applicable examinations, you may be eligible for credit for equivalent courses at The Art Institute of Atlanta. Students must earn a score of 3 or higher on an AP exam or a score of 4 or higher on an IB exam. Copies of AP or IB score reports must be submitted to the Admissions Office as part of the application process. Advanced placement credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Credit for Secondary School Articulation Agreements

The Art Institute of Atlanta has established articulation agreements for certain high school programs throughout the United States. Students eligible for advanced standing credit resulting from such an articulation agreement should submit an articulated credit application and any required documentation to the transfer credit coordinator as part of the application process. Articulated credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Credit for Courses Taken at Other Post-Secondary Institutions

Students may be eligible to receive advanced standing credit for Art Institute of Atlanta courses based on work completed at other post-secondary institutions. In general, for a student to receive general education required or elective credit for prior post-secondary coursework, that post-secondary institution must either be accredited by an accrediting body recognized by the Council for Higher Education Accreditation (CHEA). In the event that a student has taken courses online through another educational service, he or she may be eligible to receive transfer credit if that educational service is currently accredited by the Distance Education and Training Council (DETC), or if it has been validated by the American Council on Education's College Credit Recommendation Service (CREDIT). In other cases, equivalent courses in the program may be transferable from a non-regionally or non-ACICS/ACCSCC accredited institution if that prior post-secondary institution is accredited by one of the more specialized accrediting bodies, such as the National Association of Schools of Art and Design (NASAD), the American Culinary Federation (ACF), or the Council for Interior Design Accreditation.

Every effort will be made to award transfer credit to students who have attended an accredited post-secondary institution for equivalent Art Institute courses as long as they have earned a grade of C or higher. In the event that the course is technologically based, it must also have been taken within the past three years. For technology-based coursework older than three years, students who can prove they have remained current with that technology should contact the credit transfer coordinator well in advance of first quarter registration to apply for possible proficiency (P) credit for those courses. These requirements also apply to courses taken at another Art Institute.

Transfer credit will be recorded on the student's transcript as K credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

In the event that a student completes an associate's degree at The Art Institute of Atlanta and then chooses to complete a bachelor's degree at The Art Institute of Atlanta, credit earned for the associate's degree will be brought in for matching courses and added to the student's bachelor's degree transcript. This is also true for students who complete one associate's degree at The Art Institute of Atlanta and choose to return for a second associate's degree. *In these situations only* grades for matching courses will be recorded, and the grades earned as part of one Art Institute of Atlanta degree will be computed in the student's second Art Institute of Atlanta degree GPA and CGPA.

Students who have completed coursework at a post-secondary institution with which The Art Institute of Atlanta has a current transfer agreement will receive transfer credit based on the terms of that agreement.

The Art Institute does not grant transfer credit for pass/fail or satisfactory/unsatisfactory grades unless a statement appears on the official transcript that equates such notation to a C or higher. In addition, review, remedial, and developmental courses are not considered for transfer credit.

Credit for College Level Examination Program (CLEP) Tests

Students may earn advanced standing credit for Art Institute courses based on equivalent computer-based CLEP examinations provided they earn a score of 50 or higher. Students who may have taken the former pencil and paper version of a CLEP exam will need to have scored in the 50th percentile or higher in order to earn credit. CLEP examination score reports should be submitted to the Admissions Office prior to enrollment at The Art Institute. In some cases, currently enrolled students may also be allowed to take a CLEP exam for credit. Those students must meet with the transfer credit coordinator prior to registering for any CLEP exam. CLEP testing is offered at The Art Institute of Atlanta at selected times during the year. More information about the CLEP program may be obtained from transfer credit coordinator in the Academic Affairs Office. CLEP credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Credit for Military Training and/or Experience

The prior training and/or education you received as part of your military experience may make you eligible for advanced standing credit based on the results of DANTES or DSST examination scores, or as recommended in the American Council on Education's (ACE) Guide to Educational Credit by Examination, or in the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. Military credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Credit for Workplace Experience or other Areas of Proficiency

Students who feel they can meet the competencies required of courses at The Art Institute of Atlanta through other life experiences or skills they may have acquired through employment may submit a portfolio of works they have completed and supporting documentation as proof of their ability to meet these competencies. New students should inform their assistant director of admissions of such experience and submit their portfolios and supporting documentation to him or her. The assistant director of admissions will then turn over these portfolios to the credit transfer coordinator, who will make sure they are evaluated by the appropriate department chair. Once a decision on proficiency credit has been made, the credit transfer coordinator will return the portfolio to the student's assistant director of admissions, who will then inform the student of that decision. The student may then pick up his or her portfolio from the Admissions Office. It should be noted that in general, proficiency credit may only be earned for 100–200 level courses. In addition, this kind of proficiency credit is not awarded for art foundation courses.

Work experience credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Advanced Standing Credit's Effect on Financial Assistance

Advanced standing credit typically reduces the number of classes students take because they receive credit for certain courses in the sequence of the program. For students receiving financial assistance, taking fewer classes may affect their eligibility for financial assistance, especially if they no longer qualify as full-time students. (A "full-time student" is defined as carrying at least twelve credit hours per quarter. However, students normally carry sixteen credit hour course loads.) Since the Student Financial Services Office is notified of advanced standing credit, Financial Aid officers will work with students to establish or revise their financial plans.

Co-Enrolled / Transient Students

In certain circumstances, students who are in good academic standing may be given permission to co-enroll at another college while attending The Art Institute of Atlanta or while on a leave of absence and transfer credit back to The Art Institute. Students must see the credit transfer coordinator well in advance to secure this permission in writing before enrolling at another college. Students will be required to submit a course description and semester starting and ending dates when applying for co-enrolled or transient status.

All grades earned for courses taken elsewhere while co-enrolled must be received by The Art Institute immediately following the completion of such courses. It is the student's responsibility to arrange for official transcripts to be sent to the credit transfer coordinator.

No co-enrollment or leaves of absence for the purpose of co-enrollment are permitted during the final quarter of study before graduation. The last six months of study before graduation must be in residence at The Art Institute of Atlanta.

Limitations on the Award of Credit

Students may earn up to 25 percent of the required amount of credit toward their Art Institute of Atlanta degree as the result of testing, high school articulation agreements, or prior work experience (P credit).

Students may earn up to 50 percent of the required amount of credit toward their Art Institute of Atlanta degree as the result of coursework completed at other accredited post-secondary institutions (K credit), or in combination with credit received as the result of a transfer agreement The Art Institute may have with that post-secondary institution, as well as any testing or prior work experience credit mentioned above (P and K credit combined).

Students may earn up to 75 percent of the required amount of credit toward their Art Institute of Atlanta degree as the result of coursework completed at another Art Institute (K credit), or in combination with credit received as the result of a transfer agreement The Art Institute may have with that post-secondary institution, as well as any testing or prior work experience credit mentioned above (P and K credit combined).

Exemption from Specific Courses

Students may apply and qualify for exemption from CD 245 Career Development, based on prior experience in the workplace. Students who may qualify for exemption from CD 245 Career Development are usually career changers: those students who have previously pursued a professional career; or those students already holding a bachelor's degree or higher. CD 245 Career Development Exemption Applications may be obtained from the Academic Affairs Office. Completed applications should be submitted to the student's Academic Department Chair. The application and its required accompanying documentation will be reviewed by the department chair and other members of the CD 245 Exemption Committee. Students will be informed of the Committee's decision by the credit transfer coordinator.

Exemption is unlike advanced placement, transfer or proficiency credit in that when students are exempted from a specific course, they do not receive any credit, but are simply allowed to waive the required course. Exemption will be recorded on the student's transcript as "WV," and no credits will show. Students are responsible for taking another course to replace the exempted course unless additional transfer credit is possible.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAPP)

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent manner. This ability is measured in two ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR). Failure to complete courses successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

Criteria for Honors 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 or semester) – Students who enroll for and complete 12 credits or more and meets the following criteria may receive the corresponding designation:

<u>Term GPA</u>	<u>Honors Designation</u>
4.0	President's Honor Roll
9.9-9.9	Dean's Honor Roll
3.5-3.6	Honor Roll

Honor 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.

Milestones and Evaluation Points for Satisfactory Academic Progress

Diploma Programs:

1. At the end of first quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

Degree Programs:

1. At the end of second quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of sixth quarter, and every second quarter thereafter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

Transitional Studies

Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in dismissal.

Appeal Process

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

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

Transferring to another Art Institute

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. Any student dismissed for academic progress cannot transfer to another Art Institute until he or she has been reinstated at the sending school and is deemed to be making satisfactory academic progress.

Changes in Program

Students are allowed one change in program and must be making satisfactory academic progress at the time a request is made to change programs.

EXPLANATIONS OF RELATED ISSUES

Transitional Studies Courses

Based on the results of the academic placement test, you may be required to take transitional studies courses. Students must successfully complete such courses in order to progress. Transitional studies course credits do not count toward the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. They are also included as attempted hours for HOPE calculations.

Repeated Courses and Grades

Grades achieved in repeated classes will replace the F, W, or WF. Grades of F, W, or WF are included in the maximum allowable time frame and incremental completion rate requirements in attempted hours. Courses can be repeated no more than three (3) times.

Academic Deficiencies

Students with “W” or “F” grades should register for the same courses in the subsequent quarter to improve academic achievement.

Credit Transfers to other Schools

The Art Institute of Atlanta is licensed by the Georgia Nonpublic Postsecondary Education Commission (2082 East Exchange Place, Suite 220, Tucker, GA 30084, phone: 770.414.3300, fax: 770.414.3309) to award the associate in arts degree, the bachelor of arts degree, bachelor of fine arts degree, and the bachelor of science degree and is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097, 404.679.4501), an accrediting agency recognized by the U.S. Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the United States higher education system, transferability of credit is always determined by the receiving institution. It is the student's responsibility to confirm whether or not credits will be accepted by another school.

The mission of The Art Institute of Atlanta is to help students prepare for entry-level employment in their chosen field of study. It is unlikely that the academic credits you earn at The Art Institute of Atlanta will transfer to another school.

Programs offered by one school within The Art Institutes system will not be identical to similar programs at another school within the system due to differences imposed by state laws, use of different instructional models, and local employer needs. Therefore, students who decide to transfer to another school within The Art Institutes system should be aware that not all of the credits earned at The Art Institute of Atlanta may be transferable to that school's program. A student must be in satisfactory academic standing to be allowed the opportunity of transferring from one Art Institute school to another. As soon as students anticipate transferring to another school, they should consult with the Dean of Academic Affairs.

The Art Institute of Atlanta does not imply, promise, or guarantee transferability of its credits to any other institution.

For More Information

For more information on transfer and proficiency credit, contact the transfer credit coordinator or your Department Chair.

DRUG-FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Atlanta or in facilities controlled by The Art Institute are prohibited by college regulations and are incompatible with The Art Institute's goal of providing a healthy educational environment for students, faculty, staff, and guests. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

EFFECTS OF DRUGS AND ALCOHOL

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health.

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of The Art Institute of Atlanta and the requirements of state and federal law, The Art Institute of Atlanta has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL:

Short-Term Risks

- Increased risks of accidents and injuries
- Alcohol-related traffic accidents (the leading cause of death for teens)
- Alcohol slows reaction time, decreases muscle coordination, and impairs vision
- Fatal overdose
- Unconsciousness or blackout
- Death by aspiration of vomit
- Nausea
- Gastritis

Long-Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus, or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males, testicular atrophy and breast enlargement
- In females, increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS:

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriant (Aerosols, Lighter Fluid, Paint Thinner)

- Permanent damage to lungs, brain, liver, bone marrow
- Loss of coordination, confusion, hallucinations
- Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- Coma, death (caused by overdose)
- Can be lethal when combined with alcohol

Hallucinogens (LSD, PCP, DMT, STP, Mescaline)

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users

Intravenous Drug Use

- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

- Chronic bronchitis
- Decreased vital capacity
- Increased risk of lung cancer
- In men lower levels of testosterone and increase in abnormal sperm count

Stimulants (Cocaine)

- Painful nosebleeds and nasal erosion
- Intense “downs” that result in physical and/or emotional discomfort
- Tolerance and physical dependence can develop

Narcotics (Heroin, Morphine, Codeine, Opium)

- Malnutrition
- Hepatitis
- Loss of judgment and self-control leading to increased risk of accidents, injuries
- Dependence
- Overdose leading to convulsions, coma, death

SANCTIONS

The Art Institute of Atlanta Sanctions

The Art Institute, in all of its actions, seeks to uphold local, state, and federal laws. Insofar as permitted by these laws, The Art Institute 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'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.



**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		1-5	
		1-10	
		1-10	
Any		up to 20	up to \$20,000
		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	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	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 than 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			
All Schedule V drugs	Any amount	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.		

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 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 need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

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:

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

Counseling

If you observe any of these changes in yourself or another student, you are encouraged to talk with a Counselor in 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 College Counselor 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 a counselor.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Atlanta may disclose to third parties without receiving prior written consent from the student.

PROCEDURE TO INSPECT EDUCATIONAL RECORDS

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the registrar's office or to the director of administrative and financial services. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records.

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain

types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

DISCLOSURE OF EDUCATIONAL RECORDS

The Art Institute of Atlanta generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To Art Institute of Atlanta officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or
 - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Atlanta has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness - without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).

DIRECTORY INFORMATION

The Art Institute of Atlanta may, at its sole discretion designate the following information as directory information (Directory Information is personally identifiable information which may be disclosed without the student's consent):

- Student's name
- Address: Local, email, and Web site
- Telephone number (local)
- Date and place of birth
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Degrees and certificates awarded
- Most recent previously attended school
- Photograph of student
- Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)

Notice of these categories and of the right of an individual in attendance at The Art Institute of Atlanta to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Atlanta, 100 Embassy Row, 6600 Peachtree Dunwoody Road, Atlanta, GA 30328. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

CORRECTION OF EDUCATIONAL RECORDS

Students have the right under FERPA to ask to have records corrected which they believe are inaccurate, misleading, or in violation of their privacy rights. The following are the procedures for the correction of records:

1. A student must ask the Director of Administrative and Financial Services or the Registrar's Office to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institute of Atlanta may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, The Art Institute of Atlanta will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute of Atlanta. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The Art Institute of Atlanta will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence and the reasons for the decision.
5. If, as a result of the hearing, The Art Institute of Atlanta decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, The Art Institute of Atlanta decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Atlanta will:
 - a. Maintain the statement with the contested part of the record for as long as the record is maintained; and
 - b. Disclose the statement whenever it discloses the portion of the record to which the statement relates.

Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Atlanta to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 2002-4605

ANTI-HAZING POLICY

Hazing involving The Art Institute of Atlanta students or student groups is strictly prohibited. Hazing is defined as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any club or organization operating under the sanction of an institution of higher education.

For purposes of this definition, any activity as described in this definition that the initiation or admission into or affiliation with a club or organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding. This policy is applicable to all students and members of a student club or organization at The Art Institute of Atlanta. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located at 6600 Peachtree Dunwoody Road, Embassy Row 100, Atlanta, GA 30328, telephone 770-689-4828. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

HARASSMENT POLICY

The Art Institute of Atlanta 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, 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, 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; or
- 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.

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 suggestible objects or pictures. The Art Institute of Atlanta 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 himself or herself in a professional manner at all times and to refrain from such harassment.

PROBLEM RESOLUTION

Students who feel they have been harassed should follow the Student Grievance Procedure for internal complaints of harassment or discrimination. Promptly after learning of such alleged conduct, The Art Institute of Atlanta 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 college-related retaliation. If an investigation confirms the allegations, The Art Institute of Atlanta will take prompt corrective action, which may include discipline, up to and including immediate dismissal.



CAMPUS SAFETY

The Art Institute of Atlanta
Jeanne Clery Disclosure of Campus Security Policy
And Campus Crime Statistics Report
April 1, 2007

The Art Institute 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 Dean of Student Affairs at 770.689.4828.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Atlanta 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 Dean of Student Affairs. Reports are kept in a secure location in the office of the 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 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 facilities to James Petty, Dean of Student Affairs either in person or by calling 770.689.4828. If the Dean of Student Affairs is not available, you may contact a member of the Student Affairs staff (N. Dawes, D. Johnson, A. Shavkin, T. Watson), a member of the Executive Committee (J. Day, S. Bolling, J. Cassidy, N. Myvett, S. Parsonson), and the Sandy Springs Police Department by dialing 911 or Art Institute Security at 404.787.5084.

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 Sandy Springs emergency services by dialing 911 and then notify the 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 Dean of Student Affairs. Reports are kept in a secure location in Office of the 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 Dean of Student Affairs.

SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of The Art Institute of Atlanta 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 Floors of Buildings 100 and 600 Embassy Row, The Art Institute of Atlanta, 6600 Peachtree Dunwoody Road. 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

Mount Vernon Place and Dunwoody Place are gated communities. MetroPointe Lofts is a controlled access community which provides Courtesy Officers that patrol both the interior and exterior of the complex during the hours that the leasing office is closed. After-hours Security at MetroPointe Lofts can be reached at 404.897.1003. **In the event of a crime in progress, dial 911.**

CAMPUS LAW ENFORCEMENT

Persons employed as security personnel on the main campus at 6600 Peachtree Dunwoody Road 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 Brandon Gholston, Facilities Manager, 770.689.4865.

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 James Petty, Dean of Student Affairs, or the President 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 arise. 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 is located in Sandy Springs, Georgia. The Art Institute of Atlanta maintains close working relationships with the Atlanta, Sandy Springs, 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, and The Art Institute's weekly newsletter, *This Week*.

PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY

All new Art Institute of Atlanta 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 James Petty, 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, and The Art Institute's weekly newsletter, *This Week*. 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.

OFF-CAMPUS STUDENT ORGANIZATIONS

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

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 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 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 staff members and guest presenters twice a 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 Dean of Student Affairs, members of the Executive Committee 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 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 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 Sandy Springs Police Department, 5995 Barfield Road, Sandy Springs, GA 30328, 770-730-5600. 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/qbil/>.

On-campus computer labs with Internet access are available for you to view the above Web site at the main academic building from 7:00 a.m. to 12:00 a.m. Monday through Friday, from 7:00 a.m. to 9:00 p.m. Saturday, and from 11:00 a.m. to 7:00 p.m. Sunday when the college is in session.

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 prepares the crime statistics annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the Dean of Student Affairs 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 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 Parthenon Realty LLC, operator of the Embassy Row campus. Information relative to areas adjacent or contiguous with Institute facilities has been provided by the Fulton County police department. Information relating to the Mount Vernon Place residential was provided by the DeKalb County police department.

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

Main Academic Building	6600 Peachtree Dunwoody Rd, 100 Embassy Row, Atlanta, GA 30328
Mission Sandy Springs Apartments	5555 Roswell Road, NE, Atlanta, GA 30342*
Dunwoody Place Apartments	6850 Peachtree Dunwoody Rd., Atlanta, GA 30328
Mount Vernon Place Apartments	1265 Mount Vernon Highway, Atlanta, GA 30338
MetroPointe Lofts	800 West Marietta Street, Atlanta, GA 30318

* No longer a college-sponsored housing site.

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, methadones), 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.

CRIME STATISTICS

The Art Institute of Atlanta

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							
	2004			2005			2006	
	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	1	0	0	1	0
Aggravated Assault	0	1	0	1	0	0	0	0
Burglary/Theft	5	6	0	9	1	0	5	3
Motor Vehicle Theft	1	0	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0
Criminal Homicide:								
Murder & Non-negligent Manslaughter	0	1***	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	6	7	0	11	8	0	6	4

***Please note that this incident did not occur on or around the Art Institute of Atlanta campus, or in the off-campus buildings where The Art Institute of Atlanta maintains apartments for students, or on the route of the school transportation shuttle through the larger apartment complex. It occurred outside of another apartment building in the Mission Sandy Springs complex (no longer occupied by AiAtlanta). Although the incident therefore is not required to be included in this report, it nonetheless is included so that students may be aware of it and because the location was visible from several of the student housing buildings.

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.).

Hate Crimes	Calendar Year								
	2004			2005			2006		
	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	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	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	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action	Calendar Year								
	2004			2005			2006		
	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	1	0	0	0	0	0	0	0
Disciplinary Action	0	5	0	0	3	0	2	24	0
Drug Abuse Violations:									
Arrests	0	1	0	0	0	0	0	0	0
Disciplinary Action	0	2	0	0	3	0	0	5	0
Weapons Possessions:									
Arrests	0	1	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0
Totals	0	10	0	0	6	0	2	29	0

* Includes school-sponsored housing (Statistics for Mission Sandy Springs apartments is included although the Art Institute no longer houses students at that facility effective July 1, 2006.

** Public property includes all buildings in the Embassy Row office complex at 6600 Peachtree Dunwoody Road (including Buildings 100 and 400, The Art Institute of Atlanta).

Note: Information relating to crimes on public property was received from the City of Sandy Springs Police Department for the period July 1, 2006 - December 31, 2006. Information was requested, but not received from the DeKalb County Police Department and other agencies.

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 PROBLEM OF SUICIDE

- 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.
- These statistics demonstrate the seriousness of suicide, which is often linked to untreated depression. Clinical depression affects more than 19 million adults every year.
- 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:

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

Specific Signs of Potential Suicide Include:

- Talking openly about committing suicide
- Talking indirectly about "wanting out" or "ending it all"
- Taking unnecessary or life-threatening risks
- 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 can also be Triggered by a Number of Things Including:

- stressful events, such as a failed exam or failure to get a job
- crises in significant social or family relationships
- interpersonal losses
- changes in body chemistry
- 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.

- Be honest and express your concerns. For example, "You seemed really down lately; is something bothering you?"
- 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 counselor, 9-1-1 or the local mental health association.
- Listen and offer emotional support, understanding and patience.
- Convey the message that depression is real, common, and treatable. Suicidal feelings are real and preventable.
- Offer to accompany your friend to see a counselor.

Resources

If you or a friend needs help, please contact 911. The college counselor and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

If you or someone you know is contemplating suicide, call 1.800.SUICIDE (1.800.784.2433) or www.hopeline.com.

National Mental Health Association 1.800.969.6642 or www.nmha.org/index.cfm

Copyrighted and published by the National Mental Health Association, no part of this document may be reproduced without written consent. The National Mental Health Association (NMHA) 2001 N. Beauregard Street, 12th Floor, Alexandria, VA 22311; 1.800.969.6642 TTY: (800) 433-5959 www.nmha.org/index.cfm

Procedures Following Suicide Threats and Attempts

The Art Institute of Atlanta expects and encourages students to maintain a reasonable concern for their own self-welfare and the welfare of the campus community. Demonstrated suicidal intent or behavior are risk factors for completed suicide and are a violation of The Art Institute’s student code of conduct. In the event that The Art Institute has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, the School will generally require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student’s safety and well-being.

The purpose of the mandated assessment is to gather information and recommendations about the student’s condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. The School will ask the mental health professional to share information about what steps the College might take to protect the safety of the student and the school community at large. Students with psychological impairments which affect the student’s ability to function in the school community (academically, socially or otherwise) may opt for a medical withdrawal or a medical leave of absence. Students who have to be hospitalized due to a suicide attempt and/or suicidal ideation will placed on interim suspension which will remain in effect until the student provides appropriate documentation from a licensed mental healthcare provider stating that the student can safely return to college and is not believed by the healthcare provider to present a threat to harm himself/herself or others. Notwithstanding, the College at its discretion may set restrictions and/or conditions for the student to return to the College including receiving outside counseling, signing a safety contract, and restricting or denying school-sponsored housing accommodations.

The Art Institute of Atlanta cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student’s parents or other support person(s) may be contacted by the College and informed of the student’s condition. The Family Educational Rights and Privacy Act (FERPA) permits College officials to contact parents without the student’s consent, “if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” If circumstances indicate further harm may come to a student by contacting family members, other options may apply. Failure to adhere to the guidelines outlined herein may result in disciplinary action.

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CALENDAR YEARS

2007

Month	S	M	T	W	T	F	S	Month	S	M	T	W	T	F	S	Month	S	M	T	W	T	F	S	
January		1	2	3	4	5	6	February		1	2	3	4	5	6	March		1	2	3	4	5	6	7
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May		1	2	3	4	5	6	June		1	2	3	4	5	6	July		1	2	3	4	5	6	7
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
September		1	2	3	4	5	6	October		1	2	3	4	5	6	November		1	2	3	4	5	6	7
7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
December		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
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2008

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May		1	2	3	4	5	6	June		1	2	3	4	5	6	July		1	2	3	4	5	6	7
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September		1	2	3	4	5	6	October		1	2	3	4	5	6	November		1	2	3	4	5	6	7
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2009

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May		1	2	3	4	5	6	June		1	2	3	4	5	6	July		1	2	3	4	5	6	7
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September		1	2	3	4	5	6	October		1	2	3	4	5	6	November		1	2	3	4	5	6	7
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OCTOBER

October 1, 1869 – Austria issues the world's first postcards.

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THIS WEEK

PRIORITY THIS WEEK:

1

MONDAY

obsolete – out-dated. The computer he purchased last year is already obsolete.

FALL Quarter Begins!
First Day of Classes
8:00 AM - Welcome Breakfast in the CoffeeBar - Brought to you by the Office of Student Affairs

2

TUESDAY

8:00 AM - Welcome Breakfast in the CoffeeBar - Brought to you by the Office of Student Affairs

3

WEDNESDAY

10:00 AM - 2:00 PM - Transportation Fair in the Lobby - Learn about Commuter Rewards and other transportation programs through the Office of Student Affairs

4

THURSDAY

10:00 AM - 2:00 PM - Student Organization Fair in the Lobby - Learn about Campus Activities, join Student Organizations, and meet new people!

5

FRIDAY

viv (life) – vivid, vivisection, vivacious, convivial, bon vivant, viva, revive

6

SATURDAY

7

SUNDAY

OCTOBER

October 12, 1492 – Christopher Columbus lands at a Bahamian island, believing that he had reached East Asia.

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THIS WEEK

PRIORITY THIS WEEK:

8

MONDAY

Columbus Day (Observed)

disgruntle – make discontent. The passengers were disgruntled by the delay of the flight.

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12:00 PM - Pizza with the President in Room 100

12

FRIDAY

morph (shape) – amorphous, morphology, polymorphous

13

SATURDAY

14

SUNDAY

OCTOBER

October 17, 1931 – Al Capone, long-time organized crime kingpin, lands in jail after being convicted for tax evasion.

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THIS WEEK

PRIORITY THIS WEEK:

15

MONDAY

implicit – understood without being stated. It is implicit that she be at the airport on time.

16

TUESDAY

Connecting with the Counselors
- Lobby

17

WEDNESDAY

Workshop Wednesday - Stay tuned for details!

18

THURSDAY

19

FRIDAY

vest (clothes, endow) – vestry, vestment, vestibule, vest, investiture, divest

20

SATURDAY

21

SUNDAY

OCTOBER

October 23, 1946 – The United Nations General Assembly's second session convenes in New York for the first time, at an auditorium in Flushing Meadow.

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THIS WEEK

PRIORITY THIS WEEK:

22

MONDAY

WELLNESS WEEK: October 22-26

urbane – suave; refined; elegant. The Count was urbane and sophisticated.

23

TUESDAY

24

WEDNESDAY

25

THURSDAY

26

FRIDAY

bene (good) – benefit, benevolent, beneficial, benediction, benefactor, benign

27

SATURDAY

Flag Football Game

28

SUNDAY

OCTOBER

October 29, 1929 – New York Stock Exchange prices collapse. Stockholders sell 16 million shares, and billions of dollars are lost. The “Crash” ushers in the Great Depression.

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THIS WEEK

PRIORITY THIS WEEK:

29

MONDAY

warranty – guarantee. The manufacturer’s warranty replaces all defective parts for up to five years.

30

TUESDAY

10:00 AM - 6:00 PM - Blood Drive - Look for the LifeSouth Bloodmobile in the parking lot! Save a life, give blood!

31

WEDNESDAY

Halloween
6:00 PM - Freaky Fest & The Shining in Room 100

THURSDAY

2

FRIDAY

pond (weight) – ponderous, ponder; preponderant, pond, imponderable, compound

3

SATURDAY

4

SUNDAY

Standard Time returns

NOVEMBER

November 11, 1918 – World War I comes to an end. Many countries recognize this day as Armistice Day; Americans also celebrate it as Veterans Day.

OCTOBER 2007						
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30	31					

THIS WEEK

PRIORITY THIS WEEK:

5

MONDAY

Midterm Study Tips - Lobby

histrionic – overly dramatic. The actor's histrionic performance made his character seem foolish.

6

TUESDAY

Election Day

7

WEDNESDAY

Workshop Wednesday - Check This Week for details

8

THURSDAY

Mid-Quarter Start

9

FRIDAY

1:00 PM - Devereux Volunteer Project-See Student Affairs for details

corp (body) – corpulent, corporation, corporeal, corporal, corpse, corpuscle

10

SATURDAY

11

SUNDAY

Veterans Day

NOVEMBER

November 15, 1920 – First assembly of the League of Nations is held in Geneva.

OCTOBER 2007						
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23	24	25	26	27	28	29
30	31					

THIS WEEK

PRIORITY THIS WEEK:

12

MONDAY

Winter 2008 Registration Begins

culmination – attainment of highest point. His inauguration as president marked the culmination of his political career.

13

TUESDAY

Holiday Stress Tips in the Lobby

14

WEDNESDAY

15

THURSDAY

16

FRIDAY

dorm (sleep) – dormitory, dormant, dormer, dormancy

17

SATURDAY

18

SUNDAY

THIS WEEK

NOVEMBER

November 25 – The United Nations General Assembly passes a resolution December 17, 1999, declaring November 25 the annual International Day to Eliminate Violence Against Women.

OCTOBER 2007							NOVEMBER 2007							DECEMBER 2007						
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PRIORITY THIS WEEK:

19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

22

Thanksgiving
Thanksgiving Holiday

23

Thanksgiving Holiday

24

Thanksgiving Holiday

25

SUNDAY

THIS WEEK

NOVEMBER

November 26, 1864 – Charles Dodgson (better known as Lewis Carroll) sends the handwritten manuscript of *Alice's Adventures Under Ground* to 10-year-old Alice Liddell, who after hearing the fantastic story had begged Dodgson to write it down. The story was later published in 1865 as *Alice's Adventures in Wonderland*.

OCTOBER 2007						
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NOVEMBER 2007						
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DECEMBER 2007						
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30	31					

PRIORITY THIS WEEK:

26
MONDAY

Finals Study Tips in the Lobby

opulence – wealth. Visitors from foreign countries are amazed at the opulence of this country.

27
TUESDAY

28
WEDNESDAY

Workshop Wednesday - stay tuned for details from Counseling Services

29
THURSDAY

30
FRIDAY

AIDS Awareness - Ribbons and bracelets in the lobby. Wear something red and show your support!

1
SATURDAY

World AIDS Day

2
SUNDAY

DECEMBER

December 6, 1768 – The first edition of the Encyclopedia Britannica is published in three volumes. As of 2004, the most complete version of Encyclopedia Britannica has about 120,000 articles with 44 million words.

NOVEMBER 2007						
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DECEMBER 2007						
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JANUARY 2008						
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30	31					

THIS WEEK

PRIORITY THIS WEEK:

3

MONDAY

Winter Safety Tips in the Lobby

traverse – go through or across. When you traverse this field, be careful of the wildflowers.

4

TUESDAY

Hanukkah begins at sundown
FINALS BEGIN!

5

WEDNESDAY

6

THURSDAY

7

FRIDAY

punct (point) – punctuate, punctilious, puncture, punctual, acupuncture, contrapuntal

8

SATURDAY

9

SUNDAY

DECEMBER

December 14, 1911 – The first expedition, led by Norwegian Roald Amundsen, arrives at the South Pole. The Amundsen Sea, off the coast of Antarctica, is named for him.

NOVEMBER 2007						
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DECEMBER 2007						
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JANUARY 2008						
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30	31					

THIS WEEK

PRIORITY THIS WEEK:

10

MONDAY

betroth – become engaged to marry. The announcement that they were betrothed surprised everyone.

11

TUESDAY

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

ject (throw) – eject, reject, conjecture, dejected, inject, subject, projection, interject

15

SATURDAY

16

SUNDAY

GRADUATION!
Portfolio Show

DECEMBER

December 19, 1974 – The first personal computer goes on sale. The Altair 8800 was sold as a kit through Popular Electronics magazine.

NOVEMBER 2007						
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DECEMBER 2007						
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JANUARY 2008						
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THIS WEEK

PRIORITY THIS WEEK:

17

MONDAY

evasive – not frank. Her evasive answers convinced the judge she was withholding important evidence.

18

TUESDAY

19

WEDNESDAY

20

THURSDAY

21

FRIDAY

tion (act or state) – completion, reaction, devastation, production, creation, transition

22

SATURDAY

First Day of Winter

23

SUNDAY

DECEMBER

December 27, 1904 – *Peter Pan*,
by playwright James Barrie, opens at the
Duke of York's Theatre in London.

NOVEMBER 2007						
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DECEMBER 2007						
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JANUARY 2008						
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31						

THIS WEEK

PRIORITY THIS WEEK:

24

MONDAY

denouement – *outcome; final development in a play. The denouement was obvious as early as the middle of the first act.*

25

TUESDAY

Christmas

26

WEDNESDAY

Kwanzaa begins

27

THURSDAY

28

FRIDAY

loc (place) – *locomotive, location, local, locus, relocate, dislocate, localize*

29

SATURDAY

30

SUNDAY

JANUARY

December 31, 1991 – The Soviet Union officially dissolves. Most former Soviet republics joined the Commonwealth of Independent States.

DECEMBER 2007						
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JANUARY 2008						
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FEBRUARY 2008						
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THIS WEEK

PRIORITY THIS WEEK:

31

MONDAY

impale – pierce. He was impaled by the spear his enemy hurled.

1

TUESDAY

New Year's Day

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

dox (opinion) – orthodox, heterodox, doxology, indoctrinate, paradox

5

SATURDAY

6

SUNDAY

JANUARY
January 10, 1920 – The League of Nations formally comes into existence by holding its first meeting.

DECEMBER 2007						
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JANUARY 2008						
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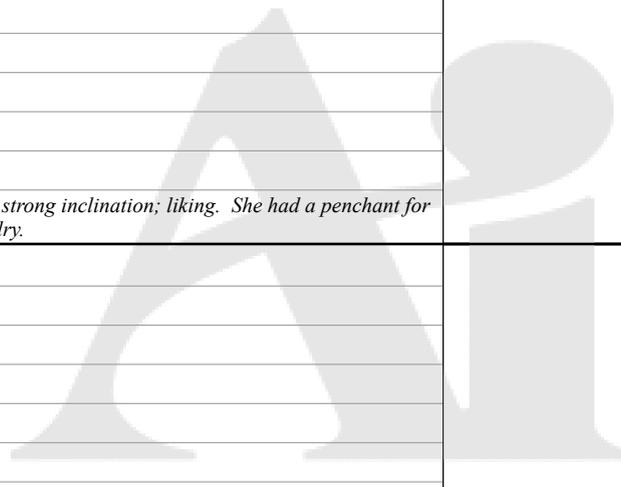
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THIS WEEK
PRIORITY THIS WEEK:

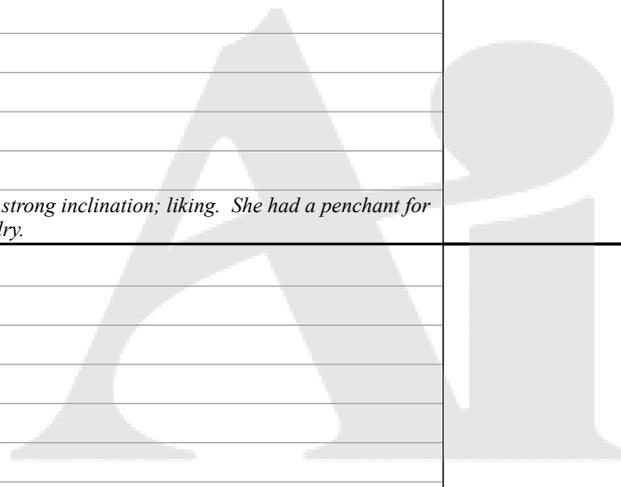
7
MONDAY

WINTER Quarter Begins!

penchant – strong inclination; liking. *She had a penchant for fine jewelry.*



8
TUESDAY

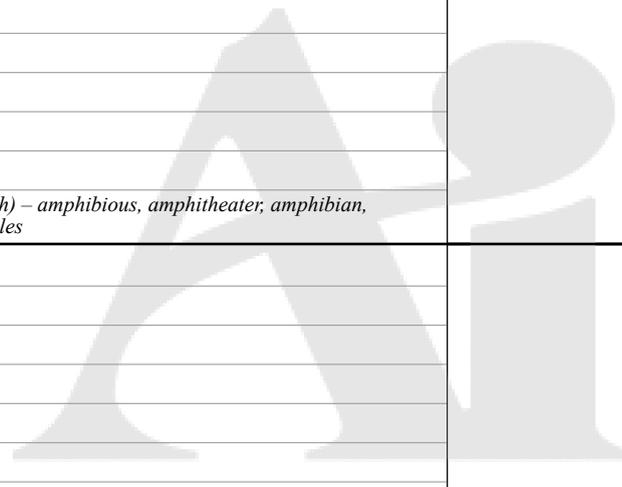


9
WEDNESDAY

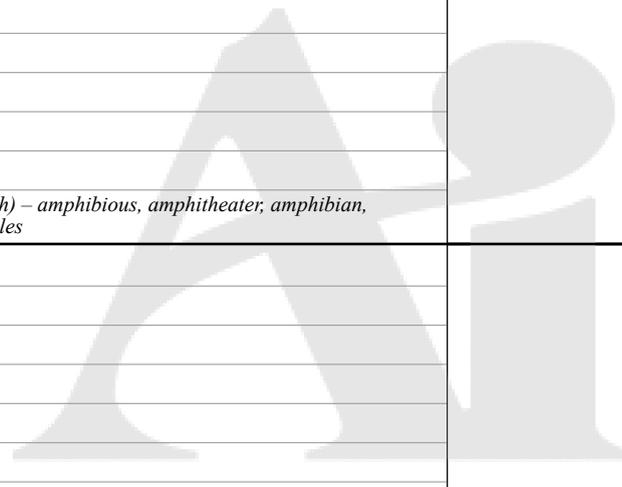
10
THURSDAY

11
FRIDAY

amphi (both) – amphibious, amphitheater, amphibian, amphiholes



12
SATURDAY



13
SUNDAY

JANUARY
January 15, 1892 – James Naismith publishes the rules for basketball.

DECEMBER 2007							JANUARY 2008							FEBRUARY 2008						
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30	31																			

THIS WEEK

PRIORITY THIS WEEK:

14 MONDAY

trilogy – group of three works. We read Star Wars, the first book of the trilogy.

15 TUESDAY

16 WEDNESDAY

17 THURSDAY

18 FRIDAY

magn (great) – Magna Carta, magnanimous, magnate, magnificent, magnum opus

19 SATURDAY

20 SUNDAY

Did you know: The final deadline for your FAFSA is April 15th, just like your taxes. Don't miss financial aid opportunities, get those important documents completed ASAP!

THIS WEEK

JANUARY

January 26, 1926 – Scotsman John Logie Baird demonstrates the first television broadcast to the Royal Institution of Great Britain and a reporter from *The Times*. He was the first to invent a working system of television capable of showing moving images with shades of grey.

DECEMBER 2007						
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JANUARY 2008						
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FEBRUARY 2008						
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PRIORITY THIS WEEK:

21

MONDAY

Martin Luther King, Jr. Day
MLK Holiday

22

TUESDAY

restitution – payment for damage or loss. He offered to make restitution for the window he broke.

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

eu (good) – Eucharist, euphony, eulogy, euphemism, Europe, eugenics

26

SATURDAY

27

SUNDAY

THIS WEEK

JANUARY

January 30, 1933 – Adolf Hitler is sworn in as Chancellor of Germany.

DECEMBER 2007						
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JANUARY 2008						
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FEBRUARY 2008						
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PRIORITY THIS WEEK:

28
MONDAY

increment – increase. *The job has a 10% annual increment in salary.*

29
TUESDAY

30
WEDNESDAY

31
THURSDAY

1
FRIDAY

Have you submitted your FAFSA yet? Priority Deadline is March 1! See Student Financial Services for assistance.

2
SATURDAY

Groundhog Day

3
SUNDAY

FEBRUARY

February 4, 2003 – The Federal Republic of Yugoslavia is officially renamed to Serbia, and Montenegro adopts a new constitution. The two former Yugoslav republics are located on the west-central Balkan Peninsula.

JANUARY 2008						
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FEBRUARY 2008						
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MARCH 2008						
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THIS WEEK

PRIORITY THIS WEEK:

4

MONDAY

frugality – thrift. We must live with frugality if we are to get ahead.

5

TUESDAY

6

WEDNESDAY

Ash Wednesday

7

THURSDAY

8

FRIDAY

phobia (fear) – claustrophobia, acrophobia, xenophobia, agoraphobia, hydrophobia

9

SATURDAY

10

SUNDAY

FEBRUARY

February 11, 660 BC – Traditional founding date of Japan by Emperor Jimmu Tenno. The name Japan is often translated as “The Land of the Rising Sun”.

JANUARY 2008						
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FEBRUARY 2008						
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MARCH 2008						
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THIS WEEK

PRIORITY THIS WEEK:

11

MONDAY

deviate – turn away from. Don't deviate from the truth.

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

Valentine's Day
Mid-Quarter Start

15

FRIDAY

President's Day Holiday

ortho (straight) – orthopedics, orthodontist, orthodox, orthography, orthogonal

16

SATURDAY

17

SUNDAY

FEBRUARY

February 18, 1930 – Elm Farm Ollie is the first cow to ever fly in an airplane. Scientists wanted to observe the midair effects on animals. She was also the first cow to be milked in midflight, and cartons of the fresh milk were parachuted down to people waiting on the ground.

JANUARY 2008						
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FEBRUARY 2008						
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MARCH 2008						
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THIS WEEK

PRIORITY THIS WEEK:

18

MONDAY

Presidents' Day
Spring 2008 Registration Begins

bogus – counterfeit; not authentic. The police quickly found who was producing the bogus money.

19

TUESDAY

20

WEDNESDAY

21

THURSDAY

22

FRIDAY

put (think) – reputation, putative, impute, dispute, computer, disreputable

23

SATURDAY

24

SUNDAY

FEBRUARY

February 28, 1953 – James D. Watson and Francis Crick announce to friends that they have determined the chemical structure of DNA; a formal announcement followed in April of the same year.

JANUARY 2008						
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FEBRUARY 2008						
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MARCH 2008						
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THIS WEEK

PRIORITY THIS WEEK:

25

MONDAY

glut – overstock; fill to excess. The market is glutted with athletic shoes.

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

ver (true) – verify; veracity, veritable, verdict, verisimilitude, aver; cinema verity

1

SATURDAY

FAFSA Priority Deadline! See Student Financial Services for assistance.

2

SUNDAY

THIS WEEK

MARCH

March 7, 1876 – Alexander Graham Bell is granted a patent for an invention he calls the telephone.

FEBRUARY 2008							MARCH 2008							APRIL 2008						
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PRIORITY THIS WEEK:

3 MONDAY

4 TUESDAY

5 WEDNESDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY

9 SUNDAY

6 THURSDAY

7 FRIDAY

8 SATURDAY

9 SUNDAY

Daylight-saving Time begins

MARCH

March 12, 1994 – The Church of England ordains its first female priests.

FEBRUARY 2008						
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MARCH 2008						
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APRIL 2008						
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30						

THIS WEEK

PRIORITY THIS WEEK:

10

MONDAY

goad – urge on. The boy was goaded by his friends until he gave in to their wishes.

11

TUESDAY

FINALS Begin!

12

WEDNESDAY

13

THURSDAY

14

FRIDAY

mega (large) – megalith, megaphone, megalomania, megalopolis, megahertz

15

SATURDAY

16

SUNDAY

Palm Sunday

THIS WEEK

MARCH

March 20, 1916 – Albert Einstein publishes his theory of relativity.

FEBRUARY 2008						
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MARCH 2008						
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APRIL 2008						
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PRIORITY THIS WEEK:

17

MONDAY

St. Patrick's Day

tureen – deep table dish for holding soup. Her great-grandmother had served soup in the antique tureen.

18

TUESDAY

19

WEDNESDAY

20

THURSDAY

First Day of Spring
Portfolio Show

21

FRIDAY

Good Friday

pop (people) – popular, populist, populate, population, popularize, populous

22

SATURDAY

23

SUNDAY

Easter

MARCH

March 25, 1982 – The Canada Act 1982 is approved by the British Parliament, severing all of the remaining constitutional and legislative ties between the United Kingdom and Canada.

FEBRUARY 2008						
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MARCH 2008						
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APRIL 2008						
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THIS WEEK

PRIORITY THIS WEEK:

24

MONDAY

ornithology – study of birds. Audubon was a famous scholar of ornithology.

25

TUESDAY

26

WEDNESDAY

27

THURSDAY

28

FRIDAY

sanguis (blood) – sanguinary, sanguine, consanguinity, sangria

29

SATURDAY

30

SUNDAY

APRIL

April 6, 648 BC – The earliest solar eclipse recorded by the Ancient Greeks occurs on this date. Earlier eclipses were recorded in China and Babylon.

MARCH 2008						
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MAY 2008						
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30	31					

THIS WEEK

PRIORITY THIS WEEK:

3/

MONDAY

SPRING Quarter Begins

supple – flexible; pliant. The fisherman found a supple limb from the tree to use as a fishing rod.

1

TUESDAY

April Fools' Day
Have you completed your FAFSA yet? The FINAL DEADLINE is April 15th!

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

vita (life) – vitamin, vitality, vital, revitalize, viable, vitalize

5

SATURDAY

6

SUNDAY

APRIL

April 11, 1963 – On its initial run, Japan's Bullet Train travels at 137 miles per hour—breaking all world land speed records.

MARCH 2008						
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APRIL 2008						
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MAY 2008						
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31						

THIS WEEK

PRIORITY THIS WEEK:

7

MONDAY

itinerary – plan of a trip. She left her itinerary with us in case we need to contact her.

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

demo (people) – democracy, demography, undemocratic, democratize

12

SATURDAY

13

SUNDAY

THIS WEEK

APRIL

April 15, 1912 – The “unsinkable” luxury liner, Titanic, strikes an iceberg and sinks on its maiden voyage from Southampton, England, to New York City, killing more than 1,500 of its 2,200 passengers.

MARCH 2008						
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APRIL 2008						
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MAY 2008						
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31						

PRIORITY THIS WEEK:

14

MONDAY

coerce – force. Don't try to coerce me into doing this.

15

TUESDAY

FAFSA FINAL DEADLINE!!

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

stereo (solid) – stereoscope, stereophonic, stereotype, stereopticon, stereotropism

19

SATURDAY

Passover begins at sundown

20

SUNDAY

APRIL

April 24, 1184 BC – The Greeks enter Troy by hiding in the Trojan Horse.

MARCH 2008						
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APRIL 2008						
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MAY 2008						
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THIS WEEK

PRIORITY THIS WEEK:

21

MONDAY

dissertation – formal essay. For her degree, she had to prepare a dissertation on learning disabilities.

22

TUESDAY

Earth Day

23

WEDNESDAY

24

THURSDAY

25

FRIDAY

ism (doctrine) – Marxism, capitalism, Imagism, Cubism, nihilism, pluralism

26

SATURDAY

27

SUNDAY

APRIL

April 29, 1429 – Joan of Arc leads the French to end the English seige of Orléans. She was captured and killed in 1431. Also known as the Maid of Orléans, Joan of Arc is a national heroine of France and a saint of the Catholic Church.

MARCH 2008						
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APRIL 2008						
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MAY 2008						
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30	31					

PRIORITY THIS WEEK:

THIS WEEK

28

MONDAY

amble – move at an easy pace. She could not get the horse to move any faster than a gentle amble.

29

TUESDAY

30

WEDNESDAY

THURSDAY

2

FRIDAY

cognosc, cognit (to learn) – agnostic, incognito, cognition

3

SATURDAY

4

SUNDAY

THIS WEEK **MAY**
 May 6, 1889 – The Eiffel Tower is officially opened to the public at the Universal Exposition in Paris. The top is reached by 1,665 steps. The tower held the claim of being the world's tallest building for 41 years.

APRIL 2008						
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MAY 2008						
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JUNE 2008						
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PRIORITY THIS WEEK:

5 MONDAY
 epitome – a representative or example of a type. He is the epitome of a male chauvinist.

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY
 graph, gram (writing) – epigram, telegram, stenography

10 SATURDAY

11 SUNDAY
 Mother's Day

Mid-Quarter Start

THIS WEEK

MAY
 May 18, 1897 – *Dracula*, a novel by Irish author Bram Stoker, is published.

APRIL 2008							MAY 2008							JUNE 2008						
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27	28	29	30				25	26	27	28	29	30	31	29	30					

PRIORITY THIS WEEK:

12

MONDAY

Summer 2008 Registration Begins

adhere – *stick fast. I will adhere to my opinion until I'm proven wrong.*

13

TUESDAY

14

WEDNESDAY

15

THURSDAY

16

FRIDAY

ile (*pertaining to, capable of*) – *civil, ductile, puerile*

17

SATURDAY

18

SUNDAY

THIS WEEK **MAY**
 May 20, 1927 – Charles Lindbergh made the first solo trans-Atlantic flight from New York to Paris. Also on this date in 1932, Amelia Earhart became the first woman to fly solo across the Atlantic Ocean.

APRIL 2008							MAY 2008							JUNE 2008						
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27	28	29	30				25	26	27	28	29	30	31	29	30					

PRIORITY THIS WEEK:

19 MONDAY
 ogle – glance coquettishly at; make eyes at. It is impolite to ogle at passersby.

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY
 dict (to say) – abdicate, diction, verdict

24 SATURDAY

25 SUNDAY

THIS WEEK

MAY
 May 28, 1934 – The Dionne quintuplets are born in Callander, Ontario. The five identical girls were the world's first quintuplets known to survive infancy.

APRIL 2008							MAY 2008							JUNE 2008						
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27	28	29	30				25	26	27	28	29	30	31	29	30					

PRIORITY THIS WEEK:

26

MONDAY

Memorial Day (Observed)
 Memorial Day Holiday

infamous – notoriously bad. Jesse James was an infamous outlaw.

27

TUESDAY

28

WEDNESDAY

29

THURSDAY

30

FRIDAY

ab, abs (from, away from) – abduct, abdicate, absent

31

SATURDAY

1

SUNDAY

THIS WEEK

JUNE

June 4, 1917 – The first Pulitzer Prizes are awarded.

MAY 2008						
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JUNE 2008						
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JULY 2008						
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PRIORITY THIS WEEK:

2

MONDAY

verdigris – a green coating on copper due to weathering. The statue became coated with verdigris.

3

TUESDAY

FINALS Begin!

4

WEDNESDAY

5

THURSDAY

6

FRIDAY

jur, jurat (to swear) – abjure, perjure, jury

7

SATURDAY

8

SUNDAY

JUNE

June 14, 1942 – Today is the first entry in Anne Frank's diary. The diary records her time in hiding from the Nazis during World War II. It was later published and has been translated into more than 55 languages.

MAY 2008							JUNE 2008							JULY 2008						
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THIS WEEK

PRIORITY THIS WEEK:

9 MONDAY

soporific – sleep producing. Thanksgiving dinner had a soporific effect.

10 TUESDAY

11 WEDNESDAY

12 THURSDAY

13 FRIDAY

Graduation Portfolio Show

solv, solut (to loosen, explain) – *absolve, dissolute, absolute*

14 SATURDAY

Flag Day

15 SUNDAY

Father's Day

THIS WEEK

JUNE

June 19, 1885 – The Statue of Liberty, a gift to the people of the United States from the people of France, arrives in New York City's harbor. It is a symbol of Franco-American friendship.

MAY 2008						
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JUNE 2008						
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JULY 2008						
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PRIORITY THIS WEEK:

16

MONDAY

antipathy – aversion. Dogs are her greatest antipathy.

17

TUESDAY

18

WEDNESDAY

19

THURSDAY

20

FRIDAY

cord (heart) – accord, cordial, discord

21

SATURDAY

First Day of Summer

22

SUNDAY

JUNE

June 24, 1901 – Pablo Picasso's first major art exhibition is held in Paris, France. 75 pieces were featured by the 19 year-old artist.

MAY 2008						
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JUNE 2008						
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JULY 2008						
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THIS WEEK

PRIORITY THIS WEEK:

23

MONDAY

ruddy – having a fresh healthy color. The baby's ruddy skin was a sign of good health.

24

TUESDAY

25

WEDNESDAY

26

THURSDAY

27

FRIDAY

acr (*sharp*) – acrimonious, acerbity, acidulate

28

SATURDAY

29

SUNDAY

THIS WEEK

JULY

July 6, 1885 – French microbiologist and chemist Louis Pasteur invented the first rabies vaccine, and uses it first on a 9-year-old boy who was badly bitten by a rabid dog.

JUNE 2008						
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JULY 2008						
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AUGUST 2008						
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30	31					

PRIORITY THIS WEEK:

30

MONDAY

maudlin – tearfully sentimental. The funeral caused maudlin expressions of sympathy.

1

TUESDAY

2

WEDNESDAY

3

THURSDAY

4

FRIDAY

Independence Day

ag, act (to do) – act, agent, retroactive

5

SATURDAY

6

SUNDAY

JULY

July 11, 1977 - The Rev. Dr. Martin Luther King, Jr. was posthumously awarded the Presidential Medal of Freedom for his work to advance civil rights..

JUNE 2008							JULY 2008							AUGUST 2008						
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29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

THIS WEEK

PRIORITY THIS WEEK:

7

MONDAY

SUMMER Quarter Begins

vilify – make abusive and slanderous statements. The Nazi propaganda vilified the Jews.

8

TUESDAY

9

WEDNESDAY

10

THURSDAY

11

FRIDAY

ad (to, forward) – admit, adhere, advance

12

SATURDAY

13

SUNDAY

JULY

July 14, 1789 – Parisian revolutionaries and mutinous troops storm and dismantle the Bastille, a prison that had come to symbolize the tyranny of the Bourbon monarchs.

JUNE 2008						
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JULY 2008						
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AUGUST 2008						
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THIS WEEK

PRIORITY THIS WEEK:

14

MONDAY

inter – bury. They had plans to inter the body after an autopsy.

15

TUESDAY

16

WEDNESDAY

17

THURSDAY

18

FRIDAY

mon, monit (to warn) – admonish, premonition, monitor

19

SATURDAY

20

SUNDAY

JULY

July 22, 1972 – The Russian-launched Venera 8 lands on Venus, sending back information about Venus' chemical and physical makeup.

JUNE 2008							JULY 2008							AUGUST 2008						
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29	30												31							

THIS WEEK

PRIORITY THIS WEEK:

21 MONDAY

tractable – manageable. Her class load was difficult but tractable.

22 TUESDAY

23 WEDNESDAY

24 THURSDAY

25 FRIDAY

agri, agrari (field) – agrarian, agriculture

26 SATURDAY

27 SUNDAY

THIS WEEK

JULY

August 2, 1903 – Fall of the Ottoman Empire: Unsuccessful uprising of the Bulgarians occurs against Ottoman Turkey, also known as the Ilinden-Preobrazhenie Uprising.

JUNE 2008						
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29	30					

JULY 2008						
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AUGUST 2008						
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23	24	25	26	27	28	29
30	31					

PRIORITY THIS WEEK:

28

MONDAY

steadfast – firm; unwavering. The president spoke with steadfast resolve.

29

TUESDAY

30

WEDNESDAY

31

THURSDAY

1

FRIDAY

ali (another) – alias, alienate, inalienable

2

SATURDAY

3

SUNDAY

THIS WEEK

AUGUST

August 9, 1842 – The US-Canada border east of the Rocky Mountains is reaffirmed by Webster-Ashburton Treaty. The treaty also establishes the Maine-New Brunswick border and shared use of the Great Lakes.

JULY 2008						
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AUGUST 2008						
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SEPTEMBER 2008						
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PRIORITY THIS WEEK:

4 MONDAY

incite – stir up; provoke. The movie incited a riot.

5 TUESDAY

6 WEDNESDAY

7 THURSDAY

8 FRIDAY

alter (other) – alternator, alteration, alter ego, alternative, altruism, altercation

9 SATURDAY

10 SUNDAY

AUGUST

August 14, 1908 – First international beauty contest is held in Folkestone, England.

JULY 2008						
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AUGUST 2008						
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SEPTEMBER 2008						
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THIS WEEK

PRIORITY THIS WEEK:

11

MONDAY

awry – crooked, amiss, wrong. *The plans for a surprise party had gone awry.*

12

TUESDAY

13

WEDNESDAY

14

THURSDAY

15

FRIDAY

amat (love) – amatory, amateur, amorous, amiable, amigo, amour

16

SATURDAY

17

SUNDAY

Mid-Quarter Start

AUGUST

August 21, 1911 – The Mona Lisa is stolen by a Louvre employee. It was recovered 27 months later.

JULY 2008						
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AUGUST 2008						
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SEPTEMBER 2008						
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THIS WEEK

PRIORITY THIS WEEK:

18

MONDAY

Fall 2008 Registration Begins

taciturn – quiet; not speaking much. Because of his taciturn demeanor, it was easy for Harry to be a mime.

19

TUESDAY

20

WEDNESDAY

21

THURSDAY

22

FRIDAY

ambi (both) – ambidextrous, ambiguous, ambivalent

23

SATURDAY

24

SUNDAY

AUGUST

August 27, 2003 – Mars makes its closest approach to Earth in nearly 60,000 years, passing approximately 55,758,006 kilometers (34,646,418 miles) from Earth.

JULY 2008						
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AUGUST 2008						
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SEPTEMBER 2008						
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THIS WEEK

PRIORITY THIS WEEK:

25

MONDAY

fortitude – courage. It took a lot of fortitude to confess to cheating on the exam.

26

TUESDAY

27

WEDNESDAY

28

THURSDAY

29

FRIDAY

an (without) – anarchy, anemia, anesthesia

30

SATURDAY

31

SUNDAY

SEPTEMBER

September 4, 1972 – U.S. swimmer Mark Spitz wins his 7th gold medal—the most by anyone at a single Olympiad—at the 1972 Summer Olympics in Munich.

AUGUST 2008						
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SEPTEMBER 2008						
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OCTOBER 2008						
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THIS WEEK

PRIORITY THIS WEEK:

1

MONDAY

Labor Day Holiday

extraneous – not essential. Putting in hardwood flooring was an extraneous expense.

2

TUESDAY

Finals Begin!

3

WEDNESDAY

4

THURSDAY

5

FRIDAY

arch (ruler; first) – anarchy, archeology, archbishop

6

SATURDAY

7

SUNDAY

SEPTEMBER

September 13, 1985 – Nintendo releases the Super Mario Bros. video game.

AUGUST 2008						
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SEPTEMBER 2008						
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OCTOBER 2008						
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THIS WEEK

PRIORITY THIS WEEK:

8

MONDAY

defunct – no longer in existence. The Whig Party is now defunct in America.

9

TUESDAY

10

WEDNESDAY

11

THURSDAY

12

FRIDAY

anim (mind, soul) – animadvert, unanimous, magnanimity

13

SATURDAY

14

SUNDAY

Portfolio Show

SEPTEMBER

September 21, 1937 – J. R. R. Tolkien (John Ronald Reuel) publishes *The Hobbit*. *The Lord of the Rings* was not published until 1954—17 years later—and it took him over 10 years to write.

AUGUST 2008						
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SEPTEMBER 2008						
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OCTOBER 2008						
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THIS WEEK

PRIORITY THIS WEEK:

15

MONDAY

levity – lightness. The doctor's levity towards the situation was bothersome.

16

TUESDAY

17

WEDNESDAY

18

THURSDAY

19

FRIDAY

annu (year) – annuity, biennial, perennial

20

SATURDAY

21

SUNDAY

THIS WEEK

SEPTEMBER

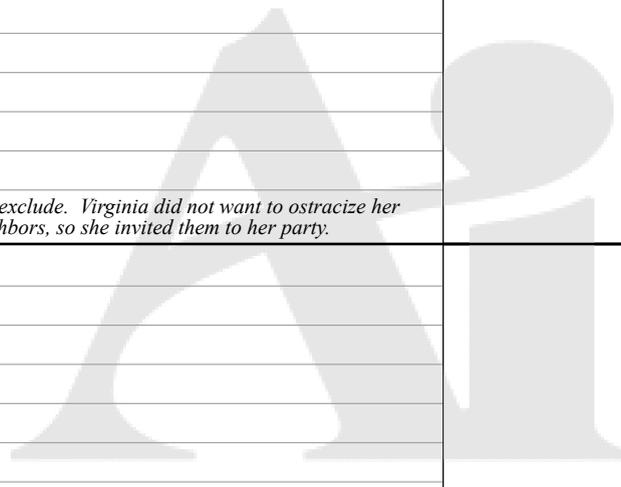
September 27, 1821 – Mexico gains independence from Spain. Today Mexico is divided into 31 states and the Mexican Federal District. The Mexico City metropolitan area is one of the most populous cities in the world.

AUGUST 2008							SEPTEMBER 2008							OCTOBER 2008						
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31																				

PRIORITY THIS WEEK:

22

MONDAY



ostracize – exclude. *Virginia did not want to ostracize her new neighbors, so she invited them to her party.*

23

TUESDAY

24

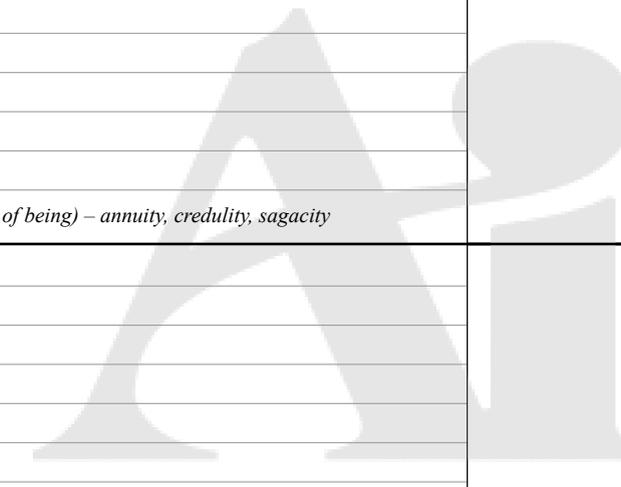
WEDNESDAY

25

THURSDAY

26

FRIDAY



annuity (state of being) – annuity, credulity, sagacity

27

SATURDAY

28

SUNDAY