

**I don't leave home
without my student
handbook!**



**The Art Institute
of CharlestonSM**

A branch of The Art Institute of Atlanta





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



2011/2012

Student Handbook

Volume 58, Number 1

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The Art Institute of Charleston 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 Charleston will make reasonable attempts to notify students promptly of any policy changes through Web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

The Art Institute of Charleston Student Handbook is available online:
<http://www.artinstitutes.edu/Charleston/pdf/AiA-STUDENT-HANDBOOK-2011-2012.pdf>
and at [http:// MyAiCampus.com](http://MyAiCampus.com) for current students

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About this Handbook

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

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

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

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

Calendar dates are subject to change without notice.

Letter from the President

Dear Art Institute Student:

Welcome to The Art Institute of Charleston!

You are about to begin your educational journey in Charleston, South Carolina, one of the most beautiful cities in the country. Charleston's heritage is rich with artistic beauty and extraordinary hospitality, and The Art Institute of Charleston is proud to be an important part of the Charleston community.

The Art Institute of Charleston is a member of The Art Institutes system of colleges, a system that has a strong tradition of educational excellence. The Art Institutes have educated thousands of students in the creative and culinary fields, and our legacy is a proud one.

At The Art Institute of Charleston, we value our relationship with the employers who hire our graduates. We strive to develop a strong partnership with them as we work to achieve our goal of preparing our students for entry-level positions in their chosen fields. We provide a hands-on, learner-centered approach to education, and I know you will thrive in our creative environment. And while you are here you will be taught by industry professionals who will challenge and motivate you to do your best each and every day.

Now that you have made the decision to pursue your education with The Art Institute of Charleston, we ask that you thoughtfully read this student handbook which discusses matters that will help you be successful as you continue your education here. Please keep this handbook with you and refer to it regularly when you need answers to your education questions.

A handwritten signature in cursive script that reads "Richard T. Jerue". The signature is written in black ink and is positioned above the printed name of the president.

Richard T. Jerue, President
The Art Institute of Charleston

Mission Statement

The Art Institute of Charleston, a branch of 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.

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

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

Your responsibilities as a student of The Art Institute include:

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

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

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

Campus Information

Address

The Art Institute of Charleston

24 N Market Street

Charleston, SC 29401

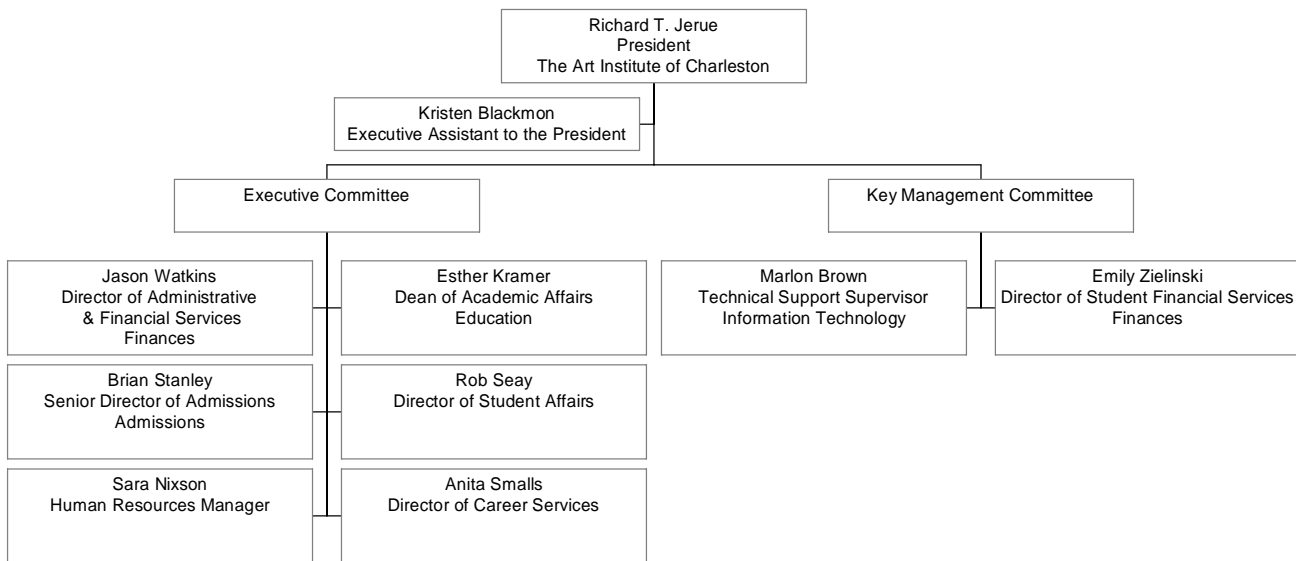
Local: 843.727.3500

Toll free: 866.211.0107

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

Campus Organization

Executive Committee and Key Management Committee



Parking and Transportation

Parking is available in metered spaces and the parking garage near the Charleston Aquarium, adjacent to The Art Institute of Charleston and at student housing. To park in the garage, a parking permit is required for which a fee is charged. Permits may be purchased from the Accounting Office (2nd floor). If you choose to drive, you should be aware that parking is limited and you will want to arrive early enough to find a space prior to your classes.

To avoid the problems of traffic and limited parking, consider using carpools or public transportation. Not only is public transportation (CARTA) less expensive than driving, it's a safer and sometimes more convenient alternative. Route maps and additional information concerning ride-sharing and public transportation are available in the Student Affairs Office.

Registration

You may register to park in the Aquarium Garage by purchasing a quarterly parking pass. Quarterly parking passes 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.

Bicycle Parking

A bicycle rack is conveniently located in the ground floor garage area adjacent to the entrance to the main building of the college and outside of the 360/Concord Building. You will need a locking device to secure your bicycle.

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

To Sum Up: Parking and Transportation

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 public transportation. For more information, contact the Student Affairs Office.

Do...

- Lock your vehicle and remove your keys and other valuables from it.
- Be alert for pedestrians.
- Observe traffic regulations, posted speed limits, etc.
- Car pool or use public transportation whenever possible.

Don't...

- Park in spaces reserved for visitors or persons with disabilities.
- Park in areas posted "No Parking" or where the curb is painted red or yellow.
- Park in loading areas.

Student Portal

MyAiCampus.com

Your creative community extends into the virtual world with MyAiCampus.com. This is the best way to keep plugged in from anywhere at any time. Email, Webspace (for your own website), registration, grades, financial aid, student accounting, ecompanion, clubs and organizations, information on upcoming activities and events,

campus news, access to the Student Assistance Program – you can find all this and more on MyAiCampus.com.

Email Accounts

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

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

Animals on Campus

Animals are not permitted on campus. Service animals are permitted on campus with permission from the Director of Student Affairs or his/her designee.

Appropriate Attire

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

Children and Guests

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

Identification Cards

Your ID card is provided at the time you enroll for your first quarter and *must* be displayed prominently anytime you are on the campus or at a college housing facility. Identification cards are the property of The Art Institute of Charleston 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 out books and other resource material from the Library.
- Checking out equipment needed to complete class work.
- Access to college shuttle services.
- Participation in student activities.
- Use of store credit at the Supply Store.
- Check-cashing at banks that honor it as identification.
- Special discounts provided by some retailers, theaters, and restaurants.
- Use of all computer resources.
- Picking up your official schedule from the Registrar's office.
- Picking up an official document from the Registrar's office.

You will be required to wear your ID to gain access to Art Institute of Charleston facilities. Every quarter that you are enrolled you must obtain a security sticker for that quarter which will go on your student ID card. These stickers are obtained at the Registrar's office. Replacement identification cards are available at the second floor Print Studio. The replacement fee is \$10.00.

Personal Property

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

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

You are responsible for any Art Institute of Charleston 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.

Portable Telecommunications Devices

The Art Institute of Charleston is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, The Art Institute of Charleston prohibits the use of portable telecommunications devices (cellular telephones, pagers, mp3 players, radios, etc.) in classrooms during class meetings. Such devices should be disabled prior to class periods to prevent their inadvertently sounding during classes.

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

Posters, Flyers and Banners

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

Smoking Policy

Smoking is prohibited in classrooms and other college buildings or areas unless designated as a smoking area.

Student Messages

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

Visitors on Campus

See Children and Guest policy

Lost and Found

Lost and found is located on the first floor in the Library.

STUDENT SERVICES AND RESOURCES

Directory of Campus Resources

Building and Lab Hours

24 N Market St

Monday – Thursday 5:30 a.m. – 1:30 a.m.
Friday 5:30 a.m. – 10:30 p.m.
Saturday 8:30 a.m. – 5:30 p.m.

360 Concord St

Monday – Friday 7:30 a.m. – 10:30 p.m.
Saturday 8:00 am – 5:00 p.m.

Computer Labs (*both buildings*)

Monday – Saturday Hours posted

Library - Learning Resource Center (*24 N Market St, 1st Floor*)

Monday – Thursday 7:30 a.m. – 9:00 p.m.
Friday 7:30 a.m. – 5:00 p.m.
Saturday 8:00 a.m. – 5:00 p.m.
Sunday Contact the library

Photo/Film Equipment Checkout (*360 Concord St*)

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

Print Studio (*24 N Market St, 2nd Floor*)

Monday – Friday 8:30 a.m. – 6:00 p.m.

Supply Store (*24 N Market St, 2nd Floor*)

Monday – Thursday 7:00 a.m. – 8:00 p.m.
Friday 7:00 a.m. – 6:00 p.m.
Saturday 9:00 a.m. – 3:00 p.m.

Office Hours

Academic Affairs Office (*2nd 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 Achievement Center (*3rd Floor*)

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

Accounting (2nd Floor)

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

Admissions (1st Floor)

Monday – Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 2:00 p.m.

Career Services (2nd Floor)

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

Housing

Monday – Friday	9:00 am – 6:00 p.m. (unless otherwise noted)
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(Residence Life Office)

Monday - Friday	9:30 am – 6:00 p.m.
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(LaShanda Scott, Director – Main Campus, 2nd floor)

Registrar (2nd Floor)

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

Student Affairs (2nd Floor)

Monday – Friday	8:30 a.m. – 5:00 p.m.
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Student Financial Services (2nd 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. – 2:00 p.m.

Please note that office and lab hours may vary during midterm exams, final exams, and quarter breaks.

Important Telephone Numbers

Emergency	9.911 (from campus phones)
The Art Institute of Charleston	843.727.3500
Academic Affairs	843.727.3462
Academic Support Center	843.727.3568
Accounting	843.727.3454
Admissions	843.727.3500
Art Foundations	843.727.3517
Career Services	843.727.3526
Culinary Arts	843.724.8502
Digital Filmmaking & Video Production	843.727.3447
Disability Services	843.724.8500
Fashion & Retail Management	843.727.3538
Financial Aid	843.727.3500
General Education	843.727.3499
Graphic Design	843.727.3492
Housing Office	843.727.3510
Web Design & Interactive Media	843.727.3492
Interior Design	843.727.3482
International Student Services	843.727.3460
Library	843.727.3465
Photo Cage	843.724.8510
Photographic Imaging	843.727.3447
President	843.727.3441
Registrar	843.727.3455
Security	843.697.1028
Service Bureau	843.727.3655
Student Affairs	843.724.8500
Supply Store	843.727.3483
Weather Announcements	843.727.3500

Student Affairs

Enjoying Charleston

Founded in 1670, the city of Charleston is today a vibrant and exciting, yet richly historic, locale offering an astoundingly diverse range of educational, cultural, and outdoor experiences year-round.

Within the metropolitan area of Charleston, one can enjoy virtually anything and everything: the finest dining in our internationally lauded restaurants, our energizing night-life, our broad sandy beaches, the artistic stimulation of Spoleto Festival USA, the creative vitality of more than 100 art galleries, the high style of Charleston Fashion Week, the Wine+Food Festival, and on and on.

Take advantage of—and learn from—everything this marvelous city has to offer.

Things to Do on Campus

There is a lot to do on our campus...contests, student socials, cook-outs, outings...not to mention clubs and organizations oriented to your professional or personal interests. There may also be reduced-price tickets for some events in the city. The Student Affairs 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 can contribute to your professional life.

Where do you find out about stuff to do? Try *Charleston City Paper*, *Charleston Magazine* or *the Post and Courier*.

STUDENT CLUBS AND ORGANIZATIONS

Student and professional organizations are an excellent way for you to grow personally and professionally, as well as to get involved in the decision-making process at The Art Institute. These organizations will be excellent forums for asking questions, making suggestions, and interacting with other students, faculty, and staff. As The Art Institute of Charleston grows, the number of opportunities for student organizations will grow. If you have a particular organization or club that you would like to see at The Art Institute, please contact the Director of Student Affairs to discuss the processes required for establishing a new student organization. Below is a listing of student organizations active during the 2010-11 academic year. Not all organizations may be currently active.

Ai Un-filtered

The mission of Ai Un-filtered is to share ideas and photographic techniques, to continue the spirit of helping our fellow students both inside and outside classes, and to represent the college by volunteering within the Charleston community.

Alpha Beta Kappa Honors Society (ABK)

The National Alpha Beta Kappa Honors Society recognizes excellence in the arts, the sciences, the trades, business, and both technical and general studies. It is also the only honor society in America that represents degree-granting institutions, junior colleges, senior colleges, and student-centered private career schools.

ABK seeks to promote and reward personal integrity and good moral character; leadership and service in class and school activities; excellence in mental and physical work and skills without regard to race, color, sex, creed, or national origin.

The Art Institute of Charleston has received a charter for and supports the Gamma Chapter of ABK. The Gamma Chapter seeks and courts students who have accomplished superior academic achievements in their field of study. Gammas serve as student leaders and mentors through service to the school and local community.

Membership is limited to full-time students with a CGPA of 3.7 or better who completes chapter membership requirements. Members of the ABK fraternity are life-long builders. They will ever strive to help others, their Alma Mater, and the society wherein they are leaders.

The Design Club

Designers of all fields, enhancing their skills, networking and interacting with others. The Design Club is a free club open to all majors. We concentrate on networking, visiting local design studios, volunteering in our community and bringing in speakers within our fields. We encourage all to join. AIGA membership is not required but encourage.

American Society of Interior Designers (ASID)

Membership in the student chapter of ASID will be open during the fall and winter quarters. Activities include community service projects 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.

MODE

The purpose of MODE, the fashion club, is to increase students' involvement and interest in fashion, to provide field trips, hands-on activities, local guest speakers, fundraisers, special events, and community service projects.

Our goal is to further educate all AICSC students with an interest in Fashion and Style about all aspects of the fashion industry, while having FUN, giving students the opportunity to be a part of something that can be remembered for a lifetime and encouraging members to interact with each other socially, professionally, and artistically.

Saute

The goal of Saute is to enhance culinary knowledge and to inspire community service involvement on behalf of the culinary student population as representatives of the college.

Simply Digital

The Simply Digital Film Club's mission is to bring together ALL filmmaking students at The Art Institute of Charleston. Members aim to collaborate on at least one short film each term.

Filmmaking students meet on a weekly basis for an hour of discussions, auditions, brainstorming, scriptwriting, and pre and post production. So far fundraising efforts have included creating Ai Charleston's First Graduation Ceremony DVD.

404 Web Design Club

Membership in this organization shall be open to all students and alumni of The Art Institute of Charleston. The mission of the club is to help members build their professional network, establish career-related mentoring relationships and use their skills and talent in service to the Charleston community.

Student Evaluations and Surveys

You are encouraged to provide feedback on The Art Institute of Charleston's performances. Student evaluations and course surveys are distributed each quarter and annually you will have an opportunity to evaluate The Art Institute of Charleston on a general survey. In addition, at The Art Institute of Charleston student comment forms are located in student lounge (*2nd floor*) and Library (*1st floor*).

Residence Life and College Sponsored Housing

The Art Institute of Charleston provides convenient, fully-furnished apartments with amenities including basic cable, internet, swimming pools and tennis courts. Information on college-sponsored housing can be obtained from the Housing Office or by calling 843.727.3510. If you need help finding other housing options please contact the Office of Student Affairs at 843.724.8500. Housing costs are in addition to tuition and fees.

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

Community Standards

Living with others is exciting and can be challenging as well. As a resident, you have certain rights, including being treated with respect, the ability to study, and the use of facilities that are welcoming, clean, and comfortable. You have the freedom to "be yourself" and to explore the richness that the collegiate experience has to offer. You will make many choices about what you do, whom you associate with, and how you will contribute as a member of your new community. Community Standards for the college-sponsored

housing program provide a framework to help residents succeed in a community living environment. You can obtain a copy of the Community Standards and the Student Housing License Agreement from the Office of Residence Life.

Residence Life Staff

A staff of qualified professionals and skilled para-professionals is available at all times to assist you. Your Housing Guide for New Residents will tell you who they are and how you can contact them.

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. The housing team works collaboratively with the Academic Affairs department to promote any workshops or activities that will benefit the well-being of our students-

Need more information? Your housing license agreement and the residence life Housing Guide for New Residents contain additional important information. If you have questions, contact a residence life staff member.

Student Assistance Program

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

The following services are offered by the SAP:

1. Short-term face-to-face counseling (up to 4 sessions)
2. Help with making a budget and getting out of credit card debt
3. New Parent Transition Coaching Program
4. Targeted and qualified resource searches and referrals for many supportive services to assist with balancing college/work/life.
5. A comprehensive college student Web site. For more information go to MyAiCampus.com
6. Access to trained and licensed professional counseling 24 hours a day 7 days a week by calling 1.888.617.3362

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

For additional information on Student Support Services, please contact the Office of Student Affairs at 843.724.8500.

The Problem of Suicide

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

Symptoms

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

Depression and Suicide Have Many Common Warning Signs Including:

- 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 is 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 student support staff, 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 9-1-1. 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

National Institute of Mental Health
1-800-421-4211 or www.nimh.nih.gov

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Procedures following suicide threats and attempts

The Art Institute of Charleston 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 of Charleston student code of conduct. In the event that The Art Institute of Charleston 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 School 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 be 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 School at its discretion may set restrictions and/or conditions for the student to return to School including receiving outside counseling, signing a safety contract, and restricting or denying school-sponsored housing accommodations.

The Art Institute of Charleston 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 School and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits school 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.

Emergency Resources

Suicide Hope Line:
1.800. SUICIDE (784.2433)

Alcohol/Drug Abuse Hotline:
1.800.333.4444

Domestic Violence Hotline:
1.800.799.SAFE (7233)

Gay & Lesbian National Hotline:
1.888.THE.GLNH (843.4564)

Disability Services

Student Affairs Office – 2nd Floor

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

Students who seek reasonable accommodations should notify the Director of Student Affairs at rseay@aii.edu or 843-724-8500 of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Affairs in Room 201, telephone number 843-724-8500. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

Student Ambassadors

The role of The Art Institute of Charleston 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 Art Institute of Charleston during New Student Orientation and serve as hosts to important visitors. If you are interested, you may apply if you:

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

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

Student Leadership Committee

The Student Leadership Committee (SLC) 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 Charleston's academic mission. Members of SLC are also representatives of the student body and serve as the voice of students to internal and external constituencies.

The main goals of the SLC include:

1. To provide a forum to discuss student issues
2. To facilitate the exchange of ideas and information among students
3. To act as a liaison between students, faculty, and administration
4. To support registered student organizations and work collaboratively with these groups
5. To assist in the planning and production of campus activities at The Art Institute of Charleston and in the community; and to promote them to the student body
6. To provide leadership opportunities for students within The Art Institute of Charleston
7. To promote school spirit among the student body and create a sense of connectedness with The Art Institute of Charleston that will contribute to student success

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

International Student Services

Academic Affairs – 2nd Floor

The Art Institute of Charleston 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 your Admissions representative and the Dean of Academic Affairs who are available to help ensure a successful experience at The Art Institute of Charleston by assisting with immigration procedures and campus resources.

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

Health Insurance and Medical Referrals

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

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.

Veteran's Resources

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

Certifying Official

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

Teetandeeahnahsee McMillian Williams, Associate Registrar – Charleston Campus

tmcmillian-williams@aii.edu

843.723.8513

2nd Floor, Registrar Office

Amanda Jackson, Registrar – Charleston Campus

ajackson@aii.edu

843.727.3455

2nd Floor, Registrar Office

Student Financial Services

Emily Zielinski, Director of Student Financial Services – Charleston Campus

ezielinski@aii.edu

843.727.3451

2nd Floor, Student Financial Services

Registrar

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

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

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

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

Registration

Registration usually begins on Monday of week five (5) of each quarter in Charleston and lasts several weeks. Any new registration or schedule adjustments after that time must be done either with the Academic Advisors or Department Chairs. Early registration is highly recommended for best selection of classes. New students, students on academic warning and students needing a transitional class are required to register with an academic Department Chair.

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

1. **Login and Password** – Login and password information is available at the Print Studio. You should use MyAiCampus.com from your first day as a student, not only for registration, but to access grades, schedules, and campus news. If you are not sure how to sign in to MyAiCampus.com, you can find out at the Print Studio, from the library, or from one of registration information sent out from the registrar's office. If you have not kept up to date with your login, you may need to request a new login and password before you can register. This process may take a day or two, so be sure to do this well in advance of your registration. As soon as you receive the login and password, log in to make sure they work.
2. **Holds** – View your holds on the Web. "URGENT" holds, holds that are preceded with a "U" (for example "UREG" or "UPAY") prevent registration.
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. Most degree audits are 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 at www.myaicampus.com. Log in to your student account and click on "Register for Classes." Located in the left-hand menu, click on "DEGREE AUDIT." You can print the degree audit by right-clicking on the window in which the degree audit appears, and then selecting "PRINT." Review your degree audit before you register to determine which courses to take next. If you need assistance, please see your advisor or department chair.

4. **Advising** – See your academic Department Chair for academic advising.

5. How to Register

a. Selecting Classes

- i. Log in to your student account and click on “Registration” on the menu.
- ii. Click on the “?” icon next to the “Course Number” box. This will pull up a list of classes to select from. **Do not type in the course number.**
- iii. Select a course from the list and click on “Select.” You will be returned to the main Registration page. Click on the “?” icon next to the “Section” box. This will pull up a list of sections and will indicate immediately what sections are open or closed.
- iv. Select a section from the list and click “Select.” You will be returned to the main Registration page. Click on “Add to List” or “Add.” If the course was successfully added to the list, the course will appear along with message that the course was added. **If you get an error message that you have not met course requirements or that the course is not available, then double check your prerequisite list and/or see your advisor.**

6. Official Schedule

- i. An official schedule is required to attend classes at The Art Institute of Charleston; this can be obtained from the Registrar’s Office. An online copy of your course schedule will not be considered an official schedule.
- ii. Official schedules will be distributed to students’ prior to the scheduled quarter start (by the Registrar’s Office.) Urgent holds must be cleared before schedules can be picked up. If you have a non-urgent hold then please consult the registrar’s office.

Career Services

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, which is required of every student, Career Services also provides extensive career preparation, 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 of Charleston’s graduate placement rates. Graduate placement information is available at the Career Services office or on the college website.

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

The Career Services Department maintains an ongoing relationship with numerous employers in the metro Charleston area. These relationships increase employer awareness of student skills and talent. Outside Charleston, graduates can be assisted by the career services departments at other Art Institutes schools. Graduates entering new markets are assisted by Career Services through job development and telemarketing. Membership in professional organizations, attendance at trade shows, and on-site visits to area businesses keep Career Service 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 of Charleston. 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 Charleston.

Graduate Employment Services

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

Student Employment Services

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

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

The Career Services Department is an invaluable resource for planning your career goals! Services include part-time job postings, 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.

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.

Student Accounting Office

2nd 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 Charleston 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 *2nd Floor*

The Student Financial Services staff works with students and their families to develop a personal financial plan so that students can reach their educational and career goals. They guide families through the process of

assessing educational costs, applying for financial aid programs, completing financial aid paperwork (including the FAFSA, or Free Application for Federal Student Aid), and developing a payment plan. Students may be eligible to apply for financial assistance under these federal and state programs:

1. Federal Subsidized Direct Loan
2. Federal Unsubsidized Direct Loan
3. Federal Direct PLUS Loan
4. Federal Perkins Loan
5. Federal Pell Grant
6. Federal Supplemental Educational Opportunity Grant
7. College-sponsored scholarships
8. Federal Academic Competitiveness Grant
9. Federal National Science and Mathematics Access to Retain Talent Grant (SMART)
10. Federal Academic Competitiveness Grant
11. Veterans Education Act
12. Vocational Rehabilitation Programs
13. 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.

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. It is important that you pay back the money you have borrowed. Defaulting on student loans is serious and carries severe consequences. Your responsibilities include the following:

1. You must confirm your financial plan before you begin classes at The Art Institute of Charleston.
2. If you receive any type of federal assistance you must meet all compliance and verification requirements. This may include providing additional documentation.
3. If you receive federal student loans you must attend an entrance interview session where the rights and responsibilities of these programs are explained.
4. You must inform the Student Financial Services office of any changes that may impact your student financial plan, including program changes, failed classes, or adjustments to expected credit hours.
5. Your student financial plan may cover the entire length of your educational program or one academic year. Nonetheless, you must resubmit financial information, applications and supporting documentation annually, or as needed.
6. To continue to receive financial assistance, you must maintain satisfactory academic progress. The Art Institute of Charleston's satisfactory academic progress policy is included in The Art Institute of Charleston catalog. You will be required to submit a written appeal with documentation for reinstatement of financial aid in addition to the procedure for academic reinstatement.

7. If you have received federal student loans you must attend an exit interview to receive information on repayment, deferment, penalties of default, etc. An exit interview is scheduled when you graduate, take a leave, or withdraw from The Art Institute of Charleston.
8. If you withdraw from The Art Institute of Charleston prior to completing the requirements for graduation you may owe a balance to The Art Institute. Please refer to the refund policy for more information.

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

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

Withdrawal

Official and Unofficial Withdrawal

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

Impact of Attending Classes during Drop/Add (Schedule Adjustment) 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 dismissed from The Art Institute of Charleston, the refund and adjustment policies apply. Please contact the Registrar's office or Student Financial Services for further information.

Supply Store *2nd Floor*

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

Technology

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

With the use of college equipment and technology comes responsibility. It is your responsibility to know and follow the rules, regulations, and procedures for appropriate use of all college equipment and technology. The rules, regulations, and procedures are posted on the student intranet, at the video and photo checkout windows on the fourth floor, and at the service bureau on the second floor.

ACADEMIC SERVICES

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

Academic Resources

Library - Learning Resource Center *(1st Floor)*

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

Library Hours

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

Exceptions to these hours will be posted in the Library.

Borrowing Policies

Students may borrow material from the library by showing a valid Art Institute of Charleston student ID at the library circulation desk. Material may be renewed once if it is not on hold for another patron. To renew an item, simply stop by the library or call 724-8512 during normal library hours. You must have your student ID to renew in person or over the phone.

In order to ensure the availability of resources to all students it is essential that you return library material by the due date. After the due date, late fines begin to apply. The cost of loss or damage to a library resource is the responsibility of the student who borrowed the material.

The Library is for quiet study. Cell phones must be turned off and not answered while in the library. Library users are expected to be courteous by keeping their voices down and not creating distractions.

All policies are posted in the library and on the library website (www.aicharlestonlibrary.com).

Library Databases

The Art Institute of Charleston provides access to a large collection of online subscription databases with content that includes full-text articles, ebooks, software tutorials, art history images, stock photography/footage/music clips, trend forecasting and market research. Databases are available though IP recognition while on campus and password protection while off campus.

Responsible Use of Technology

The institution’s policy on the responsible use of technology is outlined in this handbook under Student Conduct Policy, Section V. Disciplinary Offenses, Number (15), Letter (e), Roman Numerals (I-IX).

Academic Advising

Academic Advising is available from the Academic Department Chairs and Academic Advisor(s). The Art Institute of Charleston encourages all students to seek advising for registration assistance and information

related to academic progress. In addition to helping you pursue your educational goals, the Department Chair will also guide you toward your career goals and successful completion of portfolio work. While every effort is made by all advisors to assist you in planning your schedules, it is your responsibility to know course sequence and prerequisites for your program of study. If you fail a prerequisite to a course for which you have pre-registered, it is your responsibility to change your schedule prior to the end of the schedule adjustment period.

Tutoring

Should you require less formalized remediation or need tutorial assistance in any course, you may request a tutorial appointment with a peer tutor in the Academic Achievement 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.

Undergraduate Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic 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 and successful manner. This ability is measured in three ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR) within a maximum time frame (MTF). **Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could result in the loss of Financial aid and Academic termination.** In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits.

Periods of attendance when a student does not receive Title IV aid are included in determining Satisfactory Academic Progress. Periods of Non-Attendance are not included in determining SAP. While the term Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

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) – Students who enroll for and complete 12 credits or more (of courses which are not transitional studies) and meet the following criteria may receive the corresponding designation:

<u>Term GPA</u>	<u>Honors Designation</u>
4.0	President's Honor Roll
3.7-3.9	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

Compliance with SAP is reviewed every quarter for Certificate, Diploma, and Degree Programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

Certificate/Diploma	Evaluation Point	Milestones(CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.5 and/or 50.00%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of Third Quarter And every quarter thereafter	< 2.0 and 66.67%	Warning (if 1 st time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal
Degree	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.0 and/or 33.33%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of Third Quarter	< 1.25 and 50%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of the Fourth and Fifth Quarter	< 1.50 and 50%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of Sixth Quarter* And every quarter thereafter	< 2.0 and 66.67%	Warning (if 1 st time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal

Certificate and Diploma Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter.
2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**.
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
4. 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**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their academic advisor concerning the exact requirements.
6. Students attending certificate or diploma programs may take transitional study courses.

Please note that **dismissals** can be appealed. Please see the Appeal Process below.

Degree Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% (transitional study courses do not impact GPA or ICR so they are exempt from the calculation). Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
2. At the end of the second quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% for all courses that are not transitional studies. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter if the student had not been on Academic Warning/Financial Aid Warning in the previous term. However, if the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
3. At the end of the third quarter, students must attain a minimum CGPA of 1.25 and an ICR of 50 %. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
4. At the end of the fourth and at the end of the fifth quarter, students must have a CGPA of at least 1.5, and an ICR above 50%, Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it could be very difficult to meet the minimum requirements of the next measuring point. Students should consult with their academic advisor concerning the exact requirements.
6. At the end of the sixth quarter and thereafter, students must accomplish a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
7. 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**.
8. 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 or ICR; however, they do count in determining the maximum time frame in terms of credits attempted and credits earned. Transitional Studies/Remedial courses do have credit hours assigned to them for enrollment and tuition charging purposes. 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**.

Students on Academic Warning/Financial Aid Warning are considered to be making progress towards meeting SAP and if otherwise eligible, can be eligible for Financial aid.

The grades, gpa and cumulative data for all courses a student attempted at the institution as well as courses successfully transferred in from prior postsecondary education are available on the student portal for their review. There is also an indication if a student is on Academic Warning/Financial Aid Warning or Academic Probation/Financial Aid Probation or is terminated.

Appeal Process for Academic Probation/Financial Aid Probation

The process to appeal allows 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 and retained. The result of the appeal (appeal granted or appeal denied) must be provided to the student and catalogued in the Student Information System as well as the student's academic file. As part of the appeal the student must document in writing why he or she did not meet SAP and what in the student's situation has changed that will allow he or she to meet SAP according to a written academic plan.

If the student's appeal (see appeal policy below) is granted, he or she will be placed on Academic Probation/Financial Aid Probation for **one or two** quarters. For students in a certificate/diploma program they will **only** have **one** quarter of Academic/Financial Probation due to the shorter length of the program. For associates degree or higher programs, if the student and the institution agrees to a **two-term** Academic/Financial Aid Probation the student must agree with and **sign a written academic plan** developed and approved by the institution which documents that he or she will be required to attain CGPA and ICR milestones by the next evaluation point (term) but they must be meeting SAP at the end of the second term. A student not meeting the conditions of their plan at the end of the first quarter **will be dismissed**. If the student is meeting their academic plan at the end of the first term, they will stay on Academic/Financial Aid Probation. Student is eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period(s) will result in a **permanent dismissal**.

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 may then request an additional appeal for reinstatement, but would have to demonstrate academic accomplishments or changes that show a degree of college readiness that reliably predict success. After being out of school, the applicant will have to meet the appeal requirements as stated in the first paragraph including describing why the student failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the Institute.

Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation
- Documentation from the School Counselor and/or a Professional Counselor

Deans of Academic Affairs are responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from the SAP program or professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues may be accommodated to ensure that the student will be able to meet satisfactory academic progress will suffice as proof of mitigating circumstances as well as a student's ability to meet satisfactory academic progress with accommodations from the institution.

Students are NOT allowed to appeal dismissals for violating the 150% completion rate.

A student who attempts but does not pass the same remedial course three times is **dismissed and there is not a right to appeal the termination**. Students dismissed for failing the transitional courses three times may reapply for reinstatement once these courses and the college level equivalents are completed and are submitted on an official accredited institutions transcript as part of the reinstatement appeal.

The Metrics of SAP

Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<u>Letter Grade</u>	<u>Quality Points</u>
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 *

*F does compute in GPA and CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

CR = Credit through examination

Credits Earned/TR grade does not affect ICR/CGPA.

I = Incomplete

Affects ICR/MTF/CGPA(Computes as an F)

S = Suspension

Affects ICR/MTF/CGPA(Computes as an F)

NP = Not passing/Fail

Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non credited course

P = Proficiency Credit by Exam or Portfolio	Does not Affect ICR/MTF/CGPA
PA = Pass	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
SP or SA = Satisfactory/Pass	This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.
T = Termination from course	Affects ICR/MTF/CGPA (Computes as an F)
TR = External Transfer Credit	Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.
U = Unsatisfactory	Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.
WV = Waiver	Commonly used when waiving a remedial courses and does not affect ICR/MTF/CGPA
WX = Course was registered for but never attended	Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of 'F', 'W', or 'WF'. Course credits with grades of 'F', 'W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Students may also retake classes in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs.

Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Calculations

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 that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

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

$$B = 3 \text{ grade points} \times 3 \text{ credit hours} = 9 \text{ grade points earned}$$

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

In this example:

$$16 \text{ grade points} + 9 \text{ grade points} = 25 \text{ total grade points}$$

$$25 \text{ grade points earned} \div 7 \text{ total hours earned} = \text{student's GPA for the quarter, } 3.57, \text{ which is rounded to } 3.6.$$

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5. Example: 1.95 = 2.0, 1.94 = 1.90)

Incremental completion rate is determined as follows (remedial credits do not count in this calculation):

(EARNED CREDITS at the institution + TRANSFER CREDIT Accepted)

(ATTEMPTED CREDITS at the institution + Transfer Credits Accepted)

The 150% MTF is determined as follows:

$$\text{TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM} \times 1.5 = \text{TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.}$$

STUDENT STATUS CHANGES AND SAP

Transfer Students

Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completion rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be $180 \times 1.5 = 270$ credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as “TR” in the Student Information System and will not affect the student’s CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

Changes in Program

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

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the “CHANGE OF MAJOR” adjustment factor would be those credits from the previous major that we will NOT count in the student’s current major.

Incremental completion rate is determined as follows (remedial credits do not count in this calculation):

**(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus
CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS**

**(ATTEMPTED CREDITS in the New Program + Transfer Hours Accepted) minus CHANGE
OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS**

The **150% MTF** is determined as follows:

TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = MTF.

Second Degree

When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will not be applied to the student's new program CGPA calculation. The grades will be recorded as TR.

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.

Scholarships for Current Students

The Art Institute of Charleston offers several scholarship opportunities for current students. These scholarships are for qualified continuing students at The Art Institute of Charleston. Application requirements include a current transcript in addition to a completed application and other materials. For application forms and information, visit the Student Financial Services Office on the 2nd floor. For other information related to scholarships visit the Student Financial Services Office on the 2nd floor.

“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.

Academic Freedom of Expression

The Art Institute of Charleston guarantees academic freedom to its students in the classroom within the parameters of its mission and academic policies and procedures as approved by its applicable licensing and accrediting agencies. Students will be afforded freedom in the classroom to express their points of view and

conclusions supported by relevant evidence. It is expected that students behave in a manner consistent with their status as members of a special community of artists and scholars.

Academic Placement

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

Class Schedules

Most classes meet during the specific class identified on the course schedule. 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 Charleston reserves the right to modify the college calendar, curriculum, and class schedule as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of instruction among students. Therefore, certain class schedules may vary. While most degree program courses are offered in the evening, some courses required for graduation may not be offered in the evening, requiring the student to take them during the day session.

Courses Outside of the Program of Study

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

Credit Hours

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

A quarter credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

- (1) One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for 10-12 weeks, or the equivalent amount of work over a different amount of time; or
 - (2) At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, studio work, and other academic work leading to the award of credit hours.
- Ten hours of lecture and a passing grade earn one quarter-hour credit.
 - Twenty hours of lab and a passing grade earn one quarter-hour credit.
 - Thirty hours of Art Institute of Charleston-directed learning activity and a passing grade earn one quarter-hour credit.
 - One hour of instruction is defined as 50 minutes of instruction in a 60-minute period.

Exhibition of Student Work

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

Faculty

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

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

Field Trips

Field trips provide various program and course-related activities over and above class work. On local field trips, students are required to provide their own transportation (car, carpool, or public transportation). Students who have a car and drive fellow students on field trips are responsible for having adequate insurance coverage. The Art Institute of Charleston 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 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.

Instructional Equipment

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

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.

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 Charleston may disclose to third parties without receiving prior written consent from the student.

I. 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.

II. DISCLOSURE OF EDUCATIONAL RECORDS

The Art Institute of Charleston 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 Charleston 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; **This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; 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 Charleston 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 school 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).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Charleston will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Charleston officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Charleston will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. DIRECTORY INFORMATION

The Art Institute of Charleston may designate the following information as directory information (Directory Information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email, and Web site
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded

9. Most recent previously attended school
10. Photograph of student
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at The Art Institute of Charleston 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 Charleston, 24 North Market Street, Charleston, SC 29401. 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.

V. 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 Charleston 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 Charleston 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 Charleston. 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 Charleston 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 Charleston 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 Charleston 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 Charleston 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.

VI. 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 Charleston 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

Attendance Policy

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.

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.

Transfer of Credit

Information regarding The Art Institute of Charleston's policy on transfer of credit can be found on the Student Portal, MyAiCampus.com.

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.

Student Rights and Responsibilities

Student Conduct Policy

Section I. Guiding Principles

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

As members of the college community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute of Charleston provides guidance to students regarding

those standards of student conduct and behavior that it considers essential to its educational goal. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of The Art Institute of Charleston's goal.

Section II. Scope

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

Section III. Reach

The Student Conduct Policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student organization-sponsored events or in college-sponsored housing. At the discretion of the Chief Conduct Officer (Director of Student Affairs or Dean of Academic Affairs) or a delegate as appointed by the President of The Art Institute of Charleston, the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Section IV. Responsibilities of Dual Membership

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

Section V. Disciplinary Offenses

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

1. Scholastic Dishonesty

- a) Plagiarism
- b) Cheating on assignments or examinations
- c) Engaging in unauthorized collaboration on academic work
- d) Taking, acquiring or using test materials without faculty permission
- e) Submitting false or incomplete records of academic achievement;
- f) Altering, forging or misusing a college academic record;
- g) Fabricating or falsifying data, research procedures, or data analysis;
- h) Deceiving the College and/or its officials.

2. Illegal or Unauthorized Possession or Use of Weapons

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

3. Sexual Assault or Nonconsensual Contact

- a) Any form of unwanted sexual attention or unwanted sexual contact.

4. Threatening, Violent or Aggressive Conduct

- a) Assault, battery, or any other form of physical abuse of a student or college employee.
- b) Fighting or physical altercation.

- c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees.
- d) Any conduct that threatens the health or safety of another individual, one's own self, or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student.

5. Theft, Property Damage and Vandalism

- a) Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
- b) Extortion
- c) Setting fires, tampering with fire safety and/or firefighting equipment.

6. Disruptive or Disorderly Conduct

Disruptive Behavior, such as, interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

- a) Disruptive Classroom Conduct, such as:
 - i. Engaging in behavior that substantially or repeatedly interrupts student learning or the instructor's ability to teach. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
 - ii. Use of cell phones and pagers during scheduled classroom times
- b) Disorderly Conduct, such as,
 - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols, or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
 - ii. Breach of peace on college property or at any college-sponsored or supervised program
 - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of Charleston and/or its reputation

7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol

- a) Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by The Art Institute of Charleston
- b) Being under the influence of illegal or controlled substances on college property, or at any college function
- c) Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by The Art Institute of Charleston
- d) Being under the influence of alcohol on college property or at any college function is also prohibited

8. Verbal Assault, Defamation and Harassment

- a) Verbal abuse of a student or college employee
- b) Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
- c) Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law

9. Hazing

- a) Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a

condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending or visiting The Art Institute of Charleston

10. Falsification

- a) Willfully providing college officials with false, misleading, or incomplete information
- b) Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform

11. Abuse of The Art Institute of Charleston disciplinary system, including but not limited to:

- a) Failure to obey the summons of a disciplinary body or college official
- b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
- c) Disruption or interference with the orderly conduct of a disciplinary proceeding
- d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
- e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
- f) Failure to comply with the sanction(s) imposed under the student conduct policy
- g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system

12. Unauthorized Use or Misuse of Art Institute of Charleston Facilities

- a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks

13. Violation of Federal or State Laws

- a) Violation of federal, state or local laws and college rules and regulations on college property, in college-sponsored housing, or at college-sanctioned or college-sponsored functions

14. Insubordination

- a) Persistent or gross acts of willful disobedience or defiance toward college personnel
- b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
- c) Failure to exit during a fire drill
- d) Failure to identify oneself when on college property, when riding the college shuttle, or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.

15. Violations of Art Institute of Charleston Rules

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b) Violation of college safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during a fire drill, turning in false fire alarms and bomb threats
- c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook

- e) Any violation of the institution's policies on the responsible use of technology including but not limited to
 - I. The theft or abuse of computer, email, Internet or Intranet resources
 - II. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - III. Unauthorized transfer of a file
 - IV. Unauthorized downloading of copyrighted materials in violation of law
 - V. Unauthorized use of another individual's identification and/or password
 - VI. Use of computing facilities to interfere with the work of another student, faculty member, or college official
 - VII. Use of computing facilities to send obscene or abusive messages
 - VIII. Use of computing facilities to interfere with normal operation of The Art Institute of Charleston's computing system
- f) Failure to satisfy college financial obligations

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

Section VI. Sanctions

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

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

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

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

Section VII. Disciplinary Procedures

Complaint

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

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

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

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

Search of Student's Property

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

Notification and Determination of Violations That Warrant a Disciplinary Meeting

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

Notification and Determination of Violations That Warrant a Disciplinary Hearing

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

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel

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

Disciplinary Panel

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

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

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

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

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

Section VIII. Appeal Procedures

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

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

Drug-Free Workplace and Campus

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Charleston 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 Charleston and the requirements of state and federal law, The Art Institute of Charleston 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

Deliriants (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 Charleston 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.

Federal Sanctions

Federal Trafficking Penalties

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine Base (Schedule II)	5-49 gms mixture		50 gms or more mixture	
Fentanyl (Schedule II)	40 - 399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10 - 99 gms mixture		100 gms or more mixture	

Heroin (Schedule I)	100 - 999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1 - 9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5 - 49 gms pure or 50 - 499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10 - 99 gms pure or 100 - 999 gms mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<p>First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine \$1 million if an individual, \$5 million if not an individual.</p> <p>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</p>		
Flunitrazepam (Schedule IV)	1 gm or more			
Other Schedule III drugs	Any amount	<p>First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual</p>		
Flunitrazepam (Schedule IV)	30 to 999 mgs			
All other Schedule IV drugs	Any amount	<p>First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.</p> <p>Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.</p>		
Flunitrazepam (Schedule IV)	Less than 30 mgs			
All Schedule V drugs	Any amount	<p>First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.</p> <p>Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.</p>		

Federal Trafficking Penalties - Marijuana

DRUG	QUANTITY	1 st OFFENSE	2 nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$4 million if an individual, \$10 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$8 million if an individual, \$20 million if other than an individual
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years • If death or serious injury, not less than 20 years, not more than life • Fine not more than \$2 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life • If death or serious injury, mandatory life • Fine not more than \$4 million if an individual, \$10 million if other than an individual
Marijuana	more than 10 kgs hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years • If death or serious injury, not less than 20 years, not more than life • Fine \$1 million if an individual, \$5 million if other than an individual 	<ul style="list-style-type: none"> • Not more than 30 years • If death or serious injury, mandatory life • Fine \$2 million if an individual, \$10 million if other than individual
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years • Fine not more than \$250,000, \$1 million other than individual 	<ul style="list-style-type: none"> • Not more than 10 years • Fine \$500,000 if an individual, \$2 million if other than individual
Hashish	10 kg or less		
Hashish Oil	1 kg or less		

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 Director 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. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of Charleston 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 the Director of Student Affairs.

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 Director of Student Affairs can refer you to one that meets your needs.

Charleston-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.

You may also check with the South Carolina State Funded Treatment Program under the Department of Alcohol and Other Drug Abuse Services at 1.888.727.7383 (Open Monday through Friday from 8:30 a.m. to 5:30 p.m. or go to the following web-site: <http://dasis3.samhsa.gov>).

Firearms Policy

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

Student Grievance Policy

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

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Director 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 of Charleston staff member or department will be notified of the complaint. A follow-up meeting with you and the Director 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:
South Carolina Commission on Higher Education
1333 Main Street, Suite 200
Columbia, SC 29201.
Phone: 803.737.2260
Fax: 803.737.2297 Please refer to the school's Arbitration Policy for additional information regarding disputes or claims

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

The Art Institute of Charleston does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, The Art Institute of Charleston will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Director of Student Affairs, 24 North Market Street, Rm. 201, Charleston, SC 29401, rseay@aii.edu, 843-724-8500.

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

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

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with Rob Seay, Director of Student Affairs, The Art Institute of Charleston, 24 N Market St, Charleston, SC 29401, 843.724.8500, rseay@aii.edu, or for academic matters with Esther Kramer, Dean of Academic Affairs, 24 N Market St, Charleston, SC 29401, 843.727.3460, eakramer@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. .

2. The Director 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. When evaluating complaints of sexual harassment, the Director of Student Affairs, Rob Seay or Dean of Academic Affairs, Esther Kramer will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Director of Student Affairs or Dean of Academic Affairs may be appealed by either the complainant or the accused by petitioning the President's Office of The Art Institute of Charleston. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Director of Student Affairs or Dean of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
5. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or the The Art Institute of Charleston Academic Catalog.

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

Harassment Policy

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

Definition

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

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

Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about

an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The Art Institute of Charleston prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

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

Other 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.

Complaint Procedure

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

Anti-Hazing Policy

Hazing involving The Art Institute of Charleston 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 Charleston. 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 24 North Market Street, Rm 201. 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.

Non-Discrimination Policy

The Art Institute of Charleston does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, The Art Institute of Charleston will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Director of Student Affairs, 24 North Market Street, Rm. 201, Charleston, SC 29401, rseay@aia.edu, 843-724-8500.

Health and Safety

Campus Safety

It is important that you be prepared for the unlikely event of an emergency situation at The Art Institute of Charleston. 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.

Emergency Notification System

My Campus Alert

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

In an emergency, The Art Institute of Charleston Emergency Notification System will be used to inform members of The Art Institute community who have registered for the system. The system can transmit short notifications by email to a designated address, by text message to a cell phone, or by voice message to a designated cell phone or telephone number in the U.S or Canada. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding registration for My Campus Alert is available on the Student Portal and in the Student Affairs office.

Questions?

For further assistance, please contact the Director of Student Affairs, at 843.724.8500. If you need help accessing your Art Institute of Charleston faculty or student email, contact Information Technology.

The Art Institute of Charleston
Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report
May 3, 2011

The Art Institute of Charleston 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 Director of Student Affairs at 843.724.8500.

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Charleston 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 new students through the student handbook and will be available online for all continuing students and for staff and faculty as a section of the online version of the handbook.

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES

Maintaining 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 Director of Student Affairs. Reports are kept in a secure location in the office of the Director of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Charleston 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 Charleston facilities to the Director of Student Affairs, either in person or by calling 843.724.8500. If the Director of Student Affairs is not available, you may contact a member of the Executive Committee; (R. Jerue, E. Kramer, B. Stanley, J. Watkins, S. Nixon, or A. Smalls), and the Charleston Police Department by dialing 911 or Art Institute Security at 843.697.1028 (main campus). 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 the Director of Residence Life and Housing.

The Art Institute of Charleston has also established procedures for hurricane-related situations, including evacuation protocols. These are reviewed at each new student orientation and at housing-sited programs.

In the event of fire or medical emergencies, staff and employees should contact the City of Charleston emergency services by dialing 911 and then notify the Director of Student Affairs.

Students and employees should promptly report all criminal actions and emergencies occurring on or around The Art Institute of Charleston facilities to Rob Seay Director of Student Affairs either in person or by calling 843.724.8500.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Director of Student Affairs. Reports are kept in a secure location in the office of the Director 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 Director of Student Affairs.

SECURITY AND ACCESS TO CAMPUS FACILITIES

It is the policy of The Art Institute of Charleston 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

A security desk is located on the first floor of the entrance to The Art Institute of Charleston, 24 North Market Street and on the second floor of the 360 Building, 360 Concord Street. After hours, the buildings are protected by locked security doors and devices including cameras. Exterior lighting is provided around the buildings and adjacent parking areas. Suspicious persons are questioned and asked to leave.

ACCESS TO RESIDENTIAL FACILITIES

Village Square Apartments, 1702 North Woodmere Dr, Charleston, SC is the location for the Charleston campus college-sponsored housing. Village Square has courtesy officers. They live on-site and drive a marked police vehicle, to enhance visibility on the property.

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

CAMPUS SECURITY

Persons employed as security personnel on the main campus at 24 North Market Street and at 360 Concord Street are instructed in security, security problems, specific college rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the campus President.

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 evening hours to assure proper oversight of entry and egress to the buildings. These security personnel are responsible for ensuring that persons entering the buildings are employees, students, 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 buildings are secured. The security personnel 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 this upon request. Security personnel may not make arrests, but are instructed to promptly contact the Director of Student Affairs, or the President of the college if any illegal activity occurs.

Student residents living in college-sponsored housing should contact their assigned Resident Assistant, one of the Residence Life Coordinators, or the Director of Residence Life and Housing, who are on-call for their housing complexes, should an emergency arise. The Director of Residence Life and Housing and 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 Charleston is located in Charleston, South Carolina. The Art Institute of Charleston maintains close, non-formalized working relationships with the City of Charleston and Charleston 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 via email, posters, letters and handbills.

EMERGENCY NOTIFICATION AND EVACUATION POLICY

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

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

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

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

In the event of a report of a dangerous or emergency situation to any staff member, the staff member will contact the campus President or any other Executive Committee member to report the situation. The President or Executive Committee member will then review the report to confirm the issue(s) involved and determine if activation of the Emergency Notification system is warranted.

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

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

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

1. Campus President
2. Dean of Academic Affairs
3. Senior Director of Admissions
4. Director of Student Affairs
5. Registrar
6. Student Accounting Advisor
7. Director of Student Financial Services
8. Staff and/or Faculty members

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

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of Charleston 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 Charleston 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 or illegal drugs. The Art Institute of Charleston 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 The Art Institute of Charleston’s Student Affairs Office. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in The Art Institute of Charleston’s Student Affairs Office. 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 Director of Student Affairs, the Executive Committee or other **Art Institute of Charleston** 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 People Against Rape crisis hotline at (843) 745-0144, (843) 746-1003, or (800) 241-7273. The hotline is open 24 hours a day and its 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 assault. If the victim requests, The Art Institute of Charleston 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.

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Charleston published Student Conduct Policy and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.. Both the accuser and the accused may be entitled to have others present during a disciplinary proceeding. Both may 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 City of Charleston Police Department located at 180 Lockwood Drive, Charleston, SC 29403 or the Charleston County Police Department, 3505 Pinehaven Drive, North Charleston, SC 29405. 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://services.sled.sc.gov/sor/>.

MISSING PERSON NOTIFICATION POLICIES AND PROCEDURES

Any student believed to be missing from the campus unexpectedly for twenty-four hours shall be immediately reported to the Director of Student Affairs. It is the policy of The Art Institute of Charleston that the Director of Student Affairs, with the support of other key staff members, will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where she/he is expected to be. This report may be filed by a parent/guardian, or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Director of Student Affairs, with the support of other key staff members, will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

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

Each student at The Art Institute of Charleston can identify during through the registration process a designated person or persons that the college administration can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Office of Student Services. Note that this contact information is confidential and is shared only with college administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the Office of Student Services not be able to locate a person reported missing within twenty-four hours of the report, the Office of Student Services would then notify the student's designated 'missing person' emergency contact.

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

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Office of Student Services will notify local law enforcement agencies within this 24 hour window, as well as any other agencies where the missing student may be.

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED For any student under the age of 18 and who is not emancipated, The Art Institute of Charleston must notify a custodial parent or guardian no later than twenty-four hours after the time the student is determined to be missing.

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

COLLEGE POLICY ON REPORTING OF FIRES

Any member of the community who becomes aware of any active or past fire must notify the President, the Dean, the Director of Student Affairs or other appropriate campus or housing program official immediately.

Every person in the building or housing facility, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire officials and/or the President, the Dean, the Director of Student Affairs or other appropriate campus or housing program official. No occupant will re-enter a building until clearance is given by fire officials and/or the President, the Dean, the Director of Student Affairs or other appropriate campus or housing program official.

PROHIBITED ITEMS IN COLLEGE-SPONSORED HOUSING

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

- Candles
- Incense
- Open flame
- Open heating coils
- Hookahs
- Grills
- Fireworks or explosives
- Smoking is prohibited in all college-sponsored housing and in all academic and administrative buildings.

COMMUNITY RESPONSIBILITIES

All members of the college-sponsored housing community are required to:

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Director of Residence Life and Housing, the Residence Life Coordinator, or fire officials during a drill or an actual alarm. In 2010, there were no fire drills performed at the housing facilities, due to the fact that these complexes are multi-family and not exclusively college student residences.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Director of Residence Life and Housing, the Residence Life Coordinator, or a member of the Resident Assistant staff.
- Know where fire extinguishers are located. Learn how to operate them. If you need training, contact members of the housing staff.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.

- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

PROCEDURES IN CASE OF FIRE

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

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911 and contact appropriate campus or housing officials.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by student services or housing officials and by representatives of the City of Charleston fire department.

COLLEGE-SPONSORED HOUSING FIRE SAFETY

HOUSING SITE	VILLAGE SQUARE
SMOKE DETECTORS	Y
HEAT DETECTORS	N/A
CARBON MONOXIDE DETECTORS	N/A
FIRE EXTINGUISHERS	IN EACH APARTMENT

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 Charleston prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local and state police agencies are contacted by the Director of Student Affairs to maintain a working relationship and to 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 Charleston 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 the City of Charleston Police Department. Information relative to areas adjacent or contiguous with Art Institute housing facilities has also been provided by the City of Charleston Police Department.

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

Main Academic Building 24 North Market Street
Charleston, SC 29401

Auxiliary Academic Building 360 Concord Street
Charleston, SC 29401

College-sponsored Housing Village Square
1704 North Woodmere Drive
Charleston, SC 29407

Colonial Grand at Quarterdeck
550 Harbor Cove Lane
Charleston, SC 29412

Riverland Woods
1001 Riverland Woods Place
Charleston, SC 29412

The Islands
1150 Aruba Circle
Charleston, SC 29412

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.

The Art Institute of Charleston

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.

<i>Criminal Offenses</i>	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	1	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>									
<i>Statutory Rape</i>									
Robbery	0	1	0	0	0	0	0	2	0
Aggravated Assault	0	4	0	0	0	0	0	1	0
Burglary	0	0	0	0	4	0	0	7	0
Motor Vehicle Theft	0	2	0	0	1	0	0	2	0
Arson	0	0	0	0	0	0	0	0	0
Totals	0	7	0	0	6	0	0	12	0

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

<i>Hate Crimes</i>	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0
<i>Incest</i>									
<i>Statutory Rape</i>									
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	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
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property	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								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Arrests									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Weapons: carrying, possessing, etc	0	1	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Totals	0	1	0	0	0	0	0	0	0

* Includes school-sponsored housing

** Public property includes the sidewalks immediately adjacent to the two campus buildings

Programs to Inform Students about Campus Security

All new Art Institute of Charleston 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 prior to each quarter start, 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. The Art Institute of Charleston student support personnel encourage victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by The Art Institute of Charleston (contact Rob Seay, Director of Student Affairs) in a secure location.

Programs to Inform Students and Employees About the Prevention of Crimes

Seminars and workshops designed to heighten awareness of crime and its prevention are provided on a quarterly basis. Topics included in these informational programs are personal safety, living in a city, crime prevention,

basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event The Art Institute of Charleston, 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, and posters. Incidents occurring at The Art Institute of Charleston student housing locations are announced by the distribution of notices to each student apartment.

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

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

Emergency Preparation

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

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

Emergency Reporting

Dial **9.911** from any college telephone to reach local police, fire, or ambulance services. At the 24 N Market Street campus you can reach Security by dialing 843.697.1028.

College Policy Regarding Reporting of Fires

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

Weather Announcements

If you have signed up for My Campus Alert, then you will be notified of inclement weather by the method that you registered for. When The Art Institute of Charleston is closed due to bad weather, announcements will be made on these stations:

Television: WCBD-NBC-Channel 2
WCIV-ABC-Channel 4
WCSC-CBS-Channel 5
Internet: www.myaicampus.com

Closings will also be announced on The Art Institute of Charleston's main telephone number 843.727.3500.

Missing Person Notification Policies and Procedures

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

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

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

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

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

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

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 self-defense is a good idea. However, don't overestimate your abilities. It may take a lot of practice before you can use the techniques effectively.

Safety Tips

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

At Home

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

When Walking

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

While Traveling

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

The Art Institute of Charleston Appendix

The Art Institute of Atlanta Branch Campus Information

The Art Institute of Charleston	http://www.artinstitutes.edu/charleston
The Art Institute of Atlanta – Decatur	http://www.artinstitutes.edu/decaturn
The Art Institute of Nashville	http://www.artinstitutes.edu/nashville
The Art Institute of Virginia Beach	http://www.artinstitutes.edu/virginia-beach
The Art Institute of Washington	http://www.artinstitutes.edu/washington
The Art Institute of Washington-Northern Virginia	http://www.artinstitutes.edu/northern-virginia

Accreditation

Institutional Accreditation

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

State Licensing

The Art Institute of Charleston is licensed by the South Carolina Commission on Higher Education, 1333 Main Street, Suite 200, Columbia, SC 29201.

Approvals and Authorizations

The Art Institute of Charleston is approved for veteran's administration education benefits.

The Art Institute of Charleston is authorized under federal law to enroll non-immigrant alien students.

Administration at The Art Institute of Charleston

Executive Committee

Rick Jerue, President
Jason Watkins, Director of Administrative and Financial Services
Anita Smalls, Director of Career Services
Brian Stanley, Senior Director of Admissions
Esther Kramer, Dean of Academic Affairs
Rob Seay, Director of Student Affairs
Sara Nixson, Human Resources Manager

Academic Leadership

Esther Kramer, Dean of Academic Affairs
Amanda Jackson, Registrar
Shari Schleis, Department Chair, Graphic Design, Web Design and Interactive Media
Doug Wynn, Department Chair, Photographic Imaging, Digital Filmmaking & Video Production
Eric Watson, Department Chair, Culinary Arts
Dave Harrison, Department Chair, Interior Design
Lynne Riding, Department Chair, Fashion Design and Retail Management
Samuel Francis, Department Chair, General Education

School Schedule/Academic Calendar

Information regarding The Art Institute of Charleston's 2011-2012 academic calendar can be found on the Student Portal, MyAiCampus.com.

Campus Resources

How Do I...

Check my grades or schedule, register for next quarter, check on upcoming events, or pay a college bill	MyAiCampus.com
Check on financial aid	Student Financial Services(2 nd Floor)
Find a part-time job	Career Services(2 nd Floor)
Find out about student housing or locate an apartment	Student Affairs (2 nd Floor)
Inquire about accommodations for a disability	Student Affairs (2 nd Floor)
Order a copy of college transcript	MyAiCampus.com or Registrar (2 nd Floor)
Pay a college bill, ask questions about my account	Accounting Office (2 nd Floor) or MyAiCampus.com
Register for classes	Registrar, Academic Affairs, Department Chair or MyAiCampus.com
Talk about a grade I received	Course Faculty Member
Join a club or participate in Student Leadership	Student Affairs (2 nd Floor)
Talk with someone about a personal problem	Student Affairs (2 nd Floor)
Develop a professional résumé	Career Services (2 nd Floor)
Look for lost items or turn in found items	Library (1 st Floor)
Ask questions about being an international student	Academic Affairs(2 nd Floor)
Get verification of enrollment	MyAiCampus.com or Registrar's Office(2 nd Floor)
Find a tutor for a course I'm taking	Academic Achievement Center(3 rd Floor)
Locate a doctor or dentist	Student Affairs(2 nd Floor)
Get student health insurance	Student Affairs(2 nd Floor)

Ask about the calendar for the next quarter	Registrar(2 nd Floor)
Inquire about transfer credit	Registrar (2 nd Floor)
Find a faculty member or Department Chair	Academic Affairs Office(2 nd Floor)
Find out about activities and events that are happening on campus	Campus Activities in the Office of Student Affairs MyAiCampus.com Campus Activities Calendar Kiosks in the Lobby Student email Text messaging on your phone
Talk to someone about a class	Your Department Chair, Advising Center, or Faculty Member
Get help if injured on campus	Student Affairs(2 nd Floor)
Purchase a quarterly parking permit	Accounting (2 nd Floor)
Treat myself or someone special to dinner or lunch	24 North Market Restaurant(3 rd Floor)
Register for next quarter	Begins week 5 of each quarter, go to MyAiCampus.com
Find out about an Art Institute Online Course?	Academic Affairs (2 nd Floor)
Get ready for graduation?	Academic Affairs Office(2 nd Floor)
Ask about VA benefits	Registrar(2 nd Floor)
Get a cup of coffee, drink, or a snack	Student Lounge(2 nd Floor)
Find out about scholarships	Student Financial Services(2 nd Floor)
Find out my financial status	Student Financial Services(2 nd Floor)

Food Service

24 North Market, The Restaurant at the Art Institute of Charleston

The teaching dining room for The International Culinary School at The Art Institute of Charleston, 24 North Market is usually open for lunch and dinner three days a week during the quarter. The food is prepared by Culinary Arts, Baking and Pastry, and Culinary Arts Management students. Students also run and manage the dining room under the supervision of the chef faculty. Lunch is served from 11:30 am to 2:00 pm and offers an à la carte menu ranging from soups, salads, entrées, and desserts to eat in or take away. 24 North Market is open to the public, faculty, staff, alumni, and students. Reservations, current menus, and pricing are available by calling 843-724.8500.

STUDENT HURRICANE PREPAREDNESS PLAN

If a Hurricane threatens, all students should do the following:

- Notify your family
- Possess a battery-operated radio to obtain ongoing emergency information and keep posted on the storm's progress.
- If you have an automobile, maintain a full tank of gas once a "Warning" is officially announced.
- Should you decide to leave the school sponsored housing, you will need to inform your Resident Life Coordinator or the Dean of Student Affairs. Document and provide them with information detailing where you will be residing **and provide a direct contact telephone number.**
- Immediately collect water in suitable containers for drinking purposes upon notification that a major hurricane is approaching (level 3 and above).
- Obtain information regarding Red Cross sponsored shelter locations. Shelter location information will be provided on the radio, on local television reports and through The Art Institute of Charleston's office of Student Affairs.
- In the event of an OFFICIAL evacuation order, car pool with other students to a specific Red Cross approved emergency shelter. Discuss well in advance of an official evacuation order, the persons with whom you will car pool.
- Should you evacuate to an emergency shelter, take only bedding and personal hygiene items, non-perishable food and a battery operated radio and cellular phone. **If you require medication, be certain that you have enough to last you for at least one week and be certain to take it with you. Do your best to keep a few dollars of cash and some change to make phone calls.**

Housing residents should follow the following procedures:

- Prior to Hurricane season, all students should complete the Hurricane evacuation form with the Housing office, which identifies where each resident will go in the event of a hurricane.
- In the event the school is closed for a Hurricane Warning, all students will be strongly encouraged to evacuate the facility and stay with family or friends.
- When Charleston County activates their emergency operations center and opens a hurricane shelter, the Housing facility will be closed, and all remaining residents will be required to evacuate to the nearest shelter.

If evacuated, **DO NOT** return to the College or your dormitory until an official announcement of re-opening is provided by the College administrative personnel.

A hurricane is a very serious event. Do not panic, remain informed and follow directions provided by the college. By being responsible, you will be doing that which is necessary to protect yourself, your property and perhaps others.

Academic Calendar

Fall Quarter 2011

First Day of classes	October 3
Mid-Quarter Start	November 11
Thanksgiving Holiday	November 23-27
Portfolio Show	TBD
Graduation	December 17
Fall Quarter Ends	December 17

Winter Quarter 2012

First Day of Classes	January 9
Martin Luther King Jr. Holiday	January 16
Presidents' Day Holiday	February 24
Mid-Quarter Start	February 16
Portfolio Show	TBD
Winter Quarter Ends	March 24

Spring Quarter 2012

First Day of Classes	April 2
Spring Holiday	April 6
Mid-Quarter Start	May 12
Memorial Day Holiday	May 28
Portfolio Show	TBD
Graduation	June 17
Spring Quarter Ends	June 16

Summer Quarter 2012

First Day of Classes	July 9
Mid-Quarter Start	August 16
Labor Day Holiday	September 3
Portfolio Show	TBD
Summer Quarter Ends	September 22

Fall Quarter 2012

First Day of Classes	October 1
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