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This handbook was prepared by The Art Institute of Charlotte, Three LakePointe Plaza, 2110 Water Ridge Parkway, Charlotte, NC 28217-4536. The information contained herein applies to the Academic Year 2010-2011. Policies, rules and other matters described are subject to change at the discretion of The Art Institute of Charlotte.

The Art Institute of Charlotte

Local: (704) 357-8020

Toll free: (800) 872-4417

About This Handbook

Your Art Institute of Charlotte Student Handbook is a valuable resource to help enable your success as you progress through your academic program. Your handbook includes a useful appointment calendar with important dates, as well as information about time management, goal setting and more. Your handbook also makes it easier to find resources and information. Please note the important section that includes Art Institute of Charlotte policies and procedures of which you need to be aware. Take a few minutes to look through your handbook. We hope you will find it an interesting and handy reference.

The Art Institute of Charlotte Student Handbook incorporates, by reference, The Art Institute of Charlotte catalog and the Guide to Housing. Regulations and procedures found in those documents are considered to be a part of this handbook. Students should refer to the catalog, and resident students should refer to the Guide to Housing for additional information.

Mission Statement

The Art Institute of Charlotte is committed to the training and education of individuals for careers in the applied arts. Our graduates are capable of contributing fully within a diverse workforce and a global environment. To effectively live by our mission in all that we do, we are dedicated to the following specific goals:

- Delivering learner-centered instruction by faculty who exhibit excellence in teaching, possess appropriate academic credentials, and have industry-related experience.
- Ensuring market-driven, competency-based education and curriculum through ongoing communication with students, graduates, employers, and industry leaders.
- Enhancing institutional effectiveness and productivity by improving processes and operations, promoting teamwork and effective communications, and obtaining and maintaining appropriate accreditation.
- Being a champion for a culture of learning through the continual personal and professional development of students, alumni and employees.
- Striving for successful and measurable employment outcomes for graduates.
- Committing to growth in operations.

Honor Code

As a student at The Art Institute of Charlotte, my goal is to be professional at all times. I value the experience of my instructors, and I seek their knowledge to achieve my goal. I will respect my instructors, my fellow students and myself, and I will conduct myself in a respectful and professional manner toward everyone. I will study hard and produce work that exhibits the highest standards of academic achievement, quality, and ethics. I will always strive for excellence. As a student at The Art Institute of Charlotte and in my professional life, I seek to bring honor to my school, my family and my professional name.

Letter from the President

Dear Art Institute Student:

I want to welcome each of you to The Art Institute of Charlotte where, every day, you are encouraged to express your creativity and stretch your potential.

Inside this student handbook, you'll find the services and the people you need to help you explore, learn, grow and succeed as you pursue your degree at The Art Institute of Charlotte.

Congratulations on reaching this milestone on your way to the future, and good luck on achieving your goals.

Sincerely,

Maurice Lee, President

Getting the Most from Your Education

The Art Institute of Charlotte provides educational services to help students develop their potential. Students are a part of a vibrant, energetic learning community and are supported and encouraged to do their best. It's a community where diversity is celebrated. It's a community bound by mutual respect for individuality and creativity.

The Art Institute of Charlotte students are responsible for:

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

It is the student's responsibility to read and understand the policies in this student handbook, the application packet, the catalog, and any policies subsequently provided.

The doors of faculty and staff are open to every student; students are a partner in this interactive learning process. All students are encouraged to seek answers to their questions.

I Need to . . .

Check on financial aid	Student Financial Services (<i>First Floor</i>)
Find a part-time job	Career Services (<i>First Floor</i>)
Obtain local apartment information	Student Housing (<i>First Floor</i>)
Ask about accommodations for a disability	Student Affairs (<i>First Floor</i>)
Request a copy of a college transcript	Registrar (<i>Second Floor</i>)
Pay my bill	Accounting Office (<i>First Floor</i>)
Register for classes	Advising & Registration Center (<i>Second Floor</i>)
Discuss a grade	Course Instructor
Join a club or participate in student activities	Student Affairs (<i>First Floor</i>)
Talk with someone about a personal problem	Student Affairs (<i>First Floor</i>)
Develop a professional resume	Career Services (<i>First Floor</i>)
Locate a lost item	Contact Security Officer on Duty
Discuss an international student question	International Student Advisor (<i>Second Floor-Advising & Registration Center</i>)
Get a cup of coffee	Vending Room (<i>First Floor</i>)
Purchase a print card	Supply Store (<i>First Floor</i>)
Find a tutor	Academic Support Center (<i>second Floor</i>)
Locate a doctor or dentist	Student Affairs (<i>First Floor</i>)
Ask about the calendar for the next quarter	Student Handbook/Registrar
Find a faculty member or Academic Department Director	Academic Affairs Office (<i>Second Floor</i>)
Find out about gallery openings and visiting artist lectures	Student Information Board (<i>Student Lounge</i>)

Talk to someone about a class or faculty member	Your Academic Department Director
Find immediate care for an injury incurred on campus	Security (<i>First Floor</i>)
Register for next quarter	Advising (student services office, first floor)
Ask about VA benefits	VA Certifying Official (<i>Academic Affairs Office – Second Floor</i>)
Make a photo copy	Library (<i>First Floor</i>)
Make a color photo copy	Service Bureau (<i>Second Floor</i>)
Ask about Online Services (OLS)	Service Bureau (<i>Second Floor</i>)
Find parking	Student Accounting Window
Find the closest bank, grocery, hospital, urgent care	4 <i>Your Information</i> brochure

At-A-Glance Building Hours

Building Hours

Main Building

Monday – Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.
Sunday	Closed

EdgeLake

Monday-Friday	7:00a.m – 10:30p.m.
Saturday	7:00a.m. – 6:00p.m.
Sunday	Closed

Academic Support Center (*First Floor*)

*** Hours may vary by quarter.**

Monday-Thursday	9:00 a.m. – 6:00 p.m.
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***Hours are extended prior to and during exams.**

Service Bureau (*Second Floor*)

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

EdgeLake Equipment Cage Hours

Monday-Friday	10:00 a.m. – 1:00 p.m. 4:30 p.m. – 7:00 p.m.
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***All equipment must be returned between the hours of 7:30 a.m. & 8:00 a.m.**

(Print services stop at 9:00 p.m. Monday – Thursday)

Library (*First Floor*)

Monday – Thursday	7:30 a.m. – 9:00 p.m.
Friday	7:30 a.m. – 5:30 p.m.
Saturday	11:00 a.m. – 4:00 p.m.
Sunday	Closed

Supply Store (*First Floor*)

Monday - Thursday	7:30 a.m. – 6:30 p.m.
Friday	7:30 a.m. – 4:00 p.m.

Office Hours

Accounting (*First Floor*)

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

Admissions (*First Floor*)

Monday – Thursday	9:00 a.m. – 8:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 4:00 p.m.

Academic Affairs Office (*Second Floor*)

Monday – Thursday	7:00 a.m. – 10:00 p.m.
Friday	7:00 a.m. – 5:00 p.m.

Registrar (*Academic Affairs Office, Second Floor*)

Monday – Thursday	8:00 a.m. – 10:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Student Financial Services (<i>First Floor</i>)	
Monday – Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.
Student Affairs (<i>First Floor</i>)	
Monday - Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Career Services (<i>First Floor</i>)	
Monday - Thursday	9:00 a.m. – 7:00 p.m.
Friday	9:00 a.m. – 5:00 p.m.

Important Telephone Numbers

Emergency	9-911
The Art Institute of Charlotte	704-357-8020
Academic Affairs	704-357-4683
Academic Support Center	704-357-5954
Accounting	704-357-8020
Admissions	704-357-8020
Career Services	704-357-5962
Counseling Services	704-357-2544
Academic Department Director of Culinary Arts	704-357-5890
Disability Services	704-357-2544
Academic Department Director of Fashion Marketing	704-357-4691
Financial Aid	704-357-8020
Academic Department Director of General Education	704-357-5965
Academic Department Director of Graphic Design	704-357-4687
Housing	704-357-5879
Human Resources	704-357-4682
Academic Department Director of Interior Design	704-357-4688
Library	704-357-4695
Academic Department Director of Web Design & Interactive Media	704-357-5899
President	704-357-8020
Registrar	704-357-4685
Security (non- emergency)	704-936-7740
Service Bureau	704-357-5966
Student Activities	704-357-2544
Student Affairs	704-357-2544
Supply Store	704-357-5878
Technology Services	704-357-5955
Weather Announcements	704-357-8020

Academic Calendar

First day of class	July 11
Mid-Term Start	August 18
Class Ends	September 24
Fall Quarter 2011	
First day of class	October 3
Mid-Term Start	November 10
Class Ends	December 17
Winter Quarter 2012	
First day of class	January 9
Mid-Term Start	February 16
Class Ends	March 25
Spring Quarter 2012	
First day of class	April 2
Mid-Term Start	May 10
Class Ends	June 16

SCHOOL HOLIDAYS AND BREAKS

Thanksgiving	November 24-26
Christmas	December 18-Jan 8
MLK day	January 16
President's Day	February 24
Good Friday	April 6
Memorial Day	May 28

People and Places

Graduate and Student Employment Advisement and Alumni SERVICES (Career Services – First Floor- Student Services offices)

The Career Services department is a valuable resource for planning career goals. Services include part-time job and graduate employment assistance, job development, information about on-campus industry events, and personal assistance in career job searches. Students are encouraged to take advantage of these services early in their program.

Counseling Services (Student Affairs - First Floor- Student Services offices)

The college provides confidential short-term counseling, crisis intervention and community referral services for a wide range of concerns. Students can get help with problems related to relationships, loneliness, depression, sexuality, anger, substance abuse, time management, decision-making, anxiety and more. Students also may attend small discussion groups offered quarterly. If you need to talk with someone, a counselor is available on campus.

Advising and registration center (Second Floor)

Each quarter, students meet with an Academic Advisor to plan their schedule for the subsequent quarter. Academic Advisors are trained within each department and are able to assist with questions about schedules, graduation dates, and online classes.

International Student Affairs (Advising & Registration - Student Services offices)

The Art Institute of Charlotte is proud to host students from around the world who have chosen to study here.

International students are likely to have concerns about making a successful transition into a new culture. Their questions can be answered by the International Student Advisor who is available to help ensure they have a successful experience at The Art Institute of Charlotte. The International Student Advisor will assist with immigration procedures, tax preparation, housing, medical insurance, and campus resources.

International students will find opportunities to take part in social activities with both international and U.S. students. International students will find many opportunities to learn about the culture of the U.S., and, of equal importance, U.S. students have much to gain by getting to know international students and the cultures they bring to campus.

Part-time Employment (Career Services - First Floor- Student Services offices)

The Career Services department assists students in locating part-time employment opportunities whether off-campus or on-campus, including Federal Work-Study positions. Ask to see the Student Employment Advisor.

Registrar (Academic Affairs Office - Second Floor)

The Registrar's office is the center of record-keeping on campus. Student grades, class schedules and attendance records are located here and are accessible to students. This is also the office to visit with questions concerning student transcripts, attendance, enrollment verification, address changes, or other academic procedures.

Housing (Student Housing- First Floor- Student Services offices)

The college provides conveniently located, furnished apartments with amenities including a swimming pool, workout room, and washer/ dryer in each unit. The Housing

program also provides a shuttle to transport housing students to and from school.

The Housing staff assists students in securing college-sponsored housing and provides resources about other housing options. Housing staff also provide leadership, resources, programming, and crisis management support to those students residing in the Student Housing program.

Services for Students with Disabilities (*First Floor Student Services offices*)

The Art Institute of Charlotte provides accommodations to qualifying students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and supports their success at The Art Institute of Charlotte.

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

Students who believe they are in need of accommodations should contact the Disability Services office. Students may contact the Dean of Student Affairs on the first floor or call (704) 357-2544 with complaints or concerns. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

Student Financial Services

(*Administrative and Financial Services Department – First Floor*)

Students should visit the Student Financial Services office regarding financial issues or for information about the availability of financial aid. For students who qualify, the college has many types of financial assistance including scholarships, educational loans and work-study opportunities.

Student Affairs Office (*First Floor Student Services offices -*)

The Office of Student Affairs coordinates and oversees services and programs designed to enhance the college experience both in and out of the classroom.

The Student Affairs Office is responsible for housing, counseling, health insurance, services for students with disabilities, and student activities. If you need assistance with issues pertaining to these or any other matters including personal or academic concerns, contact the Student Affairs Office.

Supply Store (*First Floor*)

The supply store carries the specialized materials Art Institute students need including books, art supplies and culinary supplies. In addition, the Supply Store is a great place to find T-shirts and other items with The Art Institute logo.

Other Services

The Libby Guinan Gallery (*First Floor*)

The gallery is among the valuable resources available to students at the college. Frequently changing exhibits enrich the academic experience and provide opportunities to view the work of award-winning international, national and regional artists and designers. The gallery also showcases the work of faculty and students.

Identification Cards

Students are provided with an ID card during enrollment of their first quarter. The ID card is required for:

- Entering the building.
- Checking out books and other resource material from the Library.
- Checking out equipment required to complete class work.
- Participating in student activities.
- Special discounts provided by some retailers, theaters and restaurants.
- Using certain computer resources.

Students are required to display their ID while on the campus of The Art Institute of Charlotte.

Technology Services

Registered students receive an email address and access to the MyAiCampus.com website. Classroom computer laboratories dedicated to academic programs are located throughout The Art Institute of Charlotte. Computers for student use also are available in the open computer laboratory. Email is one of the official channels of communication between each student and The Art Institute of Charlotte. Students are expected to check their email often.

With the use of college equipment and technology comes responsibility. It is each student's responsibility to know and follow the rules, regulations and procedures for appropriate use of all college equipment and technology. The rules, regulations and procedures can be found in the school catalog and at the Service Bureau located on the second floor.

Career Services

General Information

The Art Institute of Charlotte maintains an employment assistance service for students. Career Services continually seeks new employment opportunities for students. Research is done on a regular basis by The Art Institute of Charlotte's Career Service Advisors to gain knowledge in all areas of business relating to the different programs of study. Career Services responds to employer needs and gives guidance to students on industry trends that relate to their programs of study.

A major function of Career Services is to help students pursue part-time employment while they attend The Art Institute of Charlotte. During advanced quarters, emphasis is placed on assisting students in pursuing field-related, part-time jobs, internships, and freelance work in their programs of study. During the last quarter of study, Career Services hosts an event showcasing student portfolios.

Career Services advisors are available through the Career Services Department. Although The Art Institute of Charlotte offers no guarantee of employment, considerable effort is made to bring potential employers together with graduates who have the skills employers seek. In addition, a Career Development course is required to familiarize students with a variety of job-search techniques including effective resume and cover-letter writing, finding resources, networking skills, personal appearance, business etiquette, and negotiating skills.

The Art Institute of Charlotte maintains graduate employment information in weekly, monthly and quarterly reports that contain comprehensive statistical data covering all areas of graduate activity. For more information students should see the Director of Career Services.

Internships (*Internship Advisor – First Floor*)

Internships at The Art Institute of Charlotte take students to a new level of experience. Internships are intended to stretch students' skills in new directions and take their talents to new heights.

This innovative approach to education and training begins in the classroom where students have the opportunity to learn the fundamental concepts of business. After

successfully completing prerequisites, students prepare to embark upon education in the workplace.

The work experience is expected to provide a developmental and career-oriented opportunity to assist students in gaining valuable hands-on experience and to offer them support in making longer-term career choices.

Academic Information

Academic Advising

While every effort is made to help students plan their academic schedules, it is the students' responsibility to know course sequences and prerequisites as listed in The Art Institute of Charlotte Catalog. Students failing courses that are prerequisites for subsequent courses for which they are pre-registered must have their schedules changed prior to the end of the drop/add period.

Academic Placement

Before beginning classes, all students entering The Art Institute of Charlotte are assessed for placement through ACCUPLACER testing, satisfactory SAT or ACT scores, or advanced standing credit for college-level English and mathematics. Students will be assigned to developmental studies courses or to college-level English and mathematics classes based on this academic placement.

Academic Support

Developmental Studies

Students found through academic placement to be deficient in English or mathematics will be required to enroll in developmental studies courses in addition to their normal program of study requirements. These courses are designed to bring students' English and mathematics skills to a level of proficiency that ensures further achievement. Students may be required to take one or two developmental studies courses, representing four- or eight-quarter credits and will be charged at the normal per-credit charge for course work. Developmental studies courses are not applied toward the credits required for graduation; they may be attempted no more than three times, and a grade of C or better is required to pass the course. Developmental studies are in addition to the required curriculum; thus, enrollment in these courses may affect the student's graduation date.

Academic Support Center

Any student needing tutorial assistance in any course may participate in peer- or faculty-assisted tutorial programs based in the Academic Support Center. This center is specifically designed to assist students with writing, grammar, mathematics and study skills. The center also supports all major programs of study.

Faculty

Of all the services provided to students at The Art Institute of Charlotte, none is more crucial than those provided by the faculty members. The Art Institute of Charlotte's faculty includes talented, active professionals and qualified teachers whose top objective is to help enable future success. Students are encouraged to get to know the faculty members; they are valuable role models for the professions students plan to enter. Faculty are willing to assist with questions or concerns about course material.

Field Trips

Field trips provide various program and course-related activities over and above class work. On local field trips, students are required to provide their own transportation (car, car-pool, 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 Charlotte is not responsible in the event of accidents involving students' cars.

Library (First Floor)

The Library is one of the most important resources available to students of The Art Institute of Charlotte. It contains materials that support The Art Institute of Charlotte's certificate and degree programs, and it provides resources for serious study and research.

Circulation of Materials

Students checking out books or CDs from the Library may do so for a period of up to two weeks by presenting the material together with a valid student identification card. Videos in DVD or VHS format and back issues of periodicals may be checked out for four days. Current magazines, reference works and reserve materials must be used in the Library. Mat cutters and other equipment needed to complete projects are available for checkout from the Library. These items are available on an hourly basis.

In order to ensure the availability of resource material it is essential that all items are returned on or prior to the date they are due. Students will accrue fines for overdue materials and must pay for lost materials. Furthermore, vandalism including clipping or defacing material renders it unusable for others, and such action is viewed as a serious disciplinary matter. The cost of loss or damage to Library resources is the responsibility of the student who checked out the material. Students who have lost any Library resources also will incur a non-refundable processing fee. Overdue materials may delay graduation or registration for the next quarter.

Online Resources

The Library subscribes to many online periodical indexes and full-text databases, enabling. This enables all students to have access to a wide range of materials, far beyond that which could be held in the physical space of the Library. Databases include Ebsco Academic Search Premier, Wilson OmniFile, Electric Library, eLibrary, Credo Reference and the Proquest bundleCentral, among others. Passwords for off-campus access to the databases can be picked up

Library Instruction

Library orientation is conducted through Student Success Seminar classes to ensure that students are introduced to Library resources and procedures during one of their earlier quarters at The Art Institute of Charlotte. Librarians also conduct classes on research methods and materials for English classes and provide special instruction in course-specific materials at faculty request.

Copiers, Computers and Printers

A black-and-white copier is available for student use in the Library. The cost to make a copy is \$.10 per page, while printing from the computers is free. Paper size is 8 1/2 x 11. Computers are available for writing papers and research. All Library computers for students contain basic office software (word processing, spreadsheets, etc.) and , links to the electronic subscription databases. and resume-writing software. The Library catalog also resides on these computers for easy searching of and access to Library materials and on two additional search kiosks. A black-and-white printer is linked to the Library computers. There is no charge for printing.

For further information about the Library at The Art Institute of Charlotte, students may consult the Library User's Guide available as part of first-quarter students' orientation kits and available online at <http://aich.aiiresources.com>. <http://www/aicharlotte.com/library>.

Registrar

Many of the college's academic services are provided through the Registrar's office. Students have frequent contact with this office, so it is helpful to know what the Registrar's office does. Among other things, the office:

- Maintains academic records.
- Issues midterm and final grades.

- Releases academic transcripts.
- Processes transcript requests.
- Certifies veterans for their educational benefits.
- Maintains attendance records.
- Monitors the Satisfactory Academic Progress Policy (SAPP).

Staff in the Registrar's office are available to assist with these matters in addition to answering other questions.

General Information

Emergency Information

Students should be prepared for the possibility of an emergency situation occurring at The Art Institute of Charlotte. Being aware of your surroundings and knowing what to do in the event of a fire or other emergency will save critical time. Students who live in college-sponsored residential facilities should check with their resident advisor or housing coordinator for more specific information.

Reporting an Emergency

Dial **9-911** from any college telephone to reach local police, fire or ambulance services. On campus you can reach Security from any college telephone by dialing **704-357-5907** (should be used for emergencies).

Preparing for an Emergency

Regular evacuation drills are held on campus and in college-sponsored residential facilities. You are required to participate and cooperate with staff members conducting the evacuation. The following guidelines will help with planning:

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

Weather Announcements

When The Art Institute of Charlotte is closed due to bad weather, announcements will be made on these stations:

Radio: 106.5 FM
 90.7 FM
 1110 AM
 99.3 FM
 96.1 FM
 99.9 FM
 102.9 FM
 107.9 FM

Television: News Channel 14
 NBC 6
 WSOC-9
 WBTB-3

Closings also will be announced on The Art Institute's main telephone number (704) 357-8020.

The college uses an emergency notification system called **My Campus Alert**. This system will call your cell phone, home or email you when there is a weather emergency, school closing or some other emergency situation. It is highly recommended that you sign up for this service to be notified of any emergency related to the campus. According to your plan with your cell phone provider you may incur a cost for text messages. Sign up directions may be picked up at Student Services and The Art Institute of Charlotte Library.

Messages

The Art Institute of Charlotte staff is unable to take messages for students except in cases of an extreme emergency.

Health Insurance and Medical Referrals

Information concerning medical and dental providers as well as emergency resources is available from the Student Affairs office. Information is available describing medical insurance for which students may qualify. Emergency medical assistance will be provided for any person who requests or demonstrates a need for medical attention; however, students are responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

Accreditation and Licensing

The Art Institute of Charlotte is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, associate's degrees and bachelor's degrees. ACICS may be contacted at 750 First Street, NE, Suite 980, Washington, D.C. 20002.

The Art Institute of Charlotte is licensed to award certificates by the North Carolina Board of Community Colleges (200 West Jones Street, Raleigh, North Carolina 27603; telephone number 919-733-7051) and licensed to award associate's and bachelor's degrees by the Board of Governors of the University of North Carolina (Post Office Box 2688, Chapel Hill, North Carolina, 27515-2688; telephone number 919-962-4559)

The Art Institute of Charlotte is approved for the training of veterans and other eligible persons under provisions of §3676, Title 38, U.S. Code. The North Carolina State Board of Community Colleges is not an accrediting agency.

The Art Institute of Charlotte has a branch campus at The Art Institute of Raleigh-Durham, 410 Blackwell St., Durham, NC 27701, and at Brown Mackie College-Atlanta, located in Atlanta at 6600 Peachtree Dunwoody NE, 600 Embassy Row, Suite 130, Atlanta, Ga 30328.

Open Door Policy

The Art Institute of Charlotte's faculty and staff maintain an informal, open-door policy. They welcome questions and suggestions and are available to meet with students and student organizations. Faculty office hours are posted outside of Academic Department Director offices.

Student Evaluations and Surveys

Students are encouraged to provide feedback on The Art Institute of Charlotte's performance. Student evaluations and course surveys are distributed each quarter. Annually, students have an opportunity to evaluate The Art Institute of Charlotte on a general survey.

Guide to Housing

The Art Institute of Charlotte offers housing in local apartment communities located a short distance from the school.

Lease Arrangements

Students initially sign a nine month lease. They may renew or choose to leave housing at the end of the contract period. When a housing student graduates, the contract ends with no penalty regardless of the contract-ending date. Students agree to abide by the rules and regulations established by The Art Institute of Charlotte as well as those of the apartment complex. These rules will be specified in writing and provided when a student moves into housing. Students convicted of criminal offenses are ineligible to reside in student housing.

Financial Aid

A portion of the housing fee may be covered by federal student aid, depending on qualifications.

FACILITIES AND SERVICES

Apartment Furnishings

Basic furniture is provided for all rooms. Living room furniture includes a sofa, loveseat, coffee table, end table and lamp. The dining area is furnished with a table and chairs. Each bedroom includes twin beds, a nightstand, a dresser and/or chest with drawers, and a lamp. The kitchen is equipped with a refrigerator, dishwasher, and conventional oven. Washers and dryers also are provided in the apartments. The only personal future students are allowed to bring in is a small desk.

Apartment Size and Roommates

Our current housing structure allow students the option of sharing a one bedroom/one bath with another roommate or the traditional two bedroom/ two bath housing four students. The one bedroom option is based on availability. Each apartment has a living room, dining area, and a full kitchen. Students complete a roommate preference form and are matched with roommates and assigned by The Art Institute of Charlotte housing staff.

Utilities

Heat, air, electricity, and water are included in the rental price.

Cable TV

Cable television hook-ups are provided in the living room and each bedroom; however, students are responsible for arranging activation of cable service with Time Warner Cable (or, in some complexes, with the apartment complex management). Students may contact Time Warner Cable at (704) 377-9600. In most cases, the signature of a parent will be required. **All financial obligations incurred are strictly the responsibility of the student.**

Telephones

A telephone jack is located in the kitchen and in each bedroom of the apartment. Students must furnish their own telephones and arrange for local service if desired. AT&T is the primary local service provider in the area and can be reached at 1-800-205-6268. As with cable service, the signature of a parent may be required, **and all financial obligations for telephone service are the student's responsibility.** Students also are responsible for their own long-distance service and may want to consider a calling card or pre-paid phone card.

Housing Shuttle

A shuttle service is provided to transport housing students to school from the student housing properties. This shuttle is reserved for housing students only. Scheduled times are posted each quarter on bulletin boards around the school. Schedules are delivered to each apartment prior to the first day of classes each quarter and are available to students by request in the housing office.

Laundry Facilities

Full-size washers and dryers are located in each apartment at no charge to students. Some apartment complexes may also have laundry facilities available on site.

Mail and Packages

Mail service is provided by the U.S. Postal Service. Mailboxes are located at each apartment complex. Packages sent to students are typically delivered to the apartment leasing office unless a signature is required at delivery. Students must present a picture ID to pick up packages from the office.

Maintenance

Requests for repairs in an apartment or common area should be submitted to the Student Housing Office.

Parking

Parking is free at the student housing apartments. However, students may be required to register vehicles with the apartment management and must follow all parking policies at the specific property. Students are strictly responsible for any fees associated with parking tickets or towing. Some student housing properties offer garages at an additional cost. Interested students should make these arrangements directly with the property management.

Professional and Student Organizations

Becoming a member of professional and student organizations is an excellent way for you to grow personally and professionally as well as to get involved in decision-making processes at The Art Institute of Charlotte. These organizations are excellent forums for asking questions, making suggestions, and interacting with other students, faculty and staff. More information is available through Student Affairs or Program Directors.

AIGA – The ART INSTITUTE of CHARLOTTE STUDENT CHAPTER

To enhance creative students' education through AIGA's standards and leadership.

ACT OUT

To facilitate openness, awareness and support for the LGBT Community

AMBASSADORS

To serve the student body, faculty and staff through student leadership in an effort to enhance each student's overall AiCH experience.

ANAME

To expose students who have a passion for aname to meet others and share fun experiences, activities and events.

ARTISTIC ACHIEVERS

A non-traditional student organization providing network opportunities, activities and support for students age 30 and above.

Campus Crusade for Christ

To provide regular opportunities to study and discuss the Bible, worship, and pray, all in a group setting, which also provides opportunities for fellowship, encouragement and spiritual development among members; to be a resource to the student body by offering opportunities to discuss spiritual matters and provide materials in the form of outside speakers, videos, books and articles, all for their benefits and consideration.

Chroma

To paint, commune and stimulate a school-wide interest in the painting medium; to facilitate operation of the Student Art Gallery.

CLICK

To reinforce and build upon theory and techniques learned in class; to broaden our understanding of the art and science of photography, and to share our individual creative processes in the hopes of developing a more well-rounded artist.

COMPETITION TEAM

To compete in a state competition and in the American Culinary Federation-sanctioned Student Team Competition in regional and national arenas.

Culinary Club

To promote and enhance the passion for cooking. Students are involved in campus cooking competitions and community service initiatives.

Dance Club

Founded by students with a love for dance.

Ebb & Flow

Campus-wide publication highlighting student work from each department.

INTERIOR DESIGN Student ASSOCIATION (IDSA)

To promote professionalism in Interior Design through the incorporation of education and experience-based activities between accomplished Interior Design Professionals and Interior Design students at The Art Institute of Charlotte.

Nouveau (Fashion)

To help prepare club members for a career in the fashion industry; to deliver projects and philanthropic events that will aid the members in having the appropriate credentials and experience for the future employment opportunities; to reach into the community with events, and reach within the school to help current and incoming students succeed while they are here; to make a name for the fashion club, nouveau, in the community, at school, and nationwide.

Perpetual Vision

To assist The Art Institute of Charlotte and Charlotte community by coming together as one entity, utilizing our skills in a positive and productive manner.

Stand Firm

To focus on team unity in the Web Design-Interactive Media and Graphic Design majors through on arcade-style game tournament.

Verse 1

Faith based organization.

Parking Regulations

The following regulations are intended to facilitate safe and convenient parking for students, faculty, staff and guests of The Art Institute of Charlotte. Parking spaces are provided for Art Institute students in the lot adjacent to the main building with a permit during designated hours. Parking in any lot other than a clearly marked Art Institute lot may result in a vehicle being towed at the owner's expense. Students park at their own risk and liability.

Free Parking

Free parking is available in The Art Institute of Charlotte lot at 4222 Beam Road. To access the parking area, take Water Ridge Parkway to Yorkmont Road and turn left on Yorkmont Road. At the first traffic light, turn left on Beam Road. The parking lot will be approximately .6 miles ahead on the left side of the road. Students may then take the walkway from the parking lot down to the school.

Permit Parking

With a permit, parking is available in the lot directly in front of The Art Institute of Charlotte. A parking permit must be purchased to park in this lot from 7:00 a.m. until 4:30 p.m. Monday through Friday. Parking permits may be purchased at the student accounting window. Students with perfect attendance will be awarded a free parking pass.

A permit is not required outside of these hours or on weekends. At no time is parking allowed at the Edgelake building. Students driving to school should be aware that space for parking is limited. Students should arrive early enough to find a space prior to classes.

Commuters may consider using public transportation. The Charlotte Area Transit System (CATS) bus stop is only a short walk from campus. Route maps and additional information concerning public transportation are available in the Student Accounting office. We also offer a shuttle to Lynx, the public light-rail system. This service is available at no cost to all Art Institute of Charlotte students, staff, and faculty. Please see staff in the Housing office for a schedule of light-rail runs.

DISPLAYING YOUR PERMIT

Your permit must be hung on the rearview mirror in such a manner as to make it appear clearly when viewed through the front windshield. Cars not displaying permits properly will be ticketed, towed or booted. The car's owner will incur towing charges or a fee for removal of a boot. Failure to display a current permit – even if one has been purchased – also will result in booting.

Car Pools, Multi-car Drivers

Drivers who carpool may reduce the expense of parking by purchasing one permit and sharing the cost. Moving the permit from one car to another is permissible; **however, the permit must be properly displayed on the car that is parked at The Art Institute of Charlotte.**

A bulletin board has been placed in the student lounge to assist students in finding other students for car-pooling.

Parking for Persons with Disabilities

The college provides special parking spaces for persons with disabilities requiring closer access. Vehicles parked in designated spaces should clearly display a disability permit issued by the Department of Motor Vehicles. Vehicles not displaying the required permit may be towed at the owner's expense and are subject to a fine of up to \$500.

Enforcement

Failure to abide by the parking regulations and guidelines may result in a ticket and/or having a vehicle booted or towed at the owner's expense. Cars parked in other LakePointe parking lots may be towed without notice at the owner's expense.

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

For Your Convenience

Parking spaces located in close proximity to the college are limited. Students will find it easier to find a parking space if they leave sufficient time prior to the start of classes. Even more convenient is ride-sharing or using CATS. For resident students, there is a free shuttle between student housing and the academic campus. For more information, contact the Student Affairs Office.

Do

- Display a current Art Institute of Charlotte parking pass and park in designated parking spaces in The Art Institute of Charlotte lot.
- Remove your keys and all valuables from your car and lock it.
- Be alert for pedestrians.
- Observe traffic regulations, posted speed limits, etc.
- Consider using a carpool or CATS when possible.

Don't

- Park in spaces reserved for visitors or persons with disabilities.
- Park in areas posted "No Parking" or areas designated for faculty and staff.
- Park in loading areas.
- Park in lots other than those marked for The Art Institute of Charlotte. Cars parked in the Two LakePointe parking lot will be ticketed and towed at your expense.

Administrative and Financial Services

The Administrative and Financial Services department is The Art Institute of Charlotte's business hub. The Accounting and Student Financial Services offices operate under this department.

Student Accounting Office (First Floor)

The Student Accounting Office assists students with their financial obligations as arranged with the financial aid Officer. Based on a student's financial plan, the Student Accounting Office will send the student, or a parent or guardian a monthly statement for tuition and fees. Payments are due on the first or fifteenth of each month, depending on the billing cycle.

The Art Institute of Charlotte is very sensitive to unforeseen circumstances affecting a student's ability to meet his/her educational financial commitments. Students should immediately call the Student Accounting Office at (704) 357-8020 in the event that a financial problem is anticipated.

For additional information about Student Accounting Services, consult The Art Institute of Charlotte catalog or call or visit the Student Accounting Office.

The Student Accounting Office is open Monday through Thursday from 7:30 a.m. to 7:00 p.m. and Friday from 7:30 a.m. to 5:00 p.m.

Student Financial Services (First Floor)

The Student Financial Services staff works with students and their families to develop a personal financial plan and to guide families through the process of assessing educational costs, applying for financial aid programs, completing financial aid forms on websites (including www.FAFSA.ed.gov and www.pin.ed.gov), and developing a payment plan. All students are able to apply for financial assistance under the following programs:

- Federal Subsidized Stafford Loan
- Federal Unsubsidized Stafford Loan
- Federal PLUS Loan
- Federal Academic Competitiveness Grant (ACG)
- Smart Grant
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal Work Study programs

- Various scholarships
- Vocational Rehabilitation Assistance
- Veterans Administration Benefits (See the Academic Affairs Office for further information)

Depending on a student's program and ability to qualify, awards under these programs are based on need and the availability of funds. For a complete description of these assistance programs, see The Art Institute of Charlotte Catalog or visit the Student Financial Services office. Students also may call Student Financial Services at (704) 357-8020.

Student Financial Services is open Monday through Thursday, 8:00 a.m. to 8:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m., and Saturday, 9:00 a.m. to 4:00 p.m.

Financial Standing

It is each student's responsibility to keep track of loans; however, students with any concerns about their loan status should ask for help. Financial planners and loan coordinators are always available to assist with financial planning.

Any student who falls behind with his or her financial obligation to The Art Institute of Charlotte may be subject to dismissal from school. Financial obligations must be met before a student may receive a degree or certificate. The Art Institute of Charlotte will not provide academic transcripts to other colleges until financial obligations have been fulfilled.

Tuition and Fees - Refund Policy

The refund policy for The Art Institute of Charlotte is described in full in The Art Institute of Charlotte Catalog. Please refer to the catalog for refund information. Any questions regarding refunds of tuition and/or fees should be directed to the Student Accounting office.

Withdrawals

If a student must withdraw from The Art Institute of Charlotte, he or she must meet with either the Dean of Academic Affairs or the Registrar to discuss the reason for withdrawing. Additionally, students are required to meet with a financial administrator to discuss any outstanding balances, loans, refunds and other financial matters. In all cases, the date used for calculating grades and financial obligations is the student's last date of attendance in school.

ACADEMIC AFFAIRS

The Department of Academic Affairs, administration, and faculty have been carefully selected to support excellence in the educational process. The faculty members have professional experience and backgrounds in the career-related areas they teach. Students attend The Art Institute of Charlotte to prepare for employment in the career of their choice. The major focus of the educational process is devoted to the development of employable skills and professional attitudes so that graduates are prepared for the working world. It is very important that the student use every resource at his or her disposal and acquire the maximum benefit from every course. The student should consult with instructors or staff whenever there is need for additional instruction or support services. The Department of Academic Affairs serves the students, faculty, and the community through the development and implementation of postsecondary educational programs that prepare students with the necessary skills for entry-level positions in a variety of design and business-related careers.

The Department achieves its mission through:

- The selection, development, and retention of exemplary faculty
- The careful, continual planning and development of a curriculum that is responsive to the needs of students and employers
- The promotion and support of an effective library that strives to make needed materials accessible

The Department of Academic Affairs includes: the Dean of Academic Affairs, Academic Department Directors, faculty, Registrar, Director of the Library, Faculty Development Director, Lead Academic Advisor, Administrative Assistant to the Dean, and all respective staff. Faculty members report directly to the appropriate Academic Department Director and indirectly to the Dean. The Academic Department Director is responsible for a particular program area including curriculum, faculty, student advising, and related issues. The Dean is charged with the day-to-day administration of the educational programs and staff. The Dean also meets with faculty, both formally and informally, throughout each quarter to ensure the facilitation of a strong and supportive learning environment. Regular faculty meetings are held to address administrative and procedural issues, discuss student success, faculty or classroom needs, and conduct faculty training.

Class Sessions

Classes may be held Monday through Saturday from 6:30 a.m. to 10:30 p.m. As needs change, this schedule may expand to include other days and times. A degree schedule typically includes five to six classes a week, and a certificate schedule typically includes three classes a week. Students may be required to attend classes in any of the scheduled time slots, day or evening.

Academic Support

Students who experience academic difficulty at any time are strongly encouraged to consult immediately with their instructor(s) to develop a plan for resolving their academic needs and concerns. The Academic Support Supervisor, Academic Department Directors, and the Dean also are available for support. The Art Institute of Charlotte Academic Support Center provides tutorial and support services in a variety of areas. Services are available to all students based on individual and small group needs. The Academic Support Supervisor staffs the center along with student tutors and faculty members who volunteer their time on a weekly basis.

Library

The Library is committed to the training and education of individuals for careers in the applied arts. The Library provides degree-specific resources in order to enhance

the delivery of learner-centered education. The highly trained staff strives for excellent service and learning-conducive environments, both digital and physical, for students, faculty, and staff. In support of this mission, the Library contains over 50,000 volumes consisting of books, ebooks, CDs, and videos, as well as 130 print magazine subscriptions, and 21 electronic database subscriptions. Located in the main campus building, the Library is open 6 days a week including both day and evening hours. It contains computers, a photocopier for student use and a TV/DVD combination for video viewing. Library orientation classes are held each quarter as part of Student Success Seminar. In addition, Library staff conducts classes on research, use of the databases, and the use of course-specific library materials. For more information about the Library at The Art Institute of Charlotte, visit the Library and speak to one of the professional librarians.

Registrar's Office

The Registrar and staff are responsible for the following services:

- Maintenance of all permanent student academic records
- Issuance of grade reports and/or attendance reports upon request
- Issuance of student transcript records*
- Processing of student changes including:
 - Leaves of absence
 - Course and program interruptions
 - Requests for program changes
 - Veterans' enrollment certifications and reports
 - Address changes
 - Verification of enrollment

*There is a \$5 fee for each transcript. Requests are generally processed within seven to ten days of the day the request is received; requests must be made in writing. Failure to meet financial obligations may lead to the withholding of academic transcripts. The Registrar also provides a leadership role in supporting student efforts to persist in school through graduation.

Academic Advising

Academic Advisors assist students in navigating their curriculum and in reaching their personal and career goals. Students may meet with Academic Advisors to discuss scheduling, curriculum, grades, school policies, study skills, and other student-related experiences.

Registration & Course Scheduling

Registration for classes is held during week seven of each quarter for the upcoming quarter. All students meet with an Academic Advisor to complete registration. The Art Institute of Charlotte reserves the right to reschedule students at any time to accommodate institutional needs. The Art Institute of Charlotte, through the Department of Academic Affairs, reserves the right to alter or change programs, course titles, course content, or the sequencing of classes, subject to regulatory approval, at any time for the purpose of enhancing the education program.

Ai Online PLUS Program

The Art Institute of Charlotte offers a variety of online courses in agreement with The Art Institute of Pittsburgh - Online Division. PLUS students may choose from selected courses approved within their program of study that equal the course competencies and outcomes of the equivalent courses offered "on ground". To enroll in Online courses, students must have at least a 2.0 CGPA and meet all other admissions requirements of on-ground students at The Art Institute of Charlotte. Students must also meet the course prerequisites cited in this catalog before taking online courses.

First-quarter students who desire to take online courses will be permitted to do so providing their scheduled course load is comprised of at least one (1) on-ground course. First quarter online-only students will be permitted, provided that the student has completed previous college level courses or college level online courses at the 100 level or higher and achieved a grade of "C" or better. Students who withdraw from a Session I or Session II online course after the drop/add period are treated the same as if they withdrew from an on-ground class. Session II classes begin the day after the Session I classes end and run 5 ½ weeks. The ending date of the second session may not coincide with the ending date of the on-ground classes. Drop/Add period is two days from the start of the mid-quarter session. If you drop or add one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

Technology Requirements

Students wishing to take online classes must have a computer system and internet connection at their disposal seven days a week that must meet the following minimum technology requirements: Microsoft Internet Explorer v.5.5/6.0 (PC), Safari 2.0 (MAC), or Firefox. Additional hardware for specific courses may include: scanner,

digital camera, tripod, webcam, microphone, printer, and digital graphics tablet. Additional software for specific courses may include the latest editions of: Microsoft Office, CAD, Adobe Photoshop, Illustrator, InDesign, Dreamweaver, Director, Acrobat, and Norton Antivirus. Technology requirements may be updated at any time by The Art Institute of Pittsburgh - Online Division; students will be notified of technology requirements by the Academic Advisor.

Online Facilitation

The online environment offers three distinctive ways for students to communicate with their instructor and their fellow learners. First, each student must participate by posting on the message board. This serves as the classroom environment, where students may ask and answer questions, brainstorm, and problem solve as a unit. Each student receives a grade based on their level of participation. Second, a chat room is available in each online classroom so students can meet in large or small groups to work collaboratively on projects. Third, the email address of the instructor and each student are available to all students enrolled in each class. Specific questions for instructors and between students are fostered in this way to ensure privacy when discussing topics of concern, such as grades. Another avenue of student interaction includes a student "Cyber Café," where students of all programs and types can meet and mingle outside the structure of the classroom. In this way, PLUS students and students enrolled at The Art Institute of Pittsburgh - Online Division can form relationships that may not otherwise be possible due to distance. If a student experiences difficulties with a personality during the course of their online class, they are instructed to contact their instructor and their Academic Advisor, to ensure a quick resolution to the issue.

Academic Support

For no additional charge, PLUS students have access to up to 10 hours of online tutoring through Smarthinking, a partner with The Art Institute of Pittsburgh - Online Division, to provide online tutoring in core areas such as math, science, English, and writing projects. Online students may also use The Art Institute of Charlotte Academic Support Center services in conjunction with their online classes. On-ground tutors and instructors are aware and supportive of PLUS students, and use the academic tools at their disposal to assist online students in their courses. Students interested in the PLUS program should contact their Academic Advisor during the regular advising and registration period.

Student Readmission Services

Students seeking readmission to The Art Institute of Charlotte should contact the Assistant Director of Readmissions. Readmission is contingent on academic standing and space limitations and is at the discretion of the Dean of Academic Affairs. Students who interrupt their education will be subject to any changes in fees, curricula, and graduation requirements that took effect during their leave.

Study Trips

The Art Institute of Charlotte arranges study trips to local cultural and commercial sites. These visits are an integral part of the learning process and offer students valuable exposure to places and events of importance to the student's field of study. In addition to local study trips that support the curriculum, out-of-town seminars and tours may be planned in individual programs. Costs related to optional study trips are not included in regular tuition or fees.

EDUCATIONAL POLICIES & PROCEDURES

Academic Grading System

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

Letter Grade Quality Points

A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0 (Does compute in GPA and CGPA and does count as credit attempted.)

Additional Letter Codes

I	= Incomplete
S	= Suspension
K	= External Transfer Credit
P	= Proficiency Credit by Exam or Portfolio
T	= Termination from course
TR	= External Transfer Credit
W	= Withdrawal during weeks 1-9
WF	= Withdraw Fail (after 9 weeks)

Students receive grades quarterly. 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.

GPA and CGPA

The Art Institute of Charlotte 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 of Charlotte.

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

A = 4 grade points x 4 credit hours = 16 grade points earned

B = 3 grade points x 3 credit hours = 9 grade points earned

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

16 grade points + 9 grade points = 25 total grade points

25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.57, 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 at The Art Institute of Charlotte by the student's total credit hours earned from all quarters at The Art Institute of Charlotte. (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)

ICR – Incremental Completion Rate

ICR is calculated as follows:

Total Earned Credits – Transfer/Proficiency Credits Earned + Remedial Credits Earned – Change of Major Earned Credits Factor DIVIDED BY Total Attempted Credits – Change of Major Attempted Credits Factor

Grade Codes and Policies

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

- I – Incomplete. Used to indicate that one or more course requirements have not been completed. It does compute in GPA and CGPA as an "F" grade until it is converted to a grade or timeframe ends and defaults to an "F." Students must submit required coursework to their respective faculty member by Friday the first week of the subsequent quarter. "I" grades that are not changed to a passing grade within the deadline will automatically become an "F." Exceptions to this policy may be made with documented, verifiable mitigating circumstances and approved by the Dean of Academic Affairs.
- TR – Transfer credit is awarded for credit hours transferred from other accredited post-secondary (college-level) institutions. Transfer credits apply toward graduation requirements; however, they are not used to compute a student's GPA or CGPA, and they do not count as credit attempted.
- P – Proficiency credit is awarded through examination (e.g. articulated credit, CLEP or AP test,) documented previous work experience, or through portfolio review. Proficiency credits apply toward graduation credit requirements; however, they do not compute in GPA or CGPA and do not count as credit attempted.
- N – Non-credit is assigned for courses such as Student Success Seminar with 0.0 credits.
- W – Withdrawal is applied when a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add week but by the end of the ninth week of the quarter. Withdrawals do not compute in the GPA or CGPA but do count as credit attempted.
- WF – Withdrawal Fail is applied when a student withdraws from individual classes or his or her total program of study after the ninth week of classes. Withdrawal Fail does compute in GPA and CGPA as an F and does count as credit attempted.

Grade Changes

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

Grade Reporting

Midterm and final grade reports are available via myaicampus.com after the grades are received by the Registrar's office. Midterm grades do not appear on transcripts with final grades.

Quarter Credit Hour

All course work at The Art Institute of Charlotte is measured in quarter credit hours. One quarter credit hour is equivalent to 11 contact hours in a lecture-format class, 22 contact hours in a laboratory, or 33 hours of field experience. A class may be comprised of a combination of lecture and lab. For the purpose of federal financial aid, full-

time enrollment is defined as 12 credit hours per quarter and 36 credit hours per academic year.

The academic year is defined as 36 credit hours. The student is assumed to devote appropriate time to preparation and study outside of the classroom. Measurements in credit hours or the listing of credits for courses are not intended to imply transferability into college programs at other postsecondary institutions.

Quarterly Clearance and Attendance Policies

In order to maintain current enrollment, students must abide by the following policies each quarter. The policies are listed by priority.

1. Quarterly Enrollment and Class Clearance Policy

Each student must be cleared and attend class prior to the close of business on the first day of classes during Week 2 of every quarter in order to maintain enrollment as a student. Failure to do so may result in the suspension of enrollment. All students must complete any outstanding business (examples include but are not limited to Financial, Educational, and Student Service business) with The Art Institute of Charlotte before attending class. Students who have not been cleared by The Art Institute of Charlotte will not be permitted to attend classes for the quarter. Students missing class because they are not cleared will be marked absent. Please refer to Course Absenteeism and Performance Policy. A student whose enrollment is suspended for not attending class prior to the close of business on the first day of classes during Week 2 may be permitted to apply for readmission to the subsequent quarter.

2. Course Absenteeism and Performance Policy

Accumulated absenteeism in any one course affects performance and grades. Absenteeism can be accumulated through missing the class meeting entirely or by being tardy or leaving class early. Excessive tardiness and leaving early accumulate hours absent. Excessive absenteeism totaled throughout the quarter may result in course failure. A student who accumulates ten (10) cumulative hours of absenteeism (or 23% of class meeting hours) in a scheduled course during any academic quarter will receive a grade "F" for that course. For the specific requirements in an individual course, refer to the course syllabus provided by the instructor; course syllabi take precedence over the catalog. It is the student's responsibility to remain current on his or her attendance status.

3. "Two-Week Rule"

The Registrar will automatically terminate from school any student who fails to attend all classes on his/her schedule for two (2) consecutive weeks of the quarter.

4. Absences for ONLINE courses

A student is required to participate in the ONLINE course 4 out of each 7 days (each of the 4 log-ins during a separate 24 hours period). Each day less is considered an "Absent Day." Students missing 4 days as determined by The Art Institute of Pittsburgh - Online Division will be placed on probation in the course. Students missing 8 days as determined by The Art Institute of Pittsburgh - Online Division will fail the course.

5. Perfect Attendance Awards

Quarterly - Any student who attends every class meeting for all classes enrolled in during a particular quarter and is neither tardy nor leaves early for any class is given a free parking pass or school supply store gift card.

At Graduation - Any student who receives a perfect attendance award each quarter of enrollment will be recognized at graduation for perfect attendance.

6. Drop/Add Period and Individual Course Withdrawal Policies

The Drop/Add period begins with the first day of the quarter and ends at the close of business on the first day of class during Week Two. During this time, students may make registration adjustments, such as adding, dropping, or changing days or times of courses. After the end of the Drop/Add period, students who opt to withdraw from any course before the end of the ninth week will receive a "W" grade. Students withdrawing from any course after the ninth week will receive a "WF" grade.

Mid-Quarter Session

Mid-quarter courses are available only to new students who elect to begin their program with usually 2 courses to be taken in an accelerated 5 ½ week time-frame. Mid-quarter begins on Thursday of Week 6 and continues through the end of the quarter. The Drop/ Add period begins on the first day of the mid-quarter session and ends at the close of business on the first day of class during Week 7. For students dropping or adding one or more classes, financial aid eligibility may change. Before dropping or adding a class, be sure to meet with a Financial Aid Officer to discuss the effects of the change.

Second Session On-Ground Courses

Continuing students may elect to enroll in courses offered during an accelerated 5 ½ week timeframe beginning on Thursday of Week 6 and continuing through the end of the quarter. This is known as Second Session On-Ground Courses. Students may register for the courses beginning on the first day of the quarter until the start of the Second Session. There is no Drop/Add period for Second Session On-Ground Courses. A student may cancel his/her registration in a Second Session course prior to the beginning of the course. Once the course has started, the student must withdraw from the course rather than cancel the registration.

Change of Program/Major

In accordance with the Satisfactory Academic Progress policy, students may change a program/major only once prior to graduating. Students wishing to make any changes to their program must do so prior to the end of the Drop/Add period of their last quarter of study. Students who wish to change their program of study to a

bachelor's-level or an associate-level program must have attained a CGPA of 2.0 at The Art Institute of Charlotte. Any student wishing to change their program of study must successfully complete all developmental courses before being permitted to change program/major. Students wishing to pursue another program/credential after graduation must be processed as a new student through the Admissions Department.

Undergraduate Satisfactory Academic Progress Policy

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

Criteria for Honors Designation

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

Term Honors Designation (at the completion of a quarter) - Students who enroll for and complete 12 credits or more and meets the following criteria may receive the corresponding designation:

Term GPA Honors Designation

- 4.0 President's Honor Roll
- 3.7-3.9 Dean's Honor Roll
- 3.5-3.6 Honor Roll

Honor Designation at Graduation - Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates. Developmental studies classes are not considered when evaluating honors designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

Diploma Program

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

Degree Programs

- At the end of second quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
- At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
- At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
- At the end of sixth quarter, and every second quarter thereafter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
- While we are bound by Department of Education requirements that a student be dismissed after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, we are allowed to place a student on probation in subsequent quarter if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%. If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be dismissed (note: evaluation points occur every other quarter after sixth quarter). This can only happen once after sixth quarter.
- Any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or ICR below 60% will be dismissed.
- 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.
- Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.

Developmental Studies

Developmental 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. Developmental studies course credits do not count toward the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Developmental studies courses may be individually attempted no more than three times. Failing or withdrawing from a developmental studies course three times will result in dismissal.

Appeal Process

The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predicts success. Should the student have his or her appeal denied a second time, the student will be permanently dismissed from The Art Institute of Charlotte. If the student's appeal is granted, he or she will be placed on probation at the start of the term, and will be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a permanent dismissal. The student would do this through the reentry process. *A student will be notified in writing as to the decision to award or deny his or her appeal.

Transferring to another Art Institute

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

Transfer Credits from other Post-Secondary Institutions

Transfer credits from other post-secondary institutions are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum number of attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation.

Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 1.5 = 216$ credits. Grades for credits transferred 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.

Changes in Program

Students will be allowed only one change of program. On rare occasions and with good reason, the Dean of Academic Affairs may allow a student an additional change of program. Changing from day to evening in the same program is not considered a change of program. Changing from a diploma level to a degree level or an associate's level to a bachelor's level in the same program is not considered changes of program. Courses taken in one program applicable to the second program shall be transferred with the grade. If students have taken a course more than once, all grades pertinent to that course shall apply to the second program. Grades earned in the original program shall count towards the cumulative grade point average. However, in cases in which a student has graduated from The Art Institute of Charlotte 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. For ICR purposes only, those courses transferred will apply to the new program. The maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new program X 1.5.

Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 1.5 = 216$ credits. Second example, if a student earned 36 credits in the original program that are applicable to the new program, but transfers 48 credits due to repeating failed classes then the maximum allowable timeframe is reduced to 198 credits.

Requirements for Graduation/Degree

To graduate, students must have successfully passed all course work, have a cumulative grade point average of not less than 2.0, complete the program in no more than 150% of total program credits, participate in graduate Portfolio Show, and have satisfied all financial obligations to The Art Institute of Charlotte. It is the practice of The Art Institute of Charlotte to round to the nearest tenth percent GPA and CGPA calculations for the purpose of determining academic progress. No more than one-half of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average. No more than one-half of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average.

Credit for Advanced Placement (AP) Courses

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

If you participated in AP programs during your secondary school career and passed the applicable examinations, you may be eligible

for credit for equivalent courses at The Art Institute of Charlotte. Students must earn a score of 3 or higher on an AP exam. Official copies of AP score reports must be submitted to the Admissions office as part of the application process. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Family Educational Rights and Privacy Act (FERPA)

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

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his or her records should submit a written request to the Dean of Academic Affairs at The Art Institute of Charlotte. 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. 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 his or her 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 or her personally.

II. Disclosure of Educational Records

The Art Institute of Charlotte 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 The Art Institute of Charlotte officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. A person employed by the school in an administrative, supervisory, academic or research or support staff position; or
 - b. A person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory or administrative duties for The Art Institute of Charlotte has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for or receipt of financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institute school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible 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 non-forcible 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).

III. Record of Requests for Disclosure

Except with respect to those requests made by students themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Art Institute of Charlotte officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Charlotte 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 Charlotte designates the following information as directory information. (Directory information is personally identifiable information that may be disclosed without the student's consent):

1. Student's name

2. Address: Local, email and website
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 the student, if available
11. Enrollment status (e.g., enrolled, continuing, future enrolled student, re-entry, leave of absence.)

Notice of these categories and of the right of an individual in attendance at The Art Institute of Charlotte to request that his or 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 Charlotte, Three LakePointe Plaza, 2110 Water Ridge Parkway, Charlotte, NC 28217-4536. 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. Procedures for the correction of records:

1. A student must ask the Dean of Academic Affairs 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 or her privacy rights.
2. The Art Institute of Charlotte 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 Charlotte will arrange for a hearing and notify the student reasonably in advance of the date, place and time of the hearing. An individual who does not have a direct interest in the outcome of the hearing will conduct the hearing. That individual may be an official of The Art Institute of Charlotte. 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 Charlotte 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 Charlotte 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 Charlotte 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 Charlotte 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 Charlotte 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, DC 20202-4605

General Policies

Appropriate Attire

Students are expected to dress appropriately for their profession while at The Art Institute of Charlotte. They are expected to display good judgment; clothing should be comfortable and reasonable for the activities of education. Hats, sunglasses, revealing clothing and any attire with words that are offensive to others are not appropriate. Professional dress is required when attending functions off campus and specified events on campus. Specific attire may be required at the discretion of certain instructors. Students must wear shoes and shirts at all times. Violations may result in a student being asked to leave The Institute until he or she returns in appropriate attire.

Art Institute Property

Students are responsible for any Art Institute of Charlotte materials or equipment they use or check out. Should a student damage or lose school property, he or she will be charged for the cost of repair or replacement at The Art Institute's discretion.

Children and Guests

For reasons of safety and to ensure an appropriate educational environment, children and student guests are not permitted in classrooms, laboratories or the Library.

Illness or Injury

If a student is injured or becomes ill on the campus of The Art Institute of Charlotte, in college-sponsored housing, or at any Institute function, The Art Institute of Charlotte will arrange to have the student taken to a physician, medical center or other emergency treatment facility. The student is responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists. Information concerning student health insurance is available in the Student Affairs Office.

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

Personal Property

The Art Institute of Charlotte is not responsible for the loss or damage of any student's personal property. The Institute encourages students to take measures to safeguard their property including placing their name and student I.D. on valuable items.

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

Posters, Flyers and Banners

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

Portable Telecommunications Devices

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

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

Student Rights and Responsibilities

Students of The Art Institute of Charlotte are members of a special community of artists and scholars and, as such, have the right to take full advantage of the opportunities afforded for inquiry, artistic expression, and professional and personal development. A community, however, must protect those rights for others and provide an orderly environment in order to achieve its academic mission. There are, therefore, responsibilities and expectations each student accepts when becoming a part of The Art Institute of Charlotte community. The Honor Code (page 4) and other college regulations form the nucleus of the expectations of an Art Institute student. Infractions of school policy may be categorized as *academic* and *non-academic* although there may be instances where an alleged infraction falls into both categories and may be addressed through academic and non-academic procedures.

Student Conduct Policy

Students whose conduct is detrimental to the educational process or disruptive to The Art Institute of Charlotte environment may be subject to discipline. Instructors as well as students have the right to teach and learn in a safe and productive environment. No one shall infringe upon this right at The Art Institute of Charlotte. The Art Institute of Charlotte reserves the right to suspend or permanently terminate any student whose conduct is detrimental to the teaching environment within the classroom or to the well-being of fellow students and/or faculty and staff members, or who causes damage to the appearance or structure of The Art Institute of Charlotte facility and/or equipment therein; or who cheats, copies or otherwise plagiarizes the artwork or assignments/projects of other students or professionals, verbally abuses, insults, physically or psychologically threatens or intimidates other students, faculty or staff, or who otherwise displays conduct detrimental to his or her own academic progress or ultimate success in the field for which he or she is being educated. Disciplinary issues are handled through the office of the Dean of Student Affairs or through the office of the Dean of Academic Affairs.

General Student Complaint Procedure

Students with a complaint or problem are encouraged to follow the student complaint procedure:

1. Students 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. Students who feel the complaint has not been fully addressed should submit a written account to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should include the student's name, phone number, and student I.D. number, and it should include an account of the steps the student has taken to remedy the situation.
3. The Art Institute of Charlotte staff member or department against which the student is making the complaint will be notified. A follow-up meeting with the student and the Dean of Student Affairs and/or the Dean of Academic Affairs will be held within ten school days from the date of the written complaint in an effort to resolve the issue.
4. Students dissatisfied with the results may file an appeal with the President's office. The appeal should be in writing and contain the student's name and phone number. The student should summarize the steps taken to remedy the situation and indicate why the results are dissatisfactory. The student will hear the results of the appeal within thirty calendar days from the date the appeal is received.
5. Any student who follows this complaint procedure and remains dissatisfied with the results may send a written copy of the complaint to:

N.C. Community Colleges System, 200 W. Jones St., Raleigh, NC 27603-1337 (telephone: 919-733-7051)

or to:

Accrediting Council for Independent Colleges and Schools, 750 First St, NE, Suite 980, Washington, DC 20002-4241 (telephone: 202-336-6780).

Students should refer to the school's arbitration policy for additional information regarding disputes or claims.

Arbitration of Disputes

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

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

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

IF EITHER YOU OR The Art Institute of Charlotte CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT

(OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT YOU OR The Art Institute of Charlotte WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

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

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, *et seq.*, shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Charlotte. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800-474-2371.

The above supersedes any inconsistent arbitration provision published in any other document such as your catalog or, where applicable, your enrollment agreement.

Student Grievance Procedure

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment:

The Art Institute of Charlotte does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law in its programs and activities. The Dean of Student Affairs is designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: Dean of Student Affairs, Three LakePointe Plaza, 2110 Water Ridge Parkway, Charlotte, NC 28217-4536.

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

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint for non-academic matters should do so with the Dean of Student Affairs, Three LakePointe Plaza, 2110 Water Ridge Parkway, Charlotte, NC 28217-4536, or, for academic matters, with the Dean of Academic Affairs, Three LakePointe Plaza, 2110 Water Ridge Parkway, Charlotte, NC 28217-4536. The complaint should be presented in writing, and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Student Affairs or Dean of Academic Affairs.
2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs or Dean of Academic Affairs.
3. The Dean of Student Affairs or Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation at the investigator's sole discretion.
4. The Dean of Student Affairs or Dean of Academic Affairs will determine whether a violation of The Art Institute of Charlotte non-discrimination policy has occurred. The Dean of Student Affairs or Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Student Affairs or Dean of Academic Affairs determines that the policy has been violated, the Dean of Student Affairs or Dean of Academic Affairs also will recommend corrective action.
5. The decision of the Dean of Student Affairs or Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of Charlotte. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Student Affairs or Dean of Academic Affairs. The President, or his or her designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures.

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

Student Conduct Policy

GUIDING PRINCIPLES.

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

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

SCOPE.

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

REACH

The Student Conduct Policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student organization sponsored events or in college housing. At the discretion of the Chief Conduct Officer (Dean or Director of Student Affairs, Dean of Academic Affairs or a delegate as appointed by the President of The Art Institute of Charlotte), 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.

RESPONSIBILITIES OF DUAL MEMBERSHIP.

The Art Institute of Charlotte students are both members of the college community and citizens of the state. As citizens, students are responsible to the community of

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

DISCIPLINARY OFFENSES.

The offenses listed below are given as examples only. The Art Institute of Charlotte 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 or likenesses of weapons on college property, school-sponsored housing or at college-sponsored functions, except where possession is required by law.

3. Sexual Assault or Nonconsensual Contact

- 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 or one's self
- e) Threats to commit self-harm and/ or actual incidents of self-harm by any student

5. Theft, Property Damage and Vandalism

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

6. Disruptive or Disorderly Conduct

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

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

8. Verbal Assault, Defamation and Harassment

- a. Verbal abuse of a student or college employee
- b. Harassment by any means including coercion and personal abuse, of any individual. 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 the college.

10. Falsification

Willfully providing college officials with false, misleading or incomplete information; 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 Charlotte disciplinary system including but not limited to:

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

12. Unauthorized Use or Misuse of College Facilities

- 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 or at college-sanctioned or college-sponsored functions.

14. Insubordination

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

15. Violations of College Rules

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- d) Any violation of the student housing license agreement, rules and regulations, and/or the college-sponsored housing student handbook
- e) Any violation of the 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, or for any other purpose
 - III. Unauthorized transfer of a file
 - IV. Unauthorized downloading of copyrighted materials in violation of law
 - V. Unauthorized use of another individual's identification and/or password
 - VI. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - VII. Use of computing facilities to send obscene or abusive messages
 - VIII. Use of computing facilities to interfere with normal operation of the school's computing system
- f) Failure to satisfy school financial obligations

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

SANCTIONS.

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

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

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

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

DISCIPLINARY PROCEDURES:

Complaint

Any member of The Art Institute of Charlotte community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Charlotte 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/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 time frame.

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 Charlotte determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

Students have no expectation of privacy in their personal property while on campus. The Art Institute of Charlotte 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 the Institute staff that a risk to the health, safety or welfare of students and/or the school community exists, and including searches pursuant to an investigation of potential wrong-doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

Notification and Determination of violations that warrant 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.
2. After the meeting, 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 Charlotte policies on the basis of the information available and impose sanctions for such violations.

Notification and Determination of violations that warrant 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, or to property of the Institute or a member of the Institute community.

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, Library) and/or all other school 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 for accommodation of a student in school-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.

Appeal Procedures.

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe they have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of Charlotte 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 school may not be on school property, a student dismissed from school-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 Charlotte 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 Charlotte's policies and procedures, and must provide any supporting documentation. It must be delivered to the President or his/her delegate within three 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 informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- 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.

Students wishing to appeal dismissal from Student Housing may do so in the following manner:

- The student must obey the terms of the decision pending the outcome of the appeal. For example, a student who has been dismissed from housing must abide by all sanctions in accordance with the directions indicated in the decision.
- The student must write a letter of appeal addressed to the Dean of Student Affairs of The Art Institute of Charlotte or his or her delegate. This letter will give the student the opportunity to indicate his or her position on the decision. The letter must detail all bases for the appeal. Appeals will only be considered if the student can present evidence that the case has been mishandled and/or if they are presenting new evidence or information which may affect the legitimacy of the eviction. The letter of appeal must be delivered to the Dean of Student Affairs or his or her delegate within three calendar days following the student's receipt of the eviction decision.
- The Dean of Student Affairs or his or her delegate shall appoint a committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff members not involved in making the initial disciplinary decision. The student making the appeal and the person bringing the charges may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee. The committee shall determine all matters relating to the conduct of the hearing including, for example, relevancy of evidence, duration of the hearing or any part thereof, procedures, and the weight to be given any evidence.
- The committee will report back to the Dean of Student Affairs or his or her delegate with its recommendation following the review of the appeal. The Dean of Student Affairs or his or her delegate will render a written decision on the appeal within 30 calendar days from receipt of the appeal and communicate same promptly to the student.
- Housing disciplinary and administrative decisions (other than cases of dismissal) including verbal warnings, written warnings, probation, and relocation may be appealed to the Director of Housing. The decisions of the Director of Housing in these cases will be final.

Non-Discrimination Policy

The Art Institute of Charlotte does not discriminate on the grounds of race, color, creed, national origin, religion, sex, age, ancestry, sexual orientation, genetic marker or disability in the administration of any of its educational programs, services and activities or with respect to admission and employment.

Sexual Harassment Policy

The Art Institute of Charlotte is committed to providing a workplace and educational programs and activities for employees, faculty, students and applicants for admission which are free from harassment. Harassment in any manner or form is expressly prohibited. All claims of harassment are to be investigated promptly and thoroughly, and appropriate action will be taken based upon the results of the investigation.

Definition

Sexual harassment consists of unwelcome, offensive, abusive, belittling or threatening behavior. It may be based on some real or perceived difference that may lead to the person harassed being offended, humiliated, intimidated or disadvantaged. It may include sexual harassment, racial harassment and/or harassment based on disability. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature directed toward an employee, student or applicant for admission where:

1. Submission to the conduct is an explicit or implicit term or condition of employment, a person's status in a course, in a program, in an activity, in admission, or in an academic decision; or
2. Submission to or rejection of the conduct is used as the basis for academic evaluation or employment decisions, or
3. The 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 environment.

Problem Resolution

Employees, students or other individuals who feel that they have been harassed have several ways to make their concerns known. In some instances, bringing the offensive behavior to the attention of the person engaging in the conduct is all that is necessary to solve the existing or potential problem. Employees may always report

the conduct to their supervisor, or, if the employee's supervisor is the source of the alleged harassment, then to the next appropriate management level. Reports of harassment involving employees should always be reported to the Human Resources Director. Students who feel they have been harassed should bring their concerns to the attention of their Academic Department Director, Dean of Academic Affairs, or school President.

All information disclosed will be kept as confidential as possible, but some disclosure to those with a need to know or for purposes of investigation may be necessary. Regardless of the method of problem resolution, a person who initiates a harassment complaint will not be the subject of retaliation or discipline, nor will the initiation of the complaint affect employment, compensation or work assignments for employees, or grades, class selection, or other matters for students.

Responsibility for Implementation

All levels of administration and management are responsible for implementing this policy and helping to create an environment free of harassment. Administrators, managers and supervisors who receive a harassment complaint should report it immediately to the Human Resources Director who will investigate the matter carefully and attempt to correct any problem. The complaint and the details surrounding it, as well as the investigative steps and any findings, will be documented.

Anti-Hazing Policy

Hazing involving students of The Art Institute of Charlotte 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 upon which 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 any student club or organization at The Art Institute of Charlotte. 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 on the first floor. 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-Fraternization Policy

Because of the unequal status that exists between faculty and students and the possibility of favoritism, social relationships between faculty and students are prohibited. Such relationships also are prohibited between staff and students.

Drug-Free Workplace and Campus

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Charlotte or in facilities controlled by The Art Institute of Charlotte are prohibited by college regulations and are incompatible with The Art Institute of Charlotte'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.

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).
- Slowed reaction time, decreased muscular coordination, and impaired 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 lifespan 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 and 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.

Danger Signals Indicating a Drug or Alcohol Problem

Following is a list 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

Students observing any of these changes in themselves or another student are encouraged to talk with a counselor in the Student Affairs office.

Abuse of alcohol or drugs can lead to dependency and addiction with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment and rehabilitation facilities available in the Charlotte area where students and employees may seek advice and treatment. The college counselor can refer you to a facility that will help meet your needs.

Charlotte Area Resources

There also are organizations that may be contacted for help such as AAAB-Pathways to Recovery (800-41-SOBER). You also can contact The National Institute on Drug Abuse Hotline (1.800.662.4357). Operators are available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

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

Campus Safety

The Art Institute of Charlotte is committed to the safety and security of all its employees and students and adheres to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A full copy of the report can be found in the office of the Dean of Student Affairs and is

distributed to all faculty, staff and students annually.

Reporting Criminal Actions or Other Emergencies

Everyone at The Art Institute of Charlotte is encouraged to report all criminal acts or other emergencies promptly and accurately to appropriate law enforcement agencies. Report any criminal activities or other emergencies occurring at The Art Institute of Charlotte by dialing 704-357-5907. Art Institute security may be contacted at (704) 357-5907. The Charlotte-Mecklenburg Police Department can be reached by dialing 9-911.

In the case of fire or other emergencies, students should become familiar with the evacuation plans posted on both floors of the building. For the purposes of timely and accurate reporting, and to ensure appropriate notification of a continuing threat of crimes, students and staff are required in all cases where a crime has been committed on or near a campus facility (Main Campus or any housing facility) to file a report with an Art Institute Security Officer. Campus staff with security responsibilities include the Executive Committee which consists of the President, Dean of Student Affairs, Director of Administrative and Financial Services, Director of Admissions, Director of Human Resources and Dean of Academic Affairs. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities including trespassing. To report emergencies or criminal acts occurring in college-sponsored housing, students should dial 911. Criminal activity might include but is not limited to burglary, motor vehicle theft, aggravated assault, robbery, sexual offenses, hate crimes, gender crimes or murder. Students and employees are encouraged to be responsible for their own security and the security of others.

Non-emergency incidents should be reported to the appropriate police agency that has the authority to file criminal charges in the geographical area in which the crime occurred. In addition, crimes occurring on or around college facilities should be reported to an Art Institute Security Officer or the Dean of Student Affairs.

Evacuation in Case of Emergency

The Art Institute of Charlotte's fire alarm will sound in the event of fire in the facility. Students should become familiar with the building evacuation plan that is displayed throughout the building. Emergency preparedness includes:

1. Participation in regularly scheduled fire drills.
2. Knowing two ways out.
3. Knowing the number of doorways to the stairwell.
4. Staying low in smoky conditions.
5. Never using elevators during a fire.
6. Handicapped individuals should move to a stairwell for evacuation by Fire Department staff, as stairwells are safer environments.
7. Once outside, staying as far away from the building as possible.
8. Keeping all driveways clear.
9. Remaining quiet and calm.
10. Following evacuation route directions posted throughout the building.
11. Obeying the directions of The Art Institute's faculty, staff and all emergency responders.

Security and Access to Campus Facilities

It is the policy of The Art Institute of Charlotte that access to all campus facilities, including housing facilities, is limited to authorized personnel, students and invited visitors. ALL visitors, including friends and family, must report to the receptionist in the main lobby. Visitors are subject to school policies and conduct codes at all times. Their student or employee host must share responsibility for the lawful and appropriate behavior of visitors. The grounds crew has kept shrubs well-trimmed and hedges low for security. Many lights have been installed on the exterior of buildings. For reporting purposes, all student-housing facilities are non-campus buildings. Each apartment is secured with safety locks. Management is located at the facility.

It is the policy of The Art Institute of Charlotte that all students, faculty and staff shall wear Art Institute-supplied photo identification in such a manner as to be visible to Security and Administrative personnel at all times that they are on the campus. Institute-sponsored housing students must display their school photo identification upon the request of any school, law enforcement or housing management personnel.

Access to the Academic Building

Surveillance cameras monitor access to the main building at 2110 Water Ridge Parkway, and security staff is present during the hours The Art Institute of Charlotte is open. During other periods, the building is locked, and only authorized persons are given access.

The Institute's Physical Environment

Institute facilities are monitored regularly to assess their safety. Regular inspections are made of safety systems, lighting, fire extinguishers, etc. in all facilities. In addition, the building is equipped with a fire alarm system, and evacuation directions are posted prominently throughout the building.

Crime Statistics

Crime Statistics for The Art Institute of Charlotte are available in the office of the Dean of Student Affairs.

Programs to Inform Students and Employees about Campus Security

All new employees and students are instructed on crime awareness and prevention during orientation. Orientation is offered four times a year before classes begin for new students. The orientation programs are held by the President, Director of Human Resources or Dean of Academic Affairs for new employees and include a description of campus security policies and procedures for reporting any criminal activity or emergency. In addition, all students are given and should carefully review a copy of the catalog, which contains information on the drug-free campus, campus security and crime prevention, and school policies. Each student is required to sign a form acknowledging awareness of these policies.

All employees and students are encouraged to be responsible for their own safety and the safety of others in The Art Institute of Charlotte community and to follow a common-sense approach to personal safety. The Art Institute's Dean of Student Affairs also is available to offer support and referral to other counseling services.

Programs to Inform Students and Employees about the Prevention of Crimes

The Art Institute of Charlotte's Dean of Student Affairs offers individual counseling to students and employees on crime prevention. The counseling takes place any time a student requests individual counseling. A referral will be made to an outside facility if the student requests specific expertise in a certain area that cannot be fulfilled by The Art Institute. The building management provides the local authorities with information on a timely basis of occurrences that take place on campus. When there are crimes that constitute a continuing threat to The Institute population, The Art Institute of Charlotte is committed to informing students and staff of the nature of the crime(s) and to advising students and staff of the necessary protective steps they might take.

The Charlotte-Mecklenburg Police Department is contacted as needed. In the event Institute personnel working with local law enforcement agencies determine that a particular criminal offense continues to be a threat to the campus community, The Art Institute of Charlotte will notify students and staff through memos, announcements

to classes, and notices in the campus student newsletter.

Safety Tips

Prevention is the best protection against crime. Some precautions students can take to assure greater security include:

At Home

- Leaving at least one light on inside and out, if possible, when away. Using a timer to turn lights on and off.
- Keeping doors and windows locked, even when at home or if leaving for a few minutes.
- NEVER opening the door without knowing who is there. Requiring the caller to identify himself or herself satisfactorily. Using a chain bolt when checking an ID. If a stranger asks to use a phone, DO NOT PERMIT HIM OR HER TO ENTER. Make the call for that person if you believe it is an actual emergency.
- Keeping in touch with your neighbors. Watching each other's apartments, and letting each other know of anything that appears suspicious.
- Never giving out personal information such as an address.
- Reporting threatening or harassing calls to the police or company.

When Walking

- Planning the safest route to a destination and using it. Choosing well-lighted busy pathways and streets to avoid alleys, vacant lots or construction sites. Taking a longer way if it is safer.
- Knowing the neighborhood and the campus. Finding out which buildings are open late or early, and where to go to summon help.
- Carrying a purse close to the body and keeping a firm grip on it. Carrying a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Not flaunting expensive jewelry or clothing or flashing cash.
- Having a car or house key in hand and ready when approaching one's vehicle or home.
- Never hitchhiking.

While Traveling

- Keeping doors locked and windows rolled up, especially at stoplights. Always locking the car and taking the keys. Keeping valuables out of sight in the trunk. Parking in areas that will be well-lit when returning. Checking the back seat and the area around the car before getting in.
- Car Trouble: Raising the hood. Putting on emergency flashers. Staying inside the car and locking the doors. Asking anyone who stops to help to call the police or the nearest service station.
- On public transportation: Waiting in well-lit areas near other people. Staying in the more populated area of the bus. Asking for help from any transportation employee.

Responding to an Attack

In any situation, the main goal is to get away with the least injury to oneself. If an attacker only wants valuables, one should give them up. Valuables can be replaced; a life cannot. Police should be notified immediately.

Learning to defend one's self is a good idea; however, one should not overestimate his or her abilities. It may take lots of practice before techniques can be used effectively.

A wallet, purse or books should not be left unattended at school or visible in a car. The Art Institute of Charlotte is not responsible for the loss of or damage to students' personal property.