

Introduction

Notice to Change

This handbook was prepared by staff of The Art Institute of Ohio - Cincinnati. The information contained herein applies to the 2011-2012 academic year. Information and policies described herein are subject to change at the discretion of The Art Institute of Ohio - Cincinnati.

WELCOME FROM THE PRESIDENT

On behalf of the faculty and staff at the Art Institute of Ohio-Cincinnati, I am so pleased that you are considering furthering your education at our school. Our students are driven by a passion for their chosen fields and we are proud to provide a career-focused education that can channel those passions into your life's work.

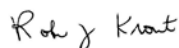
Whether you yearn to create signature dishes, innovative designs, fashion forward trends, cutting-edge films, animations and games, or the next advertising campaign that has everyone talking, our talented faculty is ready to nurture your development and guide you to your goals.

At the Art Institute of Ohio-Cincinnati, our classes are taught by faculty who are both professionals in their field and experienced, enthusiastic educators. They apply their real world experience in the classroom so students have the opportunity to receive the best possible hands-on education they can employ in the workforce.

We cultivate our student's creativity from the day you walk into your first class until the day you walk across the stage in your cap and gown. Our objective is to give you the tools you need to achieve your goals.

We look forward to welcoming you into our school and wish you success in all your endeavors.

Sincerely,



Robin Krout, *President, The Art Institute of Ohio-Cincinnati*

Mission Statement

The Art Institute of Ohio - Cincinnati is an institution of higher education offering degree and other academic programs in the creative and applied arts to a diverse student body. The college promotes student learning in a stimulating environment where students can develop their creativity and acquire the skills and knowledge to pursue their chosen careers.

Campus Information

Address

The Art Institute of Ohio – Cincinnati
8845 Governor's Hill Drive
Cincinnati, OH 45249-3317

Campus Organization

Located in Cincinnati, the Art Institute of Ohio - Cincinnati provides students with the opportunity to live and learn in one of America's great cities. The Art Institute of Ohio - Cincinnati was founded in 2004 and is located at 8845 Governor's Hill Drive in the northeast of Cincinnati. The campus consists of more than 40,000 square feet of classroom, laboratory, and office space designed to the specifications of The Art Institute of Ohio - Cincinnati for its design programs, culinary needs, and library. These provide instructional resources and academic support for both students and qualified and experienced faculty who are committed to the academic and technical preparation of their students. The Art Institute of Ohio - Cincinnati offers a school-sponsored housing program. For information on this program, please contact the Dean of Student Affairs 513/833-2403. Students unable to commute daily from their homes may request assistance from the Dean of Student Affairs to review if school-sponsored or off-campus housing would be a good fit.

Parking and Transportation

Parking regulations have been designed to maintain convenient, safe, and orderly parking for the students, faculty, staff and guests of The Art Institutes. Signs and markings are placed in the driving and parking areas to facilitate ease of parking and safe traffic. The Art Institutes are not responsible for any loss or damage to students' automobiles or their contents. Students are prohibited from parking in spaces reserved for staff and visitors. Students parking off the premises should obey the Ohio State parking codes and the posted restrictions of campus neighbors. Additional parking information for specific campuses may be obtained by contacting their school receptionist or the Student Affairs Office

Student Portal

MyAiCampus.com is The Art Institute of Ohio-Cincinnati Student Portal. This important tool for students of The Art Institutes system of schools offers 24/7 online access to the campus-specific information they need the most, including announcements, events, online registration, access to student accounts and a host of other great features.

Email Accounts

The Art Institutes student email accounts are created/activated when the student provisions their account at www.myaicampus.com. To ensure they receive communications from school faculty and administrators in a timely manner, students should check their student email account regularly or set it up to forward to another account that they check more frequently.

Animals on Campus

The Art Institutes prohibit any animals on campus property, with the exception of registered service animals.

Appropriate Attire

Students are requested to dress appropriately for their profession while attending The Art Institute of Ohio - Cincinnati.

Children on Campus

Children, escorted or unescorted, for their own safety and to maintain an appropriate academic atmosphere on campus, are not permitted in classrooms, labs, studies, libraries, or lounges.

ID Cards

Students are required to retain a Photo ID card that is used for various purposes during the program including identification, access to computer labs, and checking out books, resource materials, and equipment. Student ID cards must be updated with a sticker each quarter to be valid. Students are advised to carry their Photo ID card at all times and to present them upon request.

Personal Property

The Art Institute of Ohio - Cincinnati is not responsible for the personal property of the students (e.g., books, supplies, equipment, and clothing). Students should place their names and student numbers on all items of value and record and secure equipment serial numbers. Students should review their personal property/homeowners and automobile comprehensive insurance policies to determine whether valuable equipment (such as cameras) would be covered in the event of theft or loss. Physical injury and/or other medical problems, including loss or damage to personal property resulting from fire, theft, or other causes, are not the responsibility of The Art Institute of Ohio - Cincinnati. The Art Institute of Ohio - Cincinnati recommends that students carry personal insurance.

Portable Communication Devices

Headphones are not to be worn in labs or classrooms unless required by the instructor or for ADA accommodation. The use of portable communication devices (examples of such devices are iPods, cellular telephones, Blackberrys, etc.) while in the classroom is strictly forbidden.

Posters, flyers, banners, solicitation

Posters, flyers, and banners must get approval prior to posting. Students may submit their document for approval by contacting the Student Affairs Office.

Smoking Policy

The Art Institute of Ohio - Cincinnati and school-sponsored housing are smoke-free environments. Faculty and staff strictly enforce this restriction. Students and staff may only smoke in the designate smoking area.

Student Messages

The Art Institutes cannot serve as a "message service" for students. Only in cases of genuine emergency (e.g. medical or childcare situations) will a message be taken for a student.

Visitors on Campus

Guests including family and children are not allowed in the classroom. The classroom is a professional environment. Guests can be a distraction from the educational goals at hand. Classroom space and equipment are for students only. All guests must sign-in at the reception desk and receive a visitor's badge.

Lost and Found

Lost-and-found items may be retrieved at The Art Institute of Ohio - Cincinnati main reception desk. Items collected during any quarter will be discarded at the end of that quarter.

Directory of Campus Resources

Student Affairs

School Sponsored Housing

College-sponsored housing serves the student by facilitating a learning environment that provides accommodations that are clean, congenial, comfortable and convenient. The goal of the Residence Life and Housing program is to provide a living environment that is conducive to a student's academic success and personal growth. The dedicated staff is committed to supporting and challenging students through community building initiatives, leadership opportunities and accountability to community standards. The goal of each staff member is to assist in developing an environment which is encouraging, comfortable and accepting, as well as conducive to the educational pursuit of each resident.

The Art Institute of Ohio – Cincinnati leases units from two area apartment complexes. The school is then able to rent a portion of a unit to each resident. The advantage of this living arrangement is that students may be able to include the housing costs in their financial plan and

students have the opportunity to live, cook, study and travel to and from the College together.

Student Assistance Program/Student Support Services

The College recognizes that preparing for a professional career is a challenging process, which involves personal growth and development. The Student Affairs Office helps students with the transition to college life, serves as a resource for students dealing with personal issues that impact their academic development and supports them as they make their way to graduation. The College provides confidential short-term counseling, crisis intervention and community referral service through the Student Assistance Program (SAP) for a wide range of concerns, including relationship issues, family problems, loneliness, depression and alcohol or drug abuse. Services are available 24 hours a day, 7 days a week. The Student Affairs Office may also occasionally offer programs on mental health, substance abuse or public safety.

Disability Services

The Art Institute of Ohio-Cincinnati provides accommodations to qualified students with disabilities. The Student Affairs office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Ohio-Cincinnati. The Art Institute of Ohio-Cincinnati is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The 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 Dean of Student Affairs.

Student Clubs and Organizations

There are many opportunities for career-related activities, leadership opportunities and social interaction through clubs and organizations. The various student organizations at The Art Institute of Ohio – Cincinnati offer opportunities for students to take an active part in their education. From professional organizations, to skill building groups, to groups where students with similar interests can gather, these student-run organizations add a vibrant energy and opportunity for personal growth and contribute to the sense of community at the College. Students active in organizations and clubs will discover a network of peers with whom they can connect, learn leadership skills they can utilize long after graduation, hone their ability to work within a group and make the most of the skills they are learning within the classroom. The College officially recognizes student organizations at The Art Institute of Ohio – Cincinnati through an approval process. All organizations must go through a registration process with Student Affairs and meet the set guidelines of participation, support, and community service for each organization. Any student interested in initiating a new student organization may come to the Dean of Student Affairs.

International Student Services

The International Student Advisor is the key contact for all non-immigrant alien international students who hold visas. The advisor provides assistance and guidance regarding procedures and policies regarding nonimmigrant student visas and serves as the Designated School Official on behalf of the Department of Homeland Security to issue and sign immigration forms. Throughout the student's stay at The Art Institutes, the International Student Advisor will consult with and advise the student in order to help the student maintain compliance with Department of Homeland Security regulations and to assist in making this educational and life experience a positive one.

Student Health Insurance

The Art Institutes do not offer health care services to students. However, The Art Institutes are pleased to make an insurance plan covering accident and illness available to students and their dependents. ALL students are urged to carry a primary private insurance policy that covers comprehensive healthcare. Information regarding the benefits and costs of The Art Institutes' Student Accident and Sickness Plan is available from the Student Affairs Department at each school. It is a requirement that ALL international students who attend The Art Institutes have adequate accident and illness insurance. If a student's existing health insurance policy will not protect them while they live in the United States, they may wish to consider the policy offered to students by USI Insurance. All international students must either purchase one of the insurance plans offered by USI OR complete a waiver form indicating that they have their own insurance, which adequately covers them in the United States. The insurance coverage they elect is a decision to be made by the student. USI is wholly separate from The Art Institutes and The Art Institutes have no financial interest in their operations, nor do The Art Institutes make any representation as to the quality or adequacy of medical care or insurance coverage provided to any student during his or her enrollment at The Art Institutes.

Registrar

Transcript Review

Proof of high school graduation or equivalency is required for final admission to the school. A student will not be permitted to continue to their second quarter of instruction without an official transcript showing high school graduation, GED scores, or a copy of their high school diploma. Financial aid eligible students will not receive financial assistance until documentation of high school completion is provided. High school applicants who have not yet graduated should submit a partial transcript that indicates their expected graduation date to be evaluated for early conditional acceptance. The Registrar's office coordinates transcript requests. A written request with signature is required to release an academic transcript. The transcript request fee through the student portal is \$5; all other transcript requests are \$10. Release of transcripts is subject to good financial standing. A minimum of five days processing time is usually required.

Enrollment Verification Requests

Students may obtain documentation from the Registrar's Office verifying their enrollment as needed for student discounts, insurance, loan deferments, or other purposes.

Miscellaneous Request

Various other administrative tasks such as name changes, address changes, etc., are also processed through the Registrar's Office. Students

needing assistance with these tasks should report to the Registrar's Office.

Registration

Quarterly Student Registration Procedures

The continuing enrollment registration for in-school students takes place during the fifth week of each academic quarter. Appropriate notices regarding the registration period are posted in advance. Much course, instructor, and classroom scheduling takes place in the short period between registration and the start of classes. Therefore, it is very important that every student register on time. Students who register late are subject to delays in the scheduling process and to course selection on a space available basis.

Program and Attendance Status Change

Once enrolled, a student is assumed to be in continuous enrollment and attendance, and to be making satisfactory progress until graduation. The student who alters this academic progression in any manner is considered to be making a —status change, which requires approval or understanding in advance of the changes.

The basic status changes include:

- A change from one program of study to another program of study (termed —internal transfer)
- A change of attendance schedules (from part-time to full-time class attendance, evening to day attendance or vice-versa)
- A withdrawal, suspension, or termination of studies
- A course change, addition, or deletion
- Transferring from one Art Institutes system school to another Art Institutes system school (termed —external transfer)

Students should notify the campus of address changes and changes in emergency information.

Students who wish to request an academic or registration status change as noted above must refer to the Registrar's Office for procedural details.

Career Services

Graduate Employment Services

Once students are ready to graduate, it is time to search for full-time, entry-level industry positions. If students have taken advantage of industry speakers and events sponsored by Career Services, joined trade industry student groups, and attended professional organizations that are on campus, they have already started the networking process. Internships can help to add value to a resume. Armed with a body of work in a portfolio format, CD ROM, demo reel or website as required by the academic programs, students work closely with Career Services to match skills to the hundreds of companies on the employer database. With the help of a Graduate Career Services Advisor, students' resumes are reviewed, interviewing skills are honed and the interviewing process begins. As part of the graduation ritual, a portfolio review is held that will provide the opportunity to show work to many potential employers that attend the show. The Art Institute of Ohio - Cincinnati does not guarantee employment or any particular level of compensation following graduation. Graduates who confine employment considerations to the Cincinnati metropolitan area may limit employment opportunities available to them.

Student Employment Services

Career Services has a network of local companies that depend on students as part-time workers. These companies attend college-sponsored, part-time job fairs and recruit the talented students of The Art Institute of Ohio - Cincinnati. As students progress in their programs, they will be ready to apply for industry part-time work. Career Services can help students get that first taste of the industry through industry contacts and matching your skills with employer needs.

Internships

As students near graduation, Career Services can assist students in finding an internship in their field of study. Some programs require an internship as a component of students' studies. Whether or not an internship is required, it is an excellent opportunity to apply the skills learned in classes. Career Services has a database of industry contacts to help students find an internship that fits their needs. Career Services will also give students tips and tools to guide them through the process. An internship can be a learning experience that can be helpful for an entry-level position in the field.

Student Accounting

At the time of the initial enrollment, the student develops an estimated financial plan demonstrating that he or she will be able to meet all the expenses involved in the education process (tuition, fees, supplies, costs of living, etc.). The Accounting Department maintains student billing and payment records. The student or parents/guardians where applicable, will receive payment notices as outlined on their estimated financial plan. The payments are due on or before the date noted on the financial plan. All payments must be current prior to registration and entry for the following quarter.

Student Financial Services

The Student Financial Services Department assists students and their families to develop a financial plan to budget for educational expenses. Student financial aid specialists help students and parents complete the federal and state applications for grants and loans applicable to the student's circumstances. Once the student's eligibility for financial aid has been determined, a financial aid officer helps the student develop a plan for meeting educational expenses. Extended payment plans are available to ease the burden of college costs. Individual payment options allow students and their families to spread some costs over a longer period, in monthly or quarterly installments. Financial planning services are available to students and their families for consultation throughout the year.

Supply Store

The Art Institute of Ohio — Cincinnati Campus Store is a major source of supply kits, art supplies and computer software at competitive prices. The Campus Store also provides a variety of college spirit wear and gifts.

Technology

The service bureau, located on the first floor, maintains equipment for many classroom needs as well as providing printing services for students. Hours are posted each quarter.

Academic Services

Library

The Library's main purpose is to contribute to the teaching and learning processes within The Art Institute of Ohio-Cincinnati's specialized educational environment. The Library's combination of technology, software and traditional and digital resources supports a visually focused and career oriented curriculum. The Library collection contains resources in many formats, including traditional books and periodicals. The Library seeks an effective balance between building its in-house collection and providing access to online resources. The Library supports The Art Institute of Ohio - Cincinnati's educational goal of preparing students for careers in design, media, and fashion related fields. It is an integral support to the curriculum and plays an extremely critical and vital role within The Art Institute of Ohio - Cincinnati. The Library is committed to responding to the highly innovative nature of the diverse, specialized technical and creative career programs at The Art Institute of Ohio - Cincinnati.

The goals of the Library are:

- To provide a research and informational environment that fosters creative inspiration and encourages studying, the pursuit of academic and professional excellence and promotes personal development.
- To house materials in both print and non-print format and make available a variety of services to the students that supports the educational objectives of The Art Institute of Ohio - Cincinnati.
- To provide reference service and easy access to the materials.

The Library is an important academic and research facility for faculty and students. It houses program-related books and other media formats as well as a broad spectrum of curriculum-related periodicals, and general interest publications. The Library seeks to build a specialized informational facility to serve the varied needs of students, faculty and staff. The Library's mission is based upon a philosophy endorsing the principles expressed in the American Library Association Bill of Rights and the American Library Association Freedom to Read Statement: to provide an environment that encourages the free exchange of ideas and access to a broad range of viewpoints and expressions.

Computer Labs

Computers are available on campus for student use. In addition to classroom labs, there are often open computers in both the library and the Student Success Center. Hours of availability are posted each quarter.

Responsible Use of Technology Policies regarding responsible use of technology may be found in Section V., 15 Disciplinary Offenses

Academic Advising

The Academic Advisors provide students with information to assist them in making academic decisions and in developing an academic plan for successful completion of program requirements and utilization of the full range of The Art Institute of Ohio - Cincinnati resources. Faculty, academic directors, and the Dean of Academic Affairs provide advising services.

Undergraduate Satisfactory Academic Progress (SAP) Policy Effective SU11

The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent and successful manner. This ability is measured in three ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR) within a maximum time frame (MTF). **Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could result in the loss of Financial aid and Academic termination.** In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits.

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

Criteria for Honors Designation

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

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

Term GPA
4.0
3.7-3.9
3.5-3.6

Honors Designation
President's Honor Roll
Dean's Honor Roll
Honor Roll

Honor Designation at Graduation – Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

Transitional studies classes are not considered when evaluating Honors Designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

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

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

Certificate and Diploma Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter.
2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**.
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should consult with their academic advisor concerning the exact requirements.

6. Students attending certificate or diploma programs may take transitional study courses.

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

Degree Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% (transitional study courses do not impact GPA or ICR so they are exempt from the calculation). Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
2. At the end of the second quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% for all courses that are not transitional studies. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter if the student had not been on Academic Warning/Financial Aid Warning in the previous term. However, if the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
3. At the end of the third quarter, students must attain a minimum CGPA of 1.25 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
4. At the end of the fourth and at the end of the fifth quarter, students must have a CGPA of at least 1.5, and an ICR above 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it could be very difficult to meet the minimum requirements of the next measuring point. Students should consult with their academic advisor concerning the exact requirements.
6. At the end of the sixth quarter and thereafter, students must accomplish a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.
7. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.
8. Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies Course credits do not count towards the total number of credits for graduation nor do they count in the CGPA or ICR; however, they do count in determining the maximum time frame in terms of credits attempted and credits earned. Transitional Studies/Remedial courses do have credit hours assigned to them for enrollment and tuition charging purposes. Transitional Studies Courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in **dismissal**.

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

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

Appeal Process for Academic Probation/Financial Aid Probation

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

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

eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period(s) will result in a **permanent dismissal**.

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

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

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

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

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

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

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

The Metrics of SAP

Academic Grading System

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

<u>Letter Grade</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4
D	1.0
F	0.0 *

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

Other Grade Codes worth Zero Quality Points:

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

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

Repeating Courses

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

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Calculations

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute.

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

In this example:

$$\begin{aligned} A &= 4 \text{ grade points} \times 4 \text{ credit hours} = 16 \text{ grade points earned} \\ B &= 3 \text{ grade points} \times 3 \text{ credit hours} = 9 \text{ grade points earned} \end{aligned}$$

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:

$$\begin{aligned} 16 \text{ grade points} + 9 \text{ grade points} &= 25 \text{ total grade points} \\ 25 \text{ grade points earned} \text{ divided by } 7 \text{ total hours earned} &= \text{student's GPA for the quarter, } 3.57, \text{ which is rounded to } 3.6. \end{aligned}$$

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

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

(EARNED CREDITS at the institution + TRANSFER CREDIT Accepted)

(ATTEMPTED CREDITS at the institution + Transfer Credits Accepted)

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

**TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 =
TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.**

STUDENT STATUS CHANGES AND SAP

Transfer Students

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

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

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

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

Changes in Program

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

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

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

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

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

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

The 150% MTF is determined as follows:

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

Second Degree

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

FERPA

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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 education records. In addition, it puts limits on what information The Art Institute of Ohio - Cincinnati may disclose to third parties without receiving prior written consent from the student.

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/her records should submit a written request to the Dean of Academic Affairs or the Director of Application and Financial Services. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's records. Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel that are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute. When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

Disclosure of Educational Records

The Art Institute of Ohio – Cincinnati 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 Ohio – Cincinnati 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 or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
 - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.
2. 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 Ohio – Cincinnati has a legitimate educational interest.
3. 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.
4. 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.
5. To organizations conducting certain studies for or on behalf of the school.
6. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
7. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
8. To comply with a judicial order or lawfully issued subpoena.
9. To appropriate parties in health or safety emergencies.
10. To officials of another school in which a student seeks or intends to enroll.
11. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
12. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
13. 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.
14. Directory information (*see* Section IV below).
15. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Ohio – Cincinnati will not provide: social security numbers, race,

ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Ohio - Cincinnati officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Ohio - Cincinnati 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. The student may inspect this record.

Directory Information

The Art Institute of Ohio - Cincinnati designates the following information as directory information. (Directory information is personally identifiable information, which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email, and 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 (i.e. enrolled, continuing, future enrolled student, re-entry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at The Art Institute of Ohio - Cincinnati to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Ohio - Cincinnati, 8845 Governor's Hill Drive, Cincinnati, OH 45249. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

Correction of Educational Records

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

1. A student must ask the Director of Application and Financial Services or 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/her privacy rights.
2. The Art Institute of Ohio - Cincinnati 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 Ohio - Cincinnati 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 Ohio - Cincinnati. 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 Ohio - Cincinnati 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 Ohio - Cincinnati 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 Ohio - Cincinnati 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 Ohio - Cincinnati will:
 - a. maintain the statement with the contested part of the record for as long as the record is maintained; and
 - b. disclose the statement whenever it discloses the portion of the record to which the statement relates.

Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Ohio - Cincinnati to comply with the requirements of FERPA.

The Family Policy Compliance Office administers FERPA: Family Policy Compliance Office

United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Attendance Policy

The Art Institute of Ohio – Cincinnati is required by federal, state, and accreditation regulation to maintain and enforce an attendance policy. Participation in classroom activities is vital to a student’s successful completion of each course and is an important facet of each student’s professional development. The school’s Attendance Policy is designed to reflect the demanding nature of the professional fields. The attendance record is included in the student’s permanent file and is made available to potential employers after graduation. The student is expected to attend all classes as scheduled, to be on time, and to remain in the classes for their full duration. It is recognized that a student may be absent from class due to a serious illness or family emergency; the following policy allows for those emergencies. There are no excused absences; students arrange to complete makeup work for missed classes with each individual instructor. Excessive absenteeism in a course may affect the final grade in that course.

1. **Full Absence:** A full day of absence is being absent for the total number of hours during which classes are scheduled each day for the program in which the student is enrolled. Absences are recorded from the first day of the quarter regardless of the reason for absence.
2. **Partial Absence:** A student who arrives late or leaves class early may be charged in 15-minute increments of absenteeism. This absence accumulates toward absenteeism on a student’s quarterly record.
3. **Consecutive Absenteeism:** Students will be considered withdrawn from the program if they are absent 14 consecutive calendar days without notifying the Registrar.
4. **Emergency Leave Policy:** A student who withdraws from The Art Institute of Ohio - Cincinnati due to a documented illness or accident to the student, or death in the student’s immediate family may return the next quarter without losing their “lock in” tuition rate with an Emergency Leave approved by the Dean of Academic Affairs and President. Charges for tuition, housing, kits, transportation, and all other fees are nonrefundable charges and will be charged in full for the return quarter. In addition, the student may need to re-apply for financial aid.
5. **Attendance Policy:** Except for Culinary classes, 32% absenteeism in a course may result in attendance failure in that class. This equals 11 hours of absenteeism in a three-hour week course, 14 hours in a four-hour week course, 17.5 hours in a five-hour week course and 21 hours of absenteeism in a six-hour week course. For Culinary students, all lab classes are limited to 10% absenteeism and all lecture classes are limited to 20% absenteeism. This equals six hours for a three-hour per week course and 18 hours for an 18-hour per week course. This includes accumulated time marked as —tardy|| from class as well as total absences from classes, as well as any classes missed during the scheduling adjustment period. Students will be withdrawn from the class and receive an —F and must repeat the course with a passing grade. Students receiving attendance failures in all classes will be withdrawn from school.
 - a. **All courses except culinary**
 - Six contact hour courses
 - Two day per week courses: 32% = 7 classes on 21 total hours
 - One day per week courses: 32% = 3.5 classes or 21 total hours
 - Five contact hour courses
 - Two day per week courses: 32% 7 classes or 17.5 total hours
 - One day per week courses: 32% = 3.5 classes or 17.5 total hours
 - Four contact hour courses
 - Two day per week courses: 32% = 7 classes or 14 total hours
 - One day per week courses: 32% = 3.5 classes or 14 total hours
 - b. **Culinary courses**
 - Lab classes:** All lab classes are limited to 10% absenteeism
 - 15 contact hour courses
 - Two day per week courses: 10% = 3 days or 15 hours
 - Three day per week courses: 10% = 4 days or 20 hours
 - Lecture Courses:** All lecture classes are limited to 20% absenteeism
 - Four contact hour courses
 - One day per week course: 20% = 3 days or 12 hours
 - Two day per week course: 20% = 3 days or 12 hours
 - Three contact hour courses:
 - One day per week course: 20% = 3 classes or 9 hours

Attendance Suspension Appeal

A student may appeal an attendance suspension. Students must provide the appeal be in writing and deliver it to the Dean of Academic Affairs within three days of their dismissal.

Drop/Withdrawal Policy

Schedule Adjustment Period

The Registrar must process any course that is added or substituted from the student’s schedule prior to the end of the designated scheduling adjustment period. After scheduling adjustment, students are charged for all classes for which they are registered. The scheduling adjustment

period is printed on the back of the student's schedule. The scheduling adjustment period is typically the first Monday through the Monday of week two of each quarter.

Withdrawal (W)

A student who withdraws from a course starting the second day of week two through week nine of the quarter receives a "W" and pays for the entire course. Students who withdraw completely from the Art Institute of Ohio - Cincinnati receive a "W" for each class and are charged for their course(s) based on their last day of attendance. The "W" code is not used in the calculation of the student's grade point average but counts as attempted credits.

Withdrawal/Fail (WF)

The student who withdraws from a course or from the program after the ninth week of the quarter will be assigned a "WF" code for each course. The "WF" is used in computing the student's grade point average.

Transfer of Credit

TRANSFER OF CREDIT BETWEEN ART INSTITUTES SCHOOLS

Associate's Degree Graduates to Bachelor's Degree Program

A serious attempt will be made to ensure that all associate degree credits earned by graduates of an Art Institutes school will transfer to the same program at all bachelor's degree Art Institutes schools within the system. Such graduates will attain upper division status. However, differing state and accrediting regulations may require additional courses at the associate's Degree level. If the associate degree transferred by the graduate has been updated with the addition of new competencies, the Dean of Academic Affairs has the discretionary authority to add a course(s) at the associate's degree level. Associate's degree credits earned by graduates of an Art Institutes school for which there is no corresponding bachelor's degree, will be evaluated on a course-by-course basis for applicability to the new program of study. Only those courses and credits required for graduation in the new program of study will be accepted. All conditions in the following associate's degree credits to associate's/bachelor's degree program procedure apply.

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institutes school prior to the class start. Transcripts submitted after the student's first quarter of attendance at The Art Institutes school may be considered for transfer credit at the discretion of the Dean of Academic Affairs.

Course Descriptions

The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at an Art Institutes school. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

Grades of Transfer Credits

Courses with earned graded of "C" (2.0) or better will be considered for transfer credit.

Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

Proficiency Credit

Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by an Art Institutes school prior to the class start. No more than 25% of program credits will be considered for any type of proficiency credit.

Class Proficiency Test

Requests for testing out of class(es) approved by The Art Institute of Ohio - Cincinnati must be made through the Academic Director and prior to the class start. No more than 25% of program credits will be considered for any type of proficiency credit.

Portfolio Review

Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

Allowable Total Transfer of Credit

Students may be granted up to 75% of the total program credits required for graduation. Students must earn in-residency a minimum 25% of the total program credits required for graduation. Regulatory requirements at some Art Institutes schools may alter the minimum percentage of total program credits that must be earned in-residency from these standards.

TRANSFER OF DEGREES AND COURSE CREDIT FROM COLLEGES AND UNIVERSITIES BEFORE MATRICULATION AT AN ART INSTITUTE SCHOOL

Transcripts

Official transcripts must be sent to the Admissions Office of the admitting Art Institutes school prior to the class start. Transcripts submitted after the student's first quarter of attendance at an Art Institutes school may be considered for transfer credit, at the discretion of the Dean of Academic Affairs.

Course Descriptions

The official descriptions of the courses submitted for transfer credit must be comparable to the coursework at an Art Institutes school. Official course descriptions from the sending college or a college catalog will be used to determine comparability and must be received prior to the class start.

Level of Transfer Credits

Only college-level credits (100 level course or equivalent) taken at an accredited institution of higher education will be considered for transfer. No remedial courses will be considered.

Grades of Transfer Credits

Courses with earned grades of "C" (2.0) or better will be considered for transfer credit.

Course Prerequisites and Sequence of Courses

Course prerequisites and course sequences are to be observed to assure appropriate student skill development.

Proficiency Credit

Official documents (CLEP or AP scores) related to transfer or proficiency credit must be received by an Art Institutes school prior to the class start. No more than 25% of program credits will be considered for any type of proficiency credit.

Class Proficiency Test

Requests for testing out of specific classes approved by The Art Institute of Ohio - Cincinnati must be made through the Academic Director and prior to the class start. No more than 25% of program credits will be considered for any type of proficiency credit.

Portfolio Review

Requests for portfolio review, and/or relevant work experience documented by appropriate samples of work outcomes, references, and verification of employment must be received prior to the class start.

Allowable Total Transfer of Credit

Students may be granted as much as 75% of the total program credits required for graduation. Students must earn in residency a minimum of 25% of the total program credits required for graduation. Due to regulatory considerations, at some Art Institutes schools, the minimum percentage of total program credits that must be earned in residency may vary from the standard above.

TRANSFER CREDIT AFTER MATRICULATION (CONCURRENT ENROLLMENT OR RE-ENTRY TO THE INSTITUTION) AT AN ART INSTITUTES SCHOOL

NOTE: Transfer credit after matriculation must be completed prior to the student's final term of study.

CONCURRENT ENROLLMENT: Requests for transfer of credit from accredited institutions of higher education, for a course taken concurrently with an Art Institute's school full-time schedule, after a student's matriculation at an Art Institute school may be made to the Dean of Academic Affairs. Transfer credit may be awarded if all other criteria for transfer of credit are met and if the institution permits concurrent enrollment.

Approval Needed

The General Education Academic Director, the Department Academic Director, or the Dean of Academic Affairs must approve requests for concurrent enrollment in a course at another college or university while the student is on full-time status at an Art Institutes school (according to the U.S. Department of Education's definition of the term) prior to enrollment in the course.

Full-time Status

The student must be enrolled full-time at an Art Institutes school at all times during the concurrent enrollment at another college or university.

One Course Limit

Only one course per quarter in concurrent enrollment will be accepted.

Grading

The concurrent enrollment course must be passed with a grade of "C" or better. The student's record at The Art Institute of Ohio - Cincinnati will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

Completion Deadline

Credit will be awarded for the course when documentation is produced that the course was successfully completed.

Delay of Graduation

Concurrent enrollment course taken during the last quarter of an Art Institutes school enrollment will in all probability delay graduation by one quarter.

Transcripts

Official transcripts must be sent to the Dean of Academic Affairs upon successful completion of the concurrent enrollment course.

TRANSFER CREDIT UPON RE-ENTRY TO THE INSTITUTION: Requests for transfer of credit from accredited institutions of higher education, for a course taken while a student was not in attendance at an Art Institutes school, but after a student's initial matriculation at the school may be made to the Dean of Academic Affairs. Transfer credit may be awarded if all other criteria for transfer of credit are met.

Grading

The course(s) must be passed with a grade of "C" or better. The student's record at an Art Institutes school will reflect a "TR" grade. The grade will not be factored into the GPA or the CGPA.

Timeliness of Coursework

Certain courses are time-sensitive with respect to the technology used in the course. Evaluation of the appropriateness of transfer for these types of courses will be at the discretion of the Dean of Academic Affairs.

CHANGE OF PROGRAM WITHIN AN ART INSTITUTES SCHOOL

A student petitioning to transfer from one program to another within The Art Institute of Ohio - Cincinnati must obtain approval from both the Department Director of the department from which the student is transferring and to which they are transferring. The student's coursework and earned credits will be reviewed for applicability to the new major. Only those credits required for graduation in the new major will be transferred to the new program and counted toward graduation. The courses to be transferred must have a CGPA of at least 2.0 and not have any failing grades. Changing majors more than once requires the approval of the Dean of Academic Affairs.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

The Art Institute of Ohio - Cincinnati does not imply or guarantee that credits completed will be accepted by or transfer into any other college, university, or institution. Each institution sets its own policies regarding the acceptance of credit from other institutions. Students interested in transferring credit earned at The Art Institute of Ohio - Cincinnati to another institution should contact the institution and request their policies on credit transfer.

Official Transcript

An official transcript is one that is mailed directly from the issuing high school, GED testing center, or college to The Art Institute of Ohio - Cincinnati or submitted in an unopened official school envelope with a seal or stamp on the reverse.

Faxed Transcript Policy

Transcripts faxed directly from the issuing school with cover sheet are also considered official. Faxed transcripts must have a cover sheet with the following information: (a) college/university identification, (b) name of official sending the fax, (c) name of the student, (d) school telephone number, and (e) indication that transcript is official. The faxed transcript must include the signature of the school official. The faxed transcript must also include the back sheet indicating grade point values, grade scales, and information regarding accreditation and other definitions or policies of the college/university. Fax phone number and school name indicator must be on top of each page.

Credit by Exam

Students may earn credits through the AP Exam (subject exam score 3 or greater provides credit for the applicable Art Institute course) or the CLEP Exam (subject exam score 50 or greater provides credit for the applicable The Art Institute of Ohio - Cincinnati course).

Students Rights and Responsibilities*Student Conduct Policy***SECTION I. GUIDING PRINCIPLES**

The Art Institute of Ohio-Cincinnati 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 Ohio – Cincinnati provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

SECTION II. SCOPE

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

SECTION III. REACH

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

SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP

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

SECTION V. DISCIPLINARY OFFENSES.

The offenses listed below are given as examples only. The Art Institute of Ohio – Cincinnati 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 one's own self or another individual threats to commit self-harm and/ or actual incidents of self-harm by any student
- 5. Theft, Property Damage and Vandalism**
 - a. Theft, attempted theft, vandalism/damage or defacing of college property, college controlled property or the property of another student, faculty, staff or guests
 - b. Extortion
 - c. Setting fires or tampering with fire safety and/or firefighting equipment
- 6. Disruptive or Disorderly Conduct**
 - a. 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)
 - i. Disruptive Classroom Conduct, such as,
 - ii. 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
 - iii. Use of cell phones and pagers during scheduled classroom times
 - b. Disorderly Conduct, such as,
 - i. Disorderly, lewd, indecent or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
 - ii. Breach of peace on college property or at any college-sponsored or supervised program
 - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of Ohio – Cincinnati 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 of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
 - c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.
- 9. Hazing**
 - a. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.
- 10. Falsification**
 - a. **Willfully providing college officials with false, misleading or incomplete information**
 - i. 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 Ohio – Cincinnati 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 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 when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties
- 15. Violations of College Rules**
 - a. Violations by a 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 firefighting equipment, failure to exit during fire drill, turning in false fire alarms or bomb threats
 - c. Smoking in classrooms or other college buildings or areas unless designated as a smoking area
 - d. Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
 - e. Any violation of the institutions policies on the responsible use of technology including but not limited to

- i. The theft or abuse of computer, email, Internet or Intranet resources
 - ii. Unauthorized entry into a file, to use, read or change the contents of for any other purpose
 - iii. Unauthorized transfer of a file
 - iv. Unauthorized downloading of copyrighted materials in violation of law
 - v. Unauthorized use of another individual's identification and/or password
 - vi. Use of computing facilities to interfere with the work of another student, faculty member or school official
 - vii. Use of computing facilities to send obscene or abusive messages
 - viii. Use of computing facilities to interfere with normal operation of the school's computing system
- f. Failure to satisfy school financial obligations

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

SECTION VI. SANCTIONS

The Art Institute of Ohio – Cincinnati 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 Ohio – Cincinnati 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 Ohio – Cincinnati 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.

SECTION VII. DISCIPLINARY PROCEDURES

Complaint

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

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

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

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art Institute of Ohio – Cincinnati 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 Ohio – Cincinnati 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 email 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. After the meeting,
2. The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may a 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 Ohio – Cincinnati 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 students' 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
4. When a student potentially poses a threat of harm to himself, to others, or to property of the college or a member of the college 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 to provide for accommodations 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.

SECTION VIII. APPEAL PROCEDURES.

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of Ohio – Cincinnati 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 Ohio – Cincinnati 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 Ohio – Cincinnati policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

Academic Integrity Policy

All students who copy or otherwise plagiarize or otherwise display conduct detrimental to their own academic progress are subject to disciplinary action. All complaints against students regarding violations of the Academic Honesty Policy should be submitted to the Dean of Academic Affairs in a written petition. The Academic Program Director convenes an Academic Disciplinary Panel to hear statements and review relevant materials from the faculty and student(s) named in the petition. The Panel will be comprised of faculty members and administration. The Panel recommends a course of action to the Dean of Academic Affairs, from findings of no fault to placing a warning in a student's file, recommending a term of probation, suspension or termination. The Dean of Academic Affairs has the authority to accept or amend the recommendation of the Panel.

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

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

If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

Ohio residents:
Executive Director
State Board of Career Colleges and Schools

30 East Broad Street
Columbus, Ohio 43215
(877) 275-4219 or (614)466-2752

Indiana residents:

Executive Director
Indiana Commission on Proprietary Education
302 West Washington Street, Room 201
Indianapolis, Indiana 46204
(800)227-5695 or (317)232-1320

Please refer to the school's Arbitration Policy for additional information regarding disputes or claims.

OR

All students:

The Art Institute of Ohio - Cincinnati is a branch of The Illinois Institute of Art, which is accredited by The Higher Learning Commission, and is a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, (312)263-0456, www.ncahlc.org).

GENERAL INFORMATION AND UNDERSTANDINGS

Complaints against The Art Institute of Ohio - Cincinnati may be registered with the State of Ohio - The State Board of Career Colleges and Schools. Students feeling that a concern or a complaint has not been adequately resolved using the Student Complaint Procedure may direct complaints or concerns in writing to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, 24th Floor, Suite 2481, Columbus, Ohio 43215-3138 or phone 614/466-2752 or toll free 877/275-4219.

Students Grievance Procedure for Internal Complaints of Discrimination and Harassment

The Art Institute of Ohio - Cincinnati does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, genetic marker, religion or any other characteristic protected by state, local or federal laws in our programs and activities. The Dean of Student Affairs for The Art Institute of Ohio - Cincinnati has been designated to handle inquiries and coordinate the college's compliance efforts regarding the nondiscrimination policy. 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 Ohio-Cincinnati nondiscrimination policy has been violated.

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

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

ARBITRATION

Every student and The Art Institute of Ohio-Cincinnati agrees that any dispute or claim between the student and The Art Institute of Ohio-Cincinnati (or any company affiliated with The Art Institute of Ohio-Cincinnati or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at [The Art Institute of Ohio-Cincinnati whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or The Art Institute of Ohio-Cincinnati's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency. If a student decides to initiate arbitration, the student 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 Ohio-Cincinnati intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with The Art Institute of Ohio-Cincinnati and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20 day period, The Art Institute of Ohio-Cincinnati will select one.

The Art Institute of Ohio-Cincinnati agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may 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 a student's claim exceeds than the relevant jurisdictional threshold The Art Institute of Ohio-Cincinnati reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR The Art Institute of Ohio-Cincinnati 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, A STUDENT 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 A STUDENT OR [SCHOOL NAME] 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 a student 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 the student resides. Upon a student's written request, The Art Institute of Ohio-Cincinnati 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 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 a student's relationship with [SCHOOL NAME]. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

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

Harassment

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

Definition of Sexual Harassment

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

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.
- d. Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.
- e. Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments

or gestures; stalking; and displaying sexually suggestible objects or pictures. [School name] prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, genetic marker or disability. It is the

responsibility of each employee and each student to conduct himself or herself in a professional manner at all times and to refrain from such harassment.

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the "Student Grievance Procedure"). Students who have been subjected to sexual violence should also review the

Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, [School name] will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, [School name] will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

Non-Discrimination

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

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

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Bonnie Byrne, Dean of Student Affairs, 8845 Governor's Hill Dr., Cincinnati, OH 45249, bbyrne@aii.edu, 513-833-2400.

Health and Safety

MY CAMPUS ALERT - EMERGENCY NOTIFICATION SYSTEM

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

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

CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Ohio - Cincinnati Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. A copy of the Campus Security and Crime Prevention Policy is placed in each employee's mailbox. The report is distributed to all students through the Campus Security and Crime Prevention Policy Handout. This is distributed during the monthly Orientation and Class Registration.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students and employees are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs, Bonnie Byrne. Reports are kept in a secure location in the office of Bonnie Byrne. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Ohio - Cincinnati that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around The Art Institute of Ohio - Cincinnati facilities to the Dean of Student Affairs, Bonnie Byrne, either in person or by calling (513) 833-2403. If the Dean of Student Affairs is not available, you may contact Robin Krout, President, at (513) 833-2626 and the Symmes Township Police Department by dialing 911 or (513) 825-2280 (for the main campus) or (513) 925-2525 (for school-sponsored housing).

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Dean of Student Affairs. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder.

In the event of fire or medical emergencies, staff and employees should contact the Symmes Township Fire Department at 911 or (513) 825-2260 and then notify President Robin Krout at (513) 833-2626. If the President is not available, the Dean of Student Affairs should be notified at (513) 833-2403.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

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

SECURITY AND ACCESS TO THE INSTITUTION

It is the policy of The Art Institute of Ohio - Cincinnati that access to Institution's facilities is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to The Art Institute of Ohio - Cincinnati policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times.

In pursuit of this policy all employees shall be required to:

1. Keep all unsupervised and unoccupied areas locked at all times
2. Routinely check the alarm systems and security lighting to ensure their operational effectiveness
3. Ensure that the security contacts are on site during all hours that the building is open to the students and to the public. The campus hours are Monday, Tuesday, Wednesday, and Thursday 7:30 a.m. to 11:00 p.m., Friday 7:30 a.m. to 6:00 p.m., and Saturday 9:00 a.m. to 4:00 p.m.
4. Report immediately to the Dean of Student Affairs, any suspicious activities that relate to the Institution or of its properties, regardless of how minor these may seem. If the Dean of Student Affairs is not available, you may contact Robin Krout, President, at (513) 833-2626.
5. Be familiar with all the Institution's procedures regarding the handling of any accidents or criminal activities. The procedures are highlighted below:
 - a. Immediately determine the condition of any injured employees, students, or other parties
 - b. Notify the appropriate authorities by calling 9-1-1
 - c. Notify Security, the Dean of Student Affairs, any member of the Executive Committee and/or Building Management
 - d. Complete an Incident Report
 - e. Obtain a copy of the police report
 - f. Obtain information from witnesses
 - g. Investigate property damage or theft, following steps above
 - h. Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes
 - i. Ensure that entrance to the building in the evening is restricted to the front doors or to doors where entry is continuously monitored. All other doors are locked to prevent entry, but they may be used to exit.

All Students are required to:

1. Notify the Dean of Student Affairs if a student becomes ill or is injured while at the campus
2. Upon enrollment, report to the Dean of Student Affairs any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
3. Gain knowledge of any announcements, newsletter, etc., missed because of absence. These communications contain information important to students. This may also contain information regarding the change criminal/emergency contact information.

CAMPUS SECURITY ENFORCEMENTS

Persons employed as security personnel at the Institution at 8845 Governor's Hill Drive are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Dean of Student Affairs at (513) 833-2403.

Unarmed security personnel at the school building are there at the direction of the school, and are to assist students, faculty and staff of the Institution. Someone is on duty during the hours of class operation. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Robin Krout, President, or the Symmes Township Police Department at 911 or (513) 825-2280 if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of Ohio - Cincinnati is located in Hamilton County, Symmes Township. The Art Institute of Ohio - Cincinnati maintains a close working relationship with the Symmes Township Police Department with periodic contact initiated by The Art Institute of Ohio - Cincinnati personnel to ensure that The Art Institute of Ohio - Cincinnati is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are placed in employee mailboxes and students are notified by instructors who will read or provide administrative memos. Bulletins are also posted around the Institution.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new The Art Institute of Ohio - Cincinnati employees are instructed on crime awareness, prevention, and campus security during the hiring process. Employees are instructed on crime awareness, prevention and campus security during staff/faculty meetings, and are also encouraged to take responsibility for their own security, as well as their fellow co-workers and students.

All new The Art Institute of Ohio - Cincinnati students are instructed on crime awareness, prevention and campus security during quarterly orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates and The Art Institute of Ohio - Cincinnati employees. The quarterly orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, and procedures for reporting any criminal activity or emergency. Evacuation plans for the institution are posted in each classroom and office. The Art Institute of Ohio - Cincinnati has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Note: Names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Dean of Student Affairs in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Institution provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials two times per year. Topics included in these informational programs are proper procedures for reporting Criminal Actions (as stated above- "Reporting Criminal Actions or Other Non-Emergencies"), personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs.

In addition to the annual campus security report, students and employees are notified of specific security concerns as they arise throughout the year. In the event the Institution, with the assistance of the local police, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the Institution's community by bulletin board notices, notices read by instructors in classrooms, and notices in a student newsletter.

Students are requested to review the Institution's School Catalog where sections discussing Student Conduct Policy can be found. Also, students are requested to read this *Campus Security and Crime Prevention Policy* handout that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security. Employees are requested to review the Institution's *Employee Handbook* where information regarding Employee Conduct and the Safety policy can be found. Furthermore, employees are requested to read this *Campus Security and Crime Prevention Policy handout* that discusses procedures for reporting Crimes and Emergencies, Crime Awareness, and Campus Security.

OFF-CAMPUS STUDENT ORGANIZATIONS

Should a student or employee be a victim of injury or crime during a School-sponsored activity, the student or employee should notify the appropriate agencies, (i.e. police, ambulance, or fire department). The student or employee should notify the appropriate person at the Institution as soon as possible.

DRUG AND ALCOHOL POLICIES

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

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

the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Institution with the assistance of guest speakers twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Should a student or employee be sexually assaulted, it is the student(s)/employee(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's/employee's request, security, the Dean of Student Affairs, the Executive Committee or other The Art Institute of Ohio - Cincinnati officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

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

It is also recommended that victims call the Rape Crisis Hotline at 513-894-7002. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, The Art Institute of Ohio - Cincinnati will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that The Art Institute of Ohio - Cincinnati personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in The Art Institute of Ohio - Cincinnati housing, if applicable or the transfer of classes.

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

*Rape Crisis Program
110 S College Ave
Oxford, Ohio 45056
(513) 523-4146*

*Mental Health & Recovery Centers of Warren County
212 Cook Rd
Lebanon, Ohio 45036
(513) 695-1354
1-800-932-3366*

DISCIPLINARY ACTION AND SANCTIONS

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

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Bureau of Records, located at:

*1000 Sycamore Street
Cincinnati, OH 45202
Additional information can be obtained by calling (513) 946-6230.*

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: www.hcso.org

On-campus computer labs with internet access are available for you to view the above website at the library from:

Monday, Tuesday, Wednesday, and Thursday 7:30 a.m. to 10:00 p.m.

Friday 7:30 a.m. to 6:00 p.m.

Saturday 9:00 a.m. to 4:00 p.m.

Drug Free Workplace Information

In accordance with the Drug-Free Workplace Act of 1988, The Art Institute of Ohio - Cincinnati is committed, as a recipient of federal aid funds for students, to provide a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Students in violation of this prohibition are subject to appropriate personnel action, up to and including termination.

The Art Institute of Ohio – Cincinnati has established a drug-free awareness program available to all students. This program provides information about the dangers of drug abuse, our policy of maintaining a drug-free environment, available drug counseling and rehabilitation programs and the penalties which may be imposed on students for drug abuse violations occurring at the College or in school-sponsored housing.

The College is required to notify the federal government of any drug conviction within ten days of receiving notification from the student or otherwise receiving actual notice of such conviction. A student who is so convicted will be subject to termination and/or the loss of any approved federal or state student aid.

We fully support the federal government's initiative to encourage the maintenance of a drug-free environment. We ask all of the student's cooperation in supporting this policy. The following information is provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

Effects of Drugs and Alcohol

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

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol.

Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

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

Health Risks Associated with the Use of Alcohol

Short Term Risks

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

Long-Term Risks

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

Health Risks Associated with the Use of Drugs

1. **Amphetamines (Speed, Uppers)**
 - a. Malnutrition
 - b. Hallucinations

- c. Dependence, psychological and sometimes physical
- 2. **Deliriants (Aerosols, Lighter Fluid, Paint Thinner)**
 - a. Permanent damage to lungs, brain, liver, bone marrow
 - b. Loss of coordination, confusion, hallucinations
 - c. Overdose causing convulsions, death
- 3. **Depressants (Barbiturates, Tranquilizers, Methaqualone)**
 - a. Confusion, depression, loss of coordination
 - b. Dependence, physical and psychological
 - c. Coma, death (caused by overdose)
 - d. Can be lethal when combined with alcohol
- 4. **Hallucinogens (LSD, PCP, DMT, STP, Mescaline)**
 - a. Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
 - b. Tolerance overdose leading to convulsions, coma, death
 - c. Possible birth defects in children of LSD users
- 5. **Intravenous Drug Use**
 - a. Places one at risk for HIV infection (the virus causing AIDS) when needles are shared
- 6. **Marijuana and Hashish**
 - a. Chronic bronchitis
 - b. Decreased vital capacity
 - c. Increased risk of lung cancer
 - d. In men, lower levels of testosterone and increase in abnormal sperm count
- 7. **Stimulants (Cocaine)**
 - a. Painful nosebleeds and nasal erosion
 - b. Intense "downs" that result in physical and/or emotional discomfort
 - c. Tolerance and physical dependence can develop
- 8. **Narcotics (Heroin, Morphine, Codeine, Opium)**
 - a. Malnutrition
 - b. Hepatitis
 - c. Loss of judgment and self-control leading to increased risk of accidents, injuries
 - d. Dependence
 - e. Overdose leading to convulsions, coma, and death

The Art Institute of Ohio – Cincinnati Sanctions

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

State and Federal Sanctions

- Ohio Revised Code Section 2925.11 prohibits any person from knowingly obtaining, possessing, or using a controlled substance.
- Ohio law regarding drug abuse may be found in Chapter 2925 of the Ohio Revised Code and related sections in Chapter 3719.
- Traffic laws relating to driving while intoxicated or drugged are to be found in Chapter 4511 of the Ohio Revised Code.
- Federal penalties and sanctions for illegal possession of a controlled substance include the following:
 - First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both
 - Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both
- After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.
- Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts, and denial or revocation of certain federal licenses and benefits.

Convictions for Drug-Related Offenses

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants, Ohio Instructional and Work Force Development.

However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

Danger Signals Indicating a Drug or Alcohol Problem

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

- Abrupt changes in mood or attitude

- Decreased efficiency at work or at school
- Frequent absences, tardiness, and/or early departures
- Relationship problems with family, friends, and co-workers
- Unusual outbursts of anger and hostility
- Social withdrawal

Counseling

If you observe any of these changes in yourself or another student, you are encouraged to talk with the Dean of Student Affairs. Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The Dean of Student Affairs can refer you to one that meets your needs.

Greater Cincinnati - Area Resources

There are also organizations that may be contacted for help

- Talbert House: 513-281-2273
- Transitions Inc.: 859-291-1043
- Prospect House: 513-921-1613
- The National Institute on Drug Abuse Hotline(1-800-662-4357) is available 8 a.m. – 2 a.m. , Monday through Friday and from 11 a.m. – 2 a.m. on weekends.
- A list of emergency and sliding-fee scale resources is available from the Dean of Student Affairs.

Sexual Offenders

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Bureau of Records, located at: 1000 Sycamore Street, Cincinnati, OH 45202. Additional information can be obtained by calling (513) 946-6230.

OR:

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: www.hcso.org

Suicide Prevention

Symptoms

The Problem of Suicide

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

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

Depression and suicide have many common warning signs including:

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

Specific signs of potential suicide include:

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

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

Suicide can be also be triggered by a number of things including:

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

How to help a friend

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

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

Resources

If you or a friend needs help, please contact 9-1-1. The Student Support Coordinator and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

If you or someone you know is contemplating suicide, call 1-800-SUICIDE (800) 784-2433 or www.hopeline.com.

National Mental Health Association: (800) 969-6642 or www.nmha.org/index.cfm

National Institute of Mental Health: (800) 421-4211 or www.nimh.nih.gov

Copyrighted and published by the National Mental Health Association, no part of this document may be reproduced without written consent. The National Mental Health Association (NMHA) 2001 N. Beauregard Street, 12th Floor, Alexandria, VA 22311; 1-800-969-6642 TTY: (800) 433-5959 www.nmha.org/index.cfm

Procedures Following Suicide Threats and Attempts

The Art Institute of Ohio-Cincinnati expects and encourages students to maintain a reasonable concern for their own self-welfare and the welfare of the school community. Demonstrated suicidal intent or behavior are risk factors for completed suicide and can be violations of The Art Institutes student code of conduct when they are disruptive to the school community, negatively impact the well-being of others, or demonstrate a risk to self. In the event that The Art Institutes has reasonable cause to believe that a student attempted, will attempt, or has engaged in efforts to prepare to commit suicide, the School will generally require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student’s safety and well-being. The purpose of the mandated assessment is to gather information and recommendations about the student’s condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. The school will ask the mental health professional to share information about what steps the school might take to protect the safety of the student and the school community at large. Students with psychological impairments that affect the student’s ability to function in the school community (academically, socially or otherwise) may opt for a medical withdrawal or a medical leave of absence. Students who need to be hospitalized due to a suicide attempt and/or suicidal ideation will be placed on Interim Suspension which will remain in effect until the student provides appropriate documentation from a licensed mental healthcare provider stating that the student can safely return to school and is not believed by the healthcare provider to present a threat to harm himself/herself or others. Notwithstanding, the school at its discretion may set restrictions and/or conditions for the student to return to school including receiving outside counseling, signing a safety contract, and restricting or denying school-sponsored housing accommodations. The Art Institute of Ohio-Cincinnati cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student’s parents or other support person(s) may be contacted by the school and informed of the student’s condition. The Family Educational Rights and Privacy Act (FERPA) permits school officials to contact parents without the student’s consent, “if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” If circumstances indicate further harm may come to a student by contacting family members, other options may apply. Failure to adhere to the guidelines outlined herein may result in disciplinary action.

Firearm Policy

Firearms including concealed weapons, are not permitted on The Art Institute premises and/or at Art Institute events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing**

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

School Specific Appendix

Main/Branch/Satellite Information

The Art Institute of Ohio - Cincinnati is a branch of The Illinois Institute of Art, which is accredited by The Higher Learning Commission, and is a member of the North Central Association (30 North LaSalle Street, Suite 2400, Chicago, Illinois 60602, 800/621-7440, www.ncahlc.org).

Accreditation and Licensing

The Art Institute of Ohio - Cincinnati holds a provisional Certificate of Authorization for its programs by The Ohio Board of Regents (OBR), 30 East Broad Street, Columbus 43215, 614/466-6000. The provisional accreditation continues through December 31, 2012.

The Ohio State Board of Career Colleges and Schools (OSBCCS) licenses The Art Institute of Ohio – Cincinnati. OSBCCS is located at 35 E. Gay Street, Columbus, OH 43266-0591. Its phone numbers are 614/466-2752 and 877/275-4219.

The Art Institute of Ohio - Cincinnati is regulated by the Indiana Commission on Proprietary Education, 302 W. Washington Street, Room E201, Indianapolis, IN 46204-27671; telephones 317/232-1320 in-state, toll free 800/227-5695.

The Art Institute of Ohio - Cincinnati is a member of the Ohio Council of Private Colleges and Schools.

The associate’s degree programs described in this catalog are approved for veterans’ training by the Ohio State Approving Agency for Veterans Training.

The Art Institute of Ohio - Cincinnati is eligible for, and participates in, certain Title IV financial aid programs, state grant programs, and vocational education contracts with private vocational institutions. The Art Institute of Ohio - Cincinnati is authorized to enroll students as Vocational Rehabilitation program participants and as Social Security beneficiaries.

Administration – Executive Committee

- Krout, Robin: President
- Beasley, Norman: Director of Financial Services and Accounting
- Spencer, Dr. Kenneth: Dean of Academic Affairs
- Rucker, Tasha: Senior Director of Admissions
- Pelfrey, Juliane: Director of Career Services
- Byrne, Bonnie: Dean of Student Affairs
- Wolff, Traci Human Resources Generalist

Academic Leadership – Academic Department Directors

- Lawrence, Annette: Academic Director of Interior Design
- Hengle, Julie: Academic Director of Fashion
- Silverman, Darla: Academic Director of General Education
- Mohan, TN: Academic Director of Media Arts and Animation, Video Production
- Wheaton, Shannan: Academic Director of Graphic Design and Web Design
- Miller, Ryan: Academic Director of Culinary Arts

School Schedule

CALENDAR YEAR 2012		
START DATE	END DATE	
January 9, 2012	March 24, 2012	
February 16, 2012	March 24, 2012	Mid-Term Start
April 2, 2012	June 16, 2012	
May 10, 2012	June 16, 2012	Mid-Term Start
July 9, 2012	September 22, 2012	
August 16, 2012	September 22, 2012	Mid-Term Start
October 1, 2012	December 15, 2012	
November 8, 2012	December 15, 2012	Mid-Term Start

Community Resources

There are also organizations that may be contacted for help

- Talbert House: 513-281-2273
- Transitions Inc.: 859-291-1043
- Prospect House: 513-921-1613
- The National Institute on Drug Abuse Hotline(1-800-662-4357) is available 8 a.m. – 2 a.m. , Monday through Friday and from 11 a.m. – 2 a.m. on weekends.
- A list of emergency and sliding-fee scale resources is available from the Dean of Student Affairs.