

LETTER OF WELCOME FROM THE ART INSTITUTE OF DALLAS CAMPUS PRESIDENT

Welcome to The Art Institute of Dallas! An education from an Art Institutes school is not a process where we hand you skills and knowledge. You must take responsibility and get involved. Here, you have the opportunity to learn from artists and professionals in a hands-on environment. You have the opportunity to make both professional contacts and lifelong friends. We challenge you to engage fully by being receptive to new concepts, techniques, and embracing creativity; and taking responsibility for your education and outcomes through active participation and attendance. As a student, you are responsible for reading the policies contained within the catalog, this Student Handbook and any subsequent policies provided by The Art Institute of Dallas..

The goal of The Art Institute of Dallas is to provide post-secondary collegiate programs that will prepare students for career entry into design-, culinary- and/or business-related fields in a learning-centered environment. I think our Statement of Core Values reflects our beliefs in the worth and potential of each and every student. There's a vibrant energy here, one that fuels a desire to do your best. You also have access to the amenities that the Dallas/ Fort Worth metroplex has to offer. We strive to support the community and to reflect the multicultural richness and ethnic diversity through our programs, services, and people. We are here to make sure that your college experience is the best it can be and to help you achieve your education and career goals.

Sincerely,

Thomas W. Newsom, Ph.D. – Campus President, The Art Institute of Dallas

LETTER OF WELCOME FROM THE ART INSTITUTE OF FT. WORTH CAMPUS DIRECTOR

Welcome to The Art Institute of Fort Worth, a campus of South University! I invite you to explore our Student Handbook and become better acquainted with our campus located in the creative community that is Fort Worth.

It is a great time to have goals focused on a creative career; many will tell you that it is both a fulfilling and rewarding path. We see our role as providing those educational services that are designed to help you develop your potential.

At The Art Institute of Fort Worth, education is not a process where we hand you skills and knowledge. It is an interactive experience where you take responsibility and apply your knowledge. This is serious, career focused learning designed to make you a well prepared creative professional.

Here you have the opportunity to learn from artists and professionals in a hands-on environment. We offer professional faculty, many of whom have experience in their respective creative fields. They know what is needed to be competitive in the market and they bring that knowledge into the classroom.

As a student here, you will have the opportunity to make both professional contacts and lifelong friends. You will find yourself in an environment that is as collaborative and supportive as it is creative. Students have the opportunity to work together building on each other's ideas. Instructors share their real-world experience and keep you up on the latest industry trends. Our goal is to create an environment where everyone and everything inspires you to push your talents toward the career you have always wanted.

The Art Institute of Fort Worth is a campus full of vitality. You will be supported by a close and caring community bound by mutual respect for individuals and creativity.

On behalf of the faculty and staff at The Art Institute of Fort Worth, I want you to know that we are excited about your potential. We are here to assist you in your preparation for a long term rewarding career. Join us or contact us to learn more, and allow our staff to answer your questions about The Art Institute of Fort Worth and how we can help you achieve your educational and career goals.

Best wishes for your academic success!

Chad Williams, Campus Director
The Art Institute of Fort Worth

ACCREDITATION & LICENSING

The Art Institute of Dallas and The Art Institute of Ft. Worth are campuses of South University. South University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, masters and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of South University and its campuses.

The Art Institute of Fort Worth holds an exemption from the Texas Higher Education Coordinating Board regulations. The Art Institute of Dallas holds an exemption from the Texas Higher Coordinator Board regulations.

The Art Institute of Dallas and The Art Institute of Ft. Worth are approved for the training of veterans and eligible veterans' dependents and authorized under federal law to enroll nonimmigrant alien students. The Art Institute of Dallas is licensed by the Arkansas State Board of Private Career Education. The Art Institute of Dallas is also licensed by the Oklahoma Board of Private Vocational Schools (3700 North Classes Boulevard, Suite 250, Oklahoma City, OK 73118, Telephone: 405-528-3370).

The Culinary Arts and the Art of Cooking programs are accredited by the American Culinary Federation Foundation, Inc. Accrediting Commission (ACF). The ACF can be reached at 180 Center Place Way, Saint Augustine, FL 32095, Telephone: 1-800-624-9458).

The Interior Design program leading to the Bachelor of Fine Arts of Interior Design at The Art Institute of Dallas is accredited by the Council for Interior Design Accreditation, www.accredit-id.org, 206 Grandville Avenue, Suite 350, Grand Rapids, MI, 49503. In compliance with revised accreditation standards, the following policy is in effect for students enrolled in the Interior Design programs at The Art Institute of Dallas: the scope of accreditation does not extend to students taking 25% or more of the Interior Design courses required for graduation and/or 50% of the general education courses required for graduation through on-line delivery methods and/or non- CIDA accredited programs.

INSTITUTIONAL MISSION- SOUTH UNIVERSITY

South University, and The Art Institute of Dallas and The Art Institute of Ft. Worth, are private academic institutions dedicated to providing education opportunities for intellectual, social, and professional development of a diverse student population. To achieve this purpose, the institutions offer focused and balanced curricula at the associate, bachelor, master and doctoral levels. A broad based core curriculum is offered, promoting critical thinking, effective verbal and written communication, and skills for lifelong learning. Additionally, the University focuses on developing the requisites to pursue and appreciate knowledge. South University's approach to higher education and the resulting varied academic experiences provide students with the intellectual acumen and pragmatic approach necessary to create the foundation for personal and professional comprehensive education that instills within its students a philosophy that values not only learning and professionalism but also contribution and commitment to the advancement of the community and the privilege of formal academic training. South University welcomes those who seek educational challenges. To this end, the University provides a learning environment, both on campus and on-line, that helps students identify goals and the means to achieve them. With this philosophy in mind, students learn by interacting with a community of faculty, staff and administration dedication to South University's academic purpose.

COLLEGE OF CREATIVE ART AND DESIGN

STATEMENT OF PURPOSE

In support of the South University mission, The College of Creative Art and Design offers creative professional studies based upon focused and balanced curricula. The college prepares students for careers in design, media arts, culinary arts and fashion by providing a stimulating learning environment that utilizes changing technology in order to meet the opportunities of a global economy. We measure our success by our ability to:

- Provide a learning-centered environment fostered by dedicated and knowledgeable faculty who exhibit excellence in teaching, possess appropriate academic credentials, and have industry-related experience;
- Ensure market-driven, competency-based education and curriculum by on-going communication with students, graduates, employers, and industry professionals; Prepare students for career entry and professional growth in their respective employment outcomes for graduates;
- Maintain a systematic approach to institutional growth and development through assessment and long-range planning while improving processes and operations, and,
- Champion a culture of learning by continuous personal and professional development of students, alumni, and employees.

VISION

The College of Creative Art and Design strives to provide an exemplary education in the creative arts by fostering a student-focused learning environment, rich in creativity and collaboration, where students, staff and faculty encourage a culture of excellence.

VALUES

We believe in an educational environment that places the learner at the center of our efforts, believing in the worth and potential of each student and striving to provide high quality programs and services. We value critical thinking and creative expression while advocating an appreciation of cultural diversity. We believe in a learning environment that is predicated upon strong ethical principles while creating an atmosphere that fosters development of integrity, worth and potential. *The College of Creative Art and Design offers programs on the following South University campuses:*

The Art Institute of Dallas

The Art Institute of Ft. Worth

STUDENT HANDBOOK NOTICE REGARDING POLICIES

This handbook serves only as a guide to the rules, policies, and services of The Art Institute of Dallas and The Art Institute of Ft. Worth. Therefore, each of the two campuses reserve the right during the school year to amend, modify, or change regulations, policies, and financial information stated in this handbook. The Art Institute of Dallas and The Art Institute of Ft. Worth will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions, or other methods deemed appropriate by the college administration.

The Art Institute of Ft. Worth 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, [Insert School Name] will promptly and equitably investigate the claim or complaint.

**ACADEMIC YEAR SCHEDULE FOR THE ART INSTITUTE OF DALLAS AND THE
ART INSTITUTE OF FT. WORTH**

QUARTERLY SCHEDULE 2011-2012

Fall I	begins	October 03, 2011	ends	December 17, 2011
Winter I	begins	January 09, 2012	ends	March 24, 2012
Spring I	begins	April 2, 2012	ends	June 16, 2012
Summer I	begins	July 09, 2012	ends	September 22, 2012
Fall I	begins	October 1, 2012	ends	December 15, 2012

HOLIDAYS

Labor Day	September 9, 2011
Thanksgiving	November 23-25, 2011
Christmas	December 23-26, 2011
New Year's Eve Day	December 31, 2011
Martin Luther King, Jr. Day	January 18, 2012
Presidents Day	February 24, 2012
Good Friday	April 6, 2012
Memorial Day	May 28, 2012

BREAKS

Winter Break	December 18, 2011-January 09, 2012
Spring Break	March 25, 2012-April 2, 2012
Summer Break	June 17, 2012-July 09, 2012
Fall Break	September 23, 2012- September 30, 2012

GENERAL INFORMATION

STUDENT LOUNGE

The student lounge is located on the first floor at The Art Institute of Dallas. At The Art Institute of Ft. Worth it is located ?. This space is available for students to relax in between classes. Vending machines are also available with a light fare for the student-on-the-go.

SCHOOL FACILITY

The Art Institute of Dallas and The Art Institute of Ft. Worth campus expends considerable effort to maintain a clean and professional facility, with a healthy environment. Students and staff are required to deposit trash and recycling in the appropriate containers. Students must pick up their classroom at the end of the class.

FOOD/DRINK/NO SMOKING POLICY

Food and drink are not allowed in classrooms at either The Art Institute of Dallas or The Art Institute of Ft. Worth . Please consume food and drink in the Student Lounge. No eating or drinking is permitted in any classroom. Exceptions for planned celebrations determined by the faculty or administration can be made. Under no circumstances is food or drink permitted in the Library or any lab. See the Security Office to obtain the full Food/Drink Policy.

The Art Institute of Dallas and The Art Institute of Ft. Worth are tobacco-free facilities. No smoking or other tobacco products may be used in any part of the building, around public areas, or on the front steps or in front of the glass doors of the Main Entrance. Smoking is only permitted in designated smoking areas.

PERSONAL PROPERTY

The Art Institute of Dallas and The Art Institute of Ft. Worth are not responsible for the personal property of students, including, but not limited to books, supplies, equipment, and/or clothing. The student should place his/her name and student number on all items of value. Equipment serial numbers should be recorded and kept in a safe place. The student should review his/her personal property/homeowners insurance and automobile comprehensive insurance policies to determine whether valuable equipment or personal items would be covered in the event of theft or loss.

PROPERTY OF THE ART INSTITUTE OF DALLAS AND THE ART INSTITUTE OF FT. WORTH

The student is responsible for Art Institute books, software, or equipment used or checked out, and will be responsible for the cost of repair or replacement of such items in the event they are damaged or lost.

ILLNESS OR INJURY

In the event of illness or injury to a student on The Art Institute of Dallas campus or The Art Institute of Ft. Worth Campus premises or at a function sponsored by either of the two campuses, the student may request to be transported to a local hospital emergency room or doctor for examination and treatment if necessary. The student is responsible for any resulting expenses. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists.

INCLEMENT WEATHER

For immediate information regarding The Art Institute late openings or school closings, students, staff and faculty of The Art Institute of Dallas can call 214-692-8080 or 800-275-4243 for a recorded message.

Students, staff and faculty of The Art Institute of Fort Worth can call 817-210-0808 for a recorded message.

In case of inclement weather, a public announcement regarding the status of classes at The Art Institute of Dallas and The Art Institute of Ft. Worth will be made on WFAA TV/Channel 8.

ANIMALS

The Art Institute of Dallas and The Art Institute of Ft. Worth prohibit any animals on campus property. Registered services animals are an exception. Students at The Art Institute of Ft. Worth must see the Student Affairs Coordinator. Students at The Art Institute of Dallas must see the Disabilities Coordinator for accommodations for a disability.

BICYCLES AND OTHER VEHICLES

Bicycles or other vehicles are not permitted inside or on the sidewalks outside the building except where designated at The Art Institute of Dallas and The Art Institute of Ft. Worth. Skateboards, rollerblades, and similar devices are not permitted on school property.

CHILDREN

The Art Institute of Dallas and The Art Institute of Ft. Worth welcome visitors to its facilities as long as the visitor's purposes are consistent with the educational mission and climate of The Art Institute of Dallas and The Art Institute of Ft. Worth and their presence does not compromise their own safety and the safety of others. Children are not permitted in the classrooms, library, or labs at any time.

VISITORS

All visitors of The Art Institute of Dallas must register with security at the sky bridge/4th floor or the receptionist in the front lobby. All visitors of The Art Institute of Fort Worth must register with security or at the reception desk in the gallery. To avoid disruption of classes, friends, children or other relatives of students or faculty are not permitted to attend classes or use The Art Institute equipment. Minors are not permitted on campus unless prior written permission has been granted and a copy is given to the Security Manager.

DRESS CODE

Casual, reasonable, professional attire and clean appearance are recommended. Bare feet are not permitted. This is a health and safety regulation. Students found to be in violation of the dress code will be sent home to change and will be counted as absent until they return with the proper attire.

LOST AND FOUND

Lost and Found at The Art Institute of Dallas is located in the Security Office.

Lost and Found at The Art Institute of Fort Worth is located in the library.

Lost articles are kept for one quarter.

SEXUAL HARASSMENT

The Art Institute of Dallas and The Art Institute of Ft. Worth are committed to providing educational programs and activities for students and applicants for admission that are free from sexual harassment. All claims of sexual harassment will be promptly and thoroughly investigated.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexual violence or other verbal or physical conduct of a sexual nature where • submission to the conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision, or;

- submission to or rejection of the conduct is used as the basis for academic decisions, or;
- the conduct has the purpose or sole effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Students or other individuals who feel that they have been sexually harassed have several ways to make their concerns known. We each have an obligation to:

- Tell the individual if their language or actions are offensive.
- Indicate to the individual that you will report any repeat occurrence or problem.
- Report harassment to the Academic Dean (Vice President of Academic Affairs or Associate Dean of Academic Affairs) and the Director of Human Resources promptly. Keep the matter confidential and discuss only with the parties involved. All information disclosed in the investigation will be kept as confidential as possible, but some disclosure to those with a need to know or for the purposes of furthering the investigation may be necessary.
- If you make a complaint of harassment, be prepared to put it in writing. A person who initiates a sexual harassment complaint, with cause, will not be the subject of retaliation or discipline, nor will the initiation of the complaint affect grades, class selection, or other matters for students.

However, making false or exaggerated complaints is cause for disciplinary action, up to and including immediate dismissal from The Art Institute of Dallas or The Art Institute of Ft. Worth. When a complaint investigation shows probable cause that harassment did take place, the offender will be subject to disciplinary action up to and including dismissal from The Art Institute of Dallas or The Art Institute of Ft. Worth.

GENERAL STUDENT COMPLAINT PROCEDURE

The Art Institute of Dallas and The Art Institute of Ft. Worth will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

Complaints, comments, and suggestions for improvement are welcomed. Students should direct their comments to an employee in a supervisory position. Students who feel that their complaint or comment is not being taken seriously, or acted upon, have the option of asking an additional staff member in higher authority, going up as far as The Art Institute President.

At The Art Institute of Dallas, students can also provide comments through the AiDallas Listens Program. Feedback boxes are located in the Student Lounge and by the Elevators on the 3rd floor.

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

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.
3. The appropriate Art Institute of Fort Worth staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues, will be held within 10 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 Campus Director's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within 10 class days from the date the appeal is received.

SOLICITATION GUIDELINES

The Art Institute of Dallas and The Art Institute of Ft. Worth define solicitation as the request of a community member's time or resources for the betterment of another individual or group. It is against the guidelines of the Institute to freely solicit the students, faculty, staff and departments of the school without prior consent. A copy of the solicitation guidelines and information on how to obtain consent can be obtained from the Dean of Student Affairs at The Art Institute of Dallas or from the Student Affairs Coordinator at The Art Institute of Ft. Worth campus.

THE LIBRARY

The Library at The Art Institute of Dallas and The Art Institute of Ft. Worth support the institutional mission of school by collecting, organizing, and providing access to a broad range of curriculum-related materials that foster teaching, learning, and creative activity within the academic community.

The Library provides a large collection of books, periodicals in print and electronic form, videos, DVDs, electronic databases, and other items supportive of The Art Institute- educational goals. In addition, the Library provides study areas and an atmosphere that promotes independent research and academic excellence.

The Library provides reference services and instruction in the use of the Center's services and facilities, collections, electronic database searching, research techniques, and bibliographic citation. The Library also provides access to Internet computers with word processing capability, a flatbed scanner, and photocopying. Full facilities and services of the Library are open to faculty, currently enrolled students, and staff.

SUPPLY STORE

The Supply Store is an "in house" retail establishment that offers The Art Institute of Dallas and The Art Institute of Ft. Worth students an opportunity to purchase instructor approved supplies and textbooks for all required courses. The Art Institute of Dallas and The Art Institute of Ft. Worth program specific new start supply kits, including first quarter textbooks, are distributed at the Supply Store during the new start orientation.

The Art Institute of Dallas Supply Store is located on the first floor. For information on the supplies, call 469-587-1293.

The Art Institute of Fort Worth Supply Store is located in the equipment cage (Room 129). For information on the supplies, call 817-210-0808.

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

ACADEMIC AFFAIRS AND ACADEMIC SERVICES

ACADEMIC IMPROVEMENT CENTER (*DALLAS LOCATION ONLY)

The Art Institute of Dallas offers a variety of tutorial services through the Academic Improvement Center (AIC). The center is open from 9:00 a.m. to 8:00 p.m. Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Friday. The Academic Services Coordinator and the Academic Improvement Center Coordinator facilitate student activity in the Academic Improvement Center, as well as organize tutoring sessions. Tutoring is available for General Studies areas such as math, reading, and writing. Tutors also provide support in study skills, test-taking skills, and curriculum based projects.

The Academic Services Coordinator provides students with additional resources and referrals as well as serving as a liaison between the student and faculty. Students who have been previously identified with special needs (learning differences) can be accommodated through the services provided by the Center. Students who provide the appropriate documentation can request that the Academic Services Coordinator inform faculty of the special needs. For further information, contact the office of the Director of General Studies & Academic Services or the Remediation Specialist.

SERVICES FOR CONTINUING INTERNATIONAL STUDENTS (*DALLAS LOCATION ONLY)

The International Student Advisor (ISA) assists international students by providing regulatory guidance, technical assistance and counseling regarding student immigration matters. Issues dealing with changes of status, practical training, employment, reinstatement, transfers, taxes, or social security should be discussed with the ISA to ensure compliance of immigration status. An international student orientation is provided to address survival and study skills, health and safety precautions, as well as personal and academic issues. -

**See Fort Worth Campus Director for Fort Worth Offerings*

FIELD TRIPS

There are various program- and course-related activities that take place outside the classrooms and The Art Institute of Dallas and The Art Institute of Ft. Worth. Some of these activities replace regular scheduled classes, and some are extracurricular or in addition to scheduled classes.

Students are required to arrange their own transportation to local field trip locations. Those students who provide car pool assistance

to fellow students should be certain they have adequate insurance coverage.

Field trips outside the local area (more than 60 miles) generally involve prearranged public or private transportation and, in some instances, overnight living accommodations. Students who participate in field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip.

PROGRAM AND ATTENDANCE STATUS CHANGES

Once enrolled, a student is assumed to be in continuous enrollment and attendance and to be making satisfactory academic progress until graduation. The student who alters this academic progression in any manner is considered to be making a "status change" which will require some form of approval or understanding in advance of the change. The basic status changes include:

- an enrollment change from one program of study to another program of study (termed "internal transfer");
- a change of attendance schedule (from part-time to full-time class attendance or vice versa);
- an interruption or termination of studies;
- a return to classes after interruption of studies (termed "re-entry");
- a course change, addition or deletion (no changes will be made after Schedule Adjustment Period);
- a transfer from one Art Institutes school to another (termed "external transfer").

Students who wish to request an academic or registration status change as noted above should see the Registrar's Office for procedural details. Students wishing to re-enter The Art Institute of Dallas or The Art Institute of Ft. Worth after an interruption of studies must first contact the Readmission Office.

SCHEDULE ADJUSTMENT PERIOD

A student may add or drop a course during the first six days of the quarter. There is no fee or grade associated with this procedure if done during the Schedule Adjustment period. While every effort is made by all advisors to assist you in planning your schedule, it is the student's responsibility to know course sequence and prerequisites as listed in The Art Institute of Dallas and The Art Institute of Ft. Worth catalog. If a student fails a prerequisite to a course for which the student has pre-registered, it is the student's responsibility to have his or her schedule changed prior to the end of the Schedule Adjustment period.

A student may adjust his/her schedule during the first 2 class days of a mid-session start.

GENERAL ACADEMIC PERFORMANCE AND EVALUATIONS

Final grades are issued to students' online accounts at the end of each academic quarter of study for all courses completed during that quarter. Each student receives midterm evaluations for the purpose of assessing his or her general performance at that point in the quarter.

The student may consult with Academic Advisors, faculty and Academic Program Directors to facilitate maximum academic and professional performance.

REGISTRAR'S OFFICE

The Registrar is responsible for the following services:

- Maintenance of all student permanent records.
- Issuance of grade reports and/or attendance reports.
- Issuance of student transcript records (\$5.00 per transcript). Requires a minimum of two (2) days' processing time, and all current students' financial obligations with school must be met to obtain transcript.
- Supervision of quarterly student registration activities.
- Enrollment verification.
- Address changes.
- Processing of student status changes, including:
 - Course and program withdrawals.
 - Requests for program changes.
 - Transfers to other Art Institutes.

REGISTRATION PROCEDURES

The continuing enrollment registration for in-school students takes place starting Wednesday of week eight and continues until the end of week nine each quarter. Appropriate notices regarding the time and place are posted in advance. Students may pick up clearance forms and official schedules in the Registrar's Office one day before the start of the upcoming quarter. Every student must present an official schedule to each instructor before they will be admitted to class during the first two weeks of school.

Before registration, it is the student's responsibility to consult the schedule of classes and select their courses from the schedule. Academic Advisors and Academic Directors are available prior to and during the registration process to assist students with their course schedules. It is the students' responsibility to understand the degree requirements and to ensure that they enroll in the appropriate courses in the degree plan. Those students who anticipate a problem with registration should contact the Registrar's Office in advance of the date scheduled for registration.

It is very important that every student register on time. Students who register late will be subject to schedule delays and course selection, on a space available basis and a late registration fee of \$25.00. It is the students' obligation to adjust their schedule or withdraw from classes before the deadlines stated in the academic calendar. This applies even if the student has never attended class.

READMISSIONS

Any student who has withdrawn from The Art Institute for any time period must formally reapply for admission. To begin the process, the student must meet with the Assistant Director of Readmissions.

The Assistant Director of Readmissions will ensure that the student's records are reviewed, and the following school personnel will indicate approval: The Academic Dean or Registrar will review for academic progress; Student Accounting will review for outstanding balances, and, if applicable, Financial Aid and Housing. If approval is obtained, the Assistant Director of Readmissions may proceed in the facilitation of the reentering process.

DISABILITY SERVICES POLICY

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

Students who seek reasonable accommodations should notify Amber McMeans, the Disabilities Services Coordinator at 817-210-0786 of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Services in Room 123, telephone number 817-210-0786. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

CONCURRENT ENROLLMENT AT OTHER INSTITUTIONS

Transfer credit may be awarded for courses taken at other institutions while enrolled as a student at The Art Institute of Dallas and The Art Institute of Ft. Worth under the following conditions:

- Students must be enrolled full time at The Art Institute of Dallas or The Art Institute of Ft. Worth.
- Students must apply in writing to the Academic Dean and receive prior approval before enrolling in the course.
- Coursework must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute of Dallas or The Art Institute of Ft. Worth.
- All such course work must be completed by the end of the first academic year (third quarter) of enrollment at The Art Institute of Dallas or The Art Institute of Ft. Worth.

ACADEMIC GRADING SYSTEM

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

Letter Grade Quality Points

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

Additional Letter Codes

I = Incomplete

P = Proficiency Credit by Exam or Portfolio
TR = External Transfer Credit
W = Withdrawal during weeks 1-9
WF = Withdraw Fail (after 9 weeks)

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

GPA and CGPA

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

ICR – Incremental Completion Rate

The incremental completion rate (ICR) is the ratio of courses completed to courses attempted by a student. ICR is calculated as follows:

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

Grade Codes and Policies

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

- TR – Transfer credit is awarded for credit hours transferred from other accredited post secondary (college-level) institutions. Transfer credits apply toward graduation requirements; however, they are not used to compute a student's GPA or CGPA, and they do not count as credit attempted.
- P – Proficiency credit is awarded through examination (e.g. articulated credit, CLEP or AP test,) documented previous work experience, or through portfolio review. Proficiency credits apply toward graduation credit requirements; however, they do not compute in GPA or CGPA and do not count as credit attempted.
- W – Withdrawal is applied when a student withdraws from the total program of study by the end of the ninth week of the quarter or from individual classes after drop/add week but by the end of the ninth week of the quarter. Withdrawals do not compute in the GPA or CGPA but do count as credit attempted.
- WF – Withdrawal Fail is applied when a student withdraws from individual classes or his or her total program of study after the ninth week of classes. Withdrawal Fail does compute in GPA and CGPA as an F and does count as credit attempted.

ACADEMIC APPEALS POLICY

It is the philosophy of The Art Institute of Dallas and The Art Institute of Ft. Worth that the student is responsible for initiating any appeals process in a timely manner, and must start with the individual with whom she/he had the conflict. If the student and the instructor, or other individual, are unable to reach a mutually satisfactory solution, the student should talk with the Academic Department Director or the Academic Advisor. If a mutually agreed upon decision cannot be reached at this point, the student then needs to put his/her concerns in the form of a letter addressed to the Academic Dean. At this time, the Academic Dean may attempt to resolve the issues individually, or may appoint an Appeals Committee to hear the student's concerns. If a student is still not satisfied, he or she may appeal in writing to the President of The Art Institute. If the student wishes to appeal a final grade, he/she must put the request in writing to the Academic Dean no later than Thursday of week one of the following quarter.

ATTENDANCE POLICIES

Regular class attendance is expected and required. It is the responsibility of each student to monitor his/her attendance. Attendance information is available through your Academic Department Director, Academic Advisor and the Registrar's Office. In the event of a possible attendance discrepancy, it is the student's responsibility to contact the instructor to resolve the discrepancy in a timely manner.

A student who fails to attend all classes on his/her schedule for two (consecutive weeks of the quarter will be automatically terminated from school for the remainder of the quarter by the Registrar's Office. A student who wishes to appeal a drop or termination must appeal to the appropriate Academic Department Director or Academic Advisor within 72 hours of notification.

Non-Culinary Classes

If a student misses three or more classes or accrues the equivalent of three absences through tardiness in any one course during the quarter, he/she may be dropped for lack of attendance at the discretion of the instructor. Instructors are responsible for

implementing the attendance policy and must notify students of their attendance requirements in their course syllabus, which is distributed during the first class meeting in the quarter.

Culinary Classes

Due to the nature of laboratory classes being a hands-on, skill-oriented learning experience and the cultivation of desirable work habits, the administration and faculty mandate the students attend every class.

The satisfactory explanation of an absence does not relieve the student from responsibility for the coursework assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late without prior documented permission from the Academic Dean is still held responsible for his/her absences. Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in class during the first two weeks of school will result in termination from school for the quarter.

Attendance Procedures

Attendance recording, monitoring, and follow-up procedures are as follows:

- Attendance, in 15 minute increments, is recorded at the beginning of each class and the entire duration of class by the instructor.
- Attendance records are maintained and monitored by the school's Registrar and the Academic Department Directors/Academic Advisors.

Attendance Suspension

If a student is suspended from a program for lack of attendance, he/she may apply for readmission. Readmission is made at the discretion of the Academic Dean and other school officials. A student will be required to repeat the last quarter of attendance upon the Academic Affairs Department's approval of readmission.

CRITERIA FOR HONORS DESIGNATION

To promote academic excellence and to recognize exemplary academic achievement, the following honors designations will be issued on a term basis and upon graduation. Term Honors Designation (at the completion of a quarter) - Students who enroll for and complete 12 credits or more and meet the following criteria may receive the corresponding designation:

Term GPA Honors Designation

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

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

GRADUATION/COMPLETION RATES

Information on graduation/completion rates for first-time, full-time students is available through the Admissions office. These rates are calculated according to guidelines in the Student-Right-to-Know Act.

According to regulations published by the Department of Education the retention rate of certificate or degree seeking first time, undergraduate students must be made available to all enrolled students and prospective students. You may obtain this information in the Admissions Office.

REQUIREMENTS FOR GRADUATION/DEGREE

To graduate, students must have successfully passed all course work, have a cumulative grade point average of not less than 2.0, complete the program in no more than 150% of total program credits, participate in graduate Portfolio Show or Exit Testing as appropriate, and have satisfied all financial obligations to The Art Institute. It is the practice of The Art Institute of Dallas and The Art Institute of Ft. Worth to round to the nearest tenth percent GPA and CGPA calculations for the purpose of determining academic progress. No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average.

ACTS OF DISHONESTY

The Art Institute of Dallas and The Art Institute of Ft. Worth will not tolerate any act of dishonesty or plagiarism. Dishonesty in the classroom, including securing, passing, receiving a test prior to test date, or cheating on examinations is subject to a failing grade and possible suspension or termination from The Art Institute. The same rule applies for detected plagiarism within the classroom. Plagiarism includes any unattributed use of materials from any source - including books, periodicals, CD-ROM's, Videos, and the Internet, as well as artwork/projects from other students or professionals. All quotations, paraphrases, or other adaptations of

others' work must be properly cited and documented. All acts of dishonesty are to be brought to the attention of the Dean of Student Affairs and the Academic Dean. Please refer to the Student Conduct Policy in the General Information section of this handbook.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Milestones and Evaluation Points for Satisfactory Academic Progress (Refer to the Milestones and Evaluation Points Chart)

Academic Standards for Certificate Programs:

1. At the end of first quarter (or the end of the third session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **probation**.
2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **dismissal**.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on **probation**.
NOTE: If you are on probation for ICR it will be very difficult for you to meet the fourth quarter ICR milestone of 66.67%. In some cases, you may have to successfully complete all the hours you attempt in your third and fourth quarter. Please consult with your academic advisor on your exact requirement.
4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in **dismissal**.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.
6. The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System.
7. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the Institute. If the student's appeal is granted, he or she will be placed on **probation** at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a **permanent dismissal**. The student would do this through the reentry process. Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.

Academic Standards for Degree Programs (Associates and Bachelors):

8. At the end of second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **probation**.
9. At the end of **third quarter**, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **dismissal**.
10. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be **placed on probation**.
NOTE: If you are on probation for ICR, it will be very difficult for you to meet the sixth quarter ICR milestone of 66.67%. In some cases, you may have to successfully complete all the hours you attempt in your fourth, fifth and sixth quarters. Please consult with your academic advisor on your exact requirement.
11. At the end of sixth quarter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in **dismissal**.
12. While we are bound by Department of Education requirements that a student be dismissed after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, we are allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%. If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be **dismissed** (note: evaluation points occur every other quarter after sixth quarter). This can only happen once after sixth quarter.
13. At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be **dismissed**.

14. 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**.
15. Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.
16. Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in **dismissal**.
17. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the Institute. If the student's appeal is granted, he or she will be placed on **probation** at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a **permanent dismissal**. The student would do this through the reentry process.

Academic Standards for Graduate Programs

18. Students in a Masters program must maintain a cumulative grade point average of 3.0 or higher. Although a graduate student's CGPA is 3.0 the student may still be placed on Academic Probation if he/she has any single course grade lower than a "B", or is not progressing appropriately towards the capstone stage of the program. The "capstone stage" is defined as that point in the degree plan where the student's proposal or "pitch" has been accepted by their Committee and the student has begun work on the project and paper (typically the last twenty-five percent of the program).
19. At the end of first quarter (or the end of the third session for mid-session starts), students must achieve a CGPA of 3.0 and an ICR of 33.33%. Anything below these milestones will result in **probation**.
20. At the end of second quarter, and every quarter thereafter, students must attain a CGPA of 3.0 and an ICR of 66.67%. Anything below these milestones will result in **dismissal**.
21. 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**.
22. The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System.

Other Standards of Academic Progress:

23. Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:
 - a. Death of an immediate family member
 - b. Student illness requiring hospitalization (this includes mental health issues)
 - c. Illness of an immediate family member where the student is a primary caretaker
 - d. Illness of an immediate family member where the family member is the primary financial support
 - e. Abusive relationships
 - f. Divorce proceedings
 - g. Previously undocumented disability
 - h. Work-related transfer during the term
 - i. Change in work schedule during the term
 - j. Natural disaster
 - k. Family emergency
 - l. Financial hardship such as foreclosure or eviction
 - m. Loss of transportation where there are no alternative means of transportation
 - n. Documentation from the School Counselor and/or a Professional Counselor

Academic Deans 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 since students have at least two quarters in a diploma and three quarters in a degree program to adjust to college life.

Documentation from a school or professional counselor should not breach the student/counselor relationship. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues are contrary to satisfactory academic progress will suffice as proof of mitigating circumstances.

24. Grades achieved in repeated classes will replace grades of 'F', 'W', or 'WF'. Grades of 'F', 'W', or 'WF' are included in the maximum allowable time frame and incremental completion rate requirements. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade. Students may also retake classes in which they received a passing grade in order to improve their CGPA. However, a student cannot receive financial aid for repeating courses in which a passing grade has already been earned.
25. Transfer credits from other post-secondary institutions are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum number of attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 1.5 = 216$ credits.

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

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

26. Students will be allowed only one change of program. On rare occasions and with good reason, the Academic Dean may allow a student an additional change of program. Changing from day to evening in the same program is not considered a change of program. Changing from a diploma level to a degree level or an associate's level to a bachelor's level in the same program is not considered changes of program.

Courses taken in one program applicable to the second program shall be transferred with the grade. If students have taken a course more than once, all grades pertinent to that course shall apply to the second program. Grades earned in the original program shall count towards the cumulative grade point average.

However, in cases in which a student has graduated from the 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.

For ICR purposes only, those courses transferred will apply to the new program. The maximum allowable timeframe shall be calculated as the total number of credits in the program minus the number of credits applied to the new program $\times 1.5$. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 1.5 = 216$ credits. Second example, if a student earned 36 credits in the original program that are applicable to the new program, but transfers 48 credits due to repeating failed classes then the maximum allowable timeframe is reduced to 198 credits.

27. In order for students to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

Milestones and Evaluation Points

Certificate	Evaluation Point	Milestones(CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Probation
	End of Second Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Second Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Fourth Quarter And every quarter thereafter	< 2.0 and 66.67%	Dismissal
Associates & Bachelor	End of Second Quarter	< 1.0 and/or 33.33%	Probation
	End of Third Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Third Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Sixth Quarter* And every other quarter thereafter	< 2.0 and 66.67%	Dismissal

Graduate	Each quarter	< 3.0 and/or 33.33%	Probation
	Quarter following Probationary Quarter	< 3.0 and/or 66.66%	Dismissal

*If a student's CGPA falls below 2.0, but is at least 1.8 and/or the ICR is below 66.67% but at least 60%, the student may be placed on probation one time after he or she has moved beyond his or her sixth quarter. The student would then need to achieve the 2.0 and 66.67% milestones at the next evaluation point or be dismissed.

Family Education Rights and Privacy Act (FERPA)

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

I. Procedure to Inspect Education Records

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

Certain limitations exist on a student's right to inspect and review their own education records. Those limitations include, for example, the following: (i) financial information submitted by parents; (ii) confidential letters and recommendations placed in their files prior to January 1, 1975; (iii) confidential letters and recommendations placed in their files after January 1, 1975 to which the student has waived his or her right to inspect and review and that are related to the student's admission, application for employment or job placement, or receipt of honors. In addition, the term "education record" does not include certain types of records such as, by way of example, records of instructional, supervisory, administrative, and certain educational personnel who are in the sole possession of the maker thereof, and are not accessible or revealed to any other individual except a substitute.

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

II. Disclosure of Educational Records

The Art Institute of Dallas and The Art Institute of Ft. Worth 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 Dallas and The Art Institute of Ft. Worth 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.

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

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (*see* Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Dallas or The Art Institute of Ft. Worth and will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information

III. Record of Requests for Disclosure

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

IV. Directory Information

The Art Institute of Dallas and The Art Institute of Ft. Worth have designated 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, reentry, leave of absence, etc.)
12. Student honors and awards received.

Notice of these categories and of the right of an individual in attendance at The Art Institute 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 at The Art Institute of Dallas, 8080 Park Lane, Suite 100, Dallas, Texas, 75231 and The Art Institute of Ft. Worth, 7000 Calmont Avenue, Suite 150, Fort Worth, TX 76116. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

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

1. A student must ask the Registrar 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 Dallas and The Art Institute of Ft. Worth 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 Dallas and The Art Institute of Ft. Worth will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institute of The Art Institute of Dallas or The Art Institute of Ft. Worth. 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 Dallas or The Art Institute of Ft. Worth 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 Dallas or The Art Institute of Ft. Worth 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 Dallas or The Art Institute of Ft. Worth 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 will:
 - (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
 - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

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

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

IDENTIFICATION GUIDELINES

For the safety of all members of our community, The Art Institute of Dallas and The Art Institute of Ft. Worth issue identification badges to all faculty, staff, students, temporary employees, visitors, volunteers, consultants, and anyone who has approved business on the campus.

All members of The Art Institute community are to display their badges in an easily visible location on their person to identify themselves and their association with the school. Badges must be visible at all times while on The Art Institute campus.

Persons without valid Art Institute Identification will be asked to leave the building. Student absences as a result of violation of this policy are not considered excused absences.

Identification badges are the property of The Art Institute and will be retained by the school when an individual terminates his or her employment, ceases to be enrolled, or otherwise ends his or her association with The Art Institute.

IDENTIFICATION BADGE INFORMATION

ID Badge Issuance

At The Art Institute of Dallas, new identification badges are processed at the Security Office located on the third floor of the main building.

At The Art Institute of Fort Worth, new identification badges are processed in the cage (Room 129).

Identification Badges are only valid if they include a current quarter validation sticker. Validation stickers can be obtained from the registrar's office, with the exception of initial new student ID's, which are issued at the Security Office with a validation sticker. Students are not authorized to possess more than one ID badge at a time.

Visitor Badges

School policy is that all visitors, observers, contractors, and temporary employees who will be on campus must have and display an ID badge

Visitor Badges are defined as badges issued to those individuals accessing The Art Institute facilities for less than 24 hours. This excludes temporary patrons of The Chef's Gallery Restaurant at the Art Institute of Dallas.

At The Art Institute of Dallas, Visitor Badges will be issued at the time of arrival by security/4th floor sky bridge or the receptionist on the first floor in the lobby.

At The Art Institute of Fort Worth, Visitor Badges will be issued at the time of arrival by the receptionist on the first floor in the gallery.

Visitors will be required to provide personal information and their reason for seeking access to the facilities.

Replacement of Damaged or Lost ID Badges

Once the ID badge is issued, it is the responsibility of the badge holder to make sure the badge is properly functioning for a reasonable period of time. A replacement fee of \$10 will be charged for any lost badge or badge that is in need of replacement due to damage beyond normal wear and tear.

Lost/Found ID Badges

Report all lost or found ID badges immediately to a Security Officer. The main Security Office is located on the third floor near the skybridge leading to the faculty/staff parking garage. A check-in point is also located near the skybridge entrance on the fourth floor of the building.

At The Art Institute of Fort Worth, report all lost or found ID badges immediately to the Technology Cage.

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES.

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

SECTION II. SCOPE.

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

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 Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President/Campus Director of The Art Institute), 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 Dallas or The Art Institute of Ft. Worth may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty
 - a) Plagiarism
 - b) Cheating on assignments or examinations
 - c) Engaging in unauthorized collaboration on academic work
 - d) Taking, acquiring or using test materials without faculty permission
 - e) Submitting false or incomplete records of academic achievement;
 - f) Altering, forging or misusing a College academic record;
 - g) Fabricating or falsifying data, research procedures, or data analysis;
 - h) Deceiving the College and/or its officials.
2. Illegal or Unauthorized Possession or Use of Weapons
 - a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, 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 member or guests.
 - b) Extortion
 - c) Setting fires, tampering with fire safety and/or fire fighting equipment
6. Disruptive or Disorderly Conduct

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

 - a) Disruptive Classroom Conduct, such as,
 - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
 - ii. Use of cell phones and pagers during scheduled classroom times
 - b) Disorderly Conduct, such as,
 - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
 - ii. Breach of peace on college property or at any college-sponsored or supervised program
 - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute 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
 - b. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.
11. Abuse of The Art Institute disciplinary system, including but not limited to:
 - a) Failure to obey the summons of a disciplinary body or college official
 - b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
 - c) Disruption or interference with the orderly conduct of a disciplinary proceeding
 - d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - f) Failure to comply with the sanction(s) imposed under the student conduct policy
 - g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system
 12. Unauthorized Use or Misuse of College Facilities
 - a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.
 13. Violation of Federal or State Laws
 - a) Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions
 14. Insubordination
 - a) Persistent or gross acts of willful disobedience or defiance toward college personnel
 - b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
 - c) Failure to exit during fire drill,
 - d) Failure to identify oneself 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 guest of a student on college property. Students are responsible for the actions of their guests
 - b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
 - c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
 - d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
 - e) Any violation of the 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 is computing system
 - f) Failure to satisfy school financial obligations

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

SECTION VI. SANCTIONS.

The Art Institute of Dallas and The Art Institute of Ft. Worth 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 Dallas and The Art Institute of Ft. Worth reserve the right to immediately impose the most severe sanction if circumstances merit.

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

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the 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 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 Dallas or The Art Institute of Ft. Worth community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Dallas or The Art Institute of Ft. Worth policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer 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 Dallas or The Art Institute of Ft. Worth 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 Dallas and The Art Institute of Ft. Worth reserve the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

Notification and Determination of violations that warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. 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 Dallas and The Art Institute of Ft. Worth policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of violations that warrant Disciplinary Hearing

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

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

Disciplinary Panel

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

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

- serious allegations are being investigated
- serious allegations are pending before a disciplinary panel
- in advance of a disciplinary panel hearing; or
- when a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute of Dallas or The Art Institute of Ft. Worth 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 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 Dallas or the Campus Director of The Art Institute of Ft. Worth 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 Dallas or The Art Institute of Ft. Worth 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 informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

SUICIDE PREVENTION

The Art Institute of Dallas and The Art Institute of Ft. Worth Suicide Policy

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

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

The Art Institute of Dallas and The Art Institute of Ft. Worth 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.

The Problem of Suicide

Clinical depression affects more than 19 million adults every year.

- Although women suffer from clinical depression and attempt suicide more than men, men are more likely to complete the act. Any talk of suicide by a friend or loved one should be taken seriously and help should be sought immediately.

Symptoms

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

Depression and suicide have many common warning signs including:

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

Specific signs of potential suicide include:

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

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

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

Resources

If you or a friend needs help, please contact 911. The 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 (1-800-784-2433) or www.hopeline.com.

National Mental Health Association

1-800-969-6642 or www.nmha.org/index.cfm

National Institute of Mental Health

1-800-421-4211 or www.nimh.nih.gov

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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

There are also local organizations that may be contacted for help.

Fort Worth Area Resources

There are also local organizations that may be contacted for help.

MHMR Tarrant County 24-Hour Crisis Line 817-335-3022

Depression and Bipolar Support Alliance

www.freewebs.com/dbsafortworthtx
1400 8th Avenue, Fort Worth 76104
817-654-7100

Depression Connection Team

www.depressionconnection.org
3212 Collinsworth, Fort Worth, TX 76107
817-810-9599

The Parenting Center

www.theparentingcenter.org
2928 West Fifth Street, Fort Worth, TX 76107
817-332-6348

Tarrant Council on Alcoholism and Drug Abuse

www.tarrantcouncil.org
1701 West Freeway, Suite 1, Fort Worth, Texas 76102
817-332-6329

Tarrant County Challenge, Inc.

www.tcchallenge.org
226 Bailey Avenue, Ste. 105, Fort Worth, TX 76107
817-336-6617

Procedures Following Suicide Threats and Attempts

The Art Institute of Fort Worth Suicide Prevention

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

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

The Art Institute of Fort Worth 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.

ANTI-HAZING POLICY

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

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

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

DRUG FREE WORKPLACE AND CAMPUS

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

EFFECTS OF DRUGS AND ALCOHOL

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional and social health. This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

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

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short Term Risks

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

Long Term Risks

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

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

The Art Institute of Dallas and The Art Institute of Ft. Worth

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

Texas Law

I. Criminal Penalties:

A **Class C misdemeanor** is punishable by a fine not to exceed \$500.

A **Class B misdemeanor** is punishable by a fine not to exceed \$2000; confinement in jail for a term not to exceed 180 days; or both fine and confinement.

A **Class A misdemeanor** is punishable by a fine not to exceed \$4000; confinement in jail for a term not to exceed one year; or both fine and confinement.

A **state jail felony** is punishable by confinement in a state jail for any term of not more than 2 years or less than 180 days and by a fine not to exceed \$10,000.

A **3rd degree felony** is punishable by imprisonment for any term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000.

A **2nd degree felony** is punishable by imprisonment for any term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000.

A **1st degree felony** is punishable by imprisonment for life or for any term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000.

II. Offenses:

A. Offense of manufacture of delivery of controlled substances

Sections 481.112, 481.1121, 481.113, and 481.114, Texas Health and Safety Code, which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. Section 481.032, Texas Health and Safety Code, contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5. Additional controlled substances are added to these schedules each year.

Section 481.112 Texas and Health Safety Code, deals with the Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 200 grams is a 1st degree felony; more than 200 grams and less than 400 grams is a life imprisonment or a term of 10 to 99 years and up to a \$250,000 fine.

Section 481.1121, Texas Health and Safety Code, deals with Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felony; number of abuse units more than 20 and less than 80 is a 2nd degree felony; number of abuse units more than 80 and less than 4000 is a 1st degree; more than 4000 units is life imprisonment or a term of 15 to 19 years and up to a \$250,000.

Section 481.113, Texas Health and Safety Code, deals with Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

Section 481.114, Texas Health and Safety Code, deals with Penalty Group 3 and 4 drug offenses: less than 28 grams is a state felony; more than 28 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is a life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

B. Offense of Possession of Controlled Substances

Sections 481.115, 481.116, 481.117, 481.118, Texas Health and Safety Code which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. Section 481.032, Texas Health and Safety Code, contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5. Additional controlled substances are added to these schedules each year.

Section 481.115, Texas Health and Safety Code, deals with Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 3rd degree felony; more than 4 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

Section 481.1151, Texas Health and Safety Code, deals with Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felon; number of abuse units more than 20 and less than 80 is a 3rd degree felony; number of abuse units more than 80 and less than 4000 is a 2nd degree felony; more than 4000 units and less than 8000 units is a 1st degree felony; and more than 8000 units is life imprisonment or a term of 15 to 99 years and up to a \$250,000 fine.

Section 481.116, Texas Health and Safety Code, deals with the Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 99 years and up to a \$50,000 fine.

Section 481.117, Texas and Health Safety Code, deals with Penalty Group 3 drug offenses: less than 28 grams is a Class A misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 and less than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 9 years and up to a \$50,000 fine.

Section 481.118, Texas Health and Safety Code, deals with Penalty Group 4 drug offenses: less than 28 grams is a Class B misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 grams and less than 400 grams is a 2nd degree felony; more than 400 grams is life imprisonment or a term of 5 to 99 years and up to \$50,000 fine.

C. Offense of Delivery of Marijuana

Section 481.120, Texas Health and Safety Code, deals with delivery of marijuana offenses: less than one quarter ounce is a Class B misdemeanor if delivery is for compensation; more than one quarter ounce and less than five pounds is a state jail felony; more than five pounds and less than 50 pounds is a 2nd degree felony; more than 50 pounds and less than 2000 pounds is a 1st degree felony; and more than 2000 pounds is life imprisonment or a term of 10 to 99 years and a fine not to exceed \$100,000.

D. Offense of Possession of Marijuana

Section 481.121, Texas Health and Safety Code, deals with possession of marijuana offenses: less than 2 oz. is a Class B misdemeanor; more than 2 oz. and less than 4 oz. is a Class A misdemeanor; more than 4 oz. and less than five pounds is a state jail felony; more than five pounds and less than 50 pounds is a 3rd degree felony; more than 50 pounds and less than 2000 pounds is a 2nd degree felony; and more than 2000 pounds is life imprisonment or a term of 5 to 99 years and a fine not to exceed \$50,000.

E. Offense of Delivery of Controlled Substance or Marijuana to Minor

Sections 481.122, Texas Health and Safety Code, deals with the offense of the delivery a controlled substance or marijuana to a minor (17 years of age or younger) and provides that the offense is a 2nd degree felony punishable by imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000.

F. Offense of Driving while Intoxicated (drugs or alcohol)

Sections 49.04, 49.09, Texas Penal Code, provide that the offense of driving while intoxicated is punishable as a Class B misdemeanor with a minimum of term of confinement of 72 hours unless the driver had an open container of alcohol in his possession in which case the offense is a Class B misdemeanor with a minimum term of confinement of six days in jail. One prior conviction enhances the punishment to a Class A misdemeanor with a minimum term of confinement of 30 days; two prior convictions enhances the punishment to a 3rd degree felony.

G. Offense of Consumption or Possession of Alcohol in Motor Vehicle

Section 49.03, Texas Penal Code, provides that the penalty for the offense of consumption of an alcoholic beverage while operating a motor vehicle in a public place is a Class C misdemeanor.

H. Offense of Public Intoxication

Section 49.02, Texas Penal Code, provides that the offense of public intoxication wherein a person appears in a public place while intoxicated to the degree that the person may endanger himself or another person is punishable as a Class C misdemeanor, unless the person is younger than 21 years old, wherein

Sections 106.071 and 106.115, Texas Alcoholic Beverage Code apply, and provide for a Class C misdemeanor punishment and attendance at an alcohol awareness program, and where the offender has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance an at alcohol awareness program.

I. Offense of Purchase of Alcohol by a Minor

Sections 106.02, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the offense of the purchase of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and when the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

J. Offense of Consumption of Alcohol by a Minor

Sections 106.04, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the offense of consumption of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

K. Offense of Possession of Alcohol by a Minor

Sections 106.05, 106.071, and 106.155, Texas Alcoholic Beverage Code, provide that the possession of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

L. Offense of Sale of Alcohol to a Minor

Section 106.03, Texas Alcoholic Beverage Code, provides that the penalty for selling alcohol to a minor is a Class A misdemeanor.

M. Offense of Purchase of Alcohol for a Minor or Furnishing Alcohol to a Minor

Section 106.06, Texas Alcoholic Beverage Code, provides that the penalty for purchasing for a minor or giving or making available an alcoholic beverage to a minor is a Class B misdemeanor.

N. Offense of Misrepresentation of Age by a Minor to Person Selling or Serving Alcoholic Beverages

Section 106.07, 106.071 and 106.115, Texas Alcoholic Beverage Code, provide that the penalty for misrepresentation of age by a minor to a person selling or serving alcoholic beverages is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

FEDERAL LAW

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 supply 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 stature must notify the Dean of Student Affairs, in writing, no later than five (5) days after which conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and State Specific Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of Dallas and The Art Institute of Ft. Worth 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

STUDENT ASSISTANCE PROGRAM

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 Student Support Coordinator can refer you to one that meets your needs.

BACKGROUND: MENINGOCOCCAL DISEASE ON CAMPUS

Overview of Meningococcal Disease

Meningococcal disease is a potentially life-threatening bacterial infection that can lead to meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord, or meningococcal septicemia, an infection of the blood.

Meningococcal disease, caused by bacteria called *Neisseria meningitidis*, is the leading cause of bacterial meningitis in older children and young adults in the United States. It strikes 1,400 to 3,000 Americans each year and is responsible for approximately 150 to 300 deaths.

Adolescents and young adults account for nearly 30 percent of all cases of meningitis in the United States. In addition, approximately 100 to 125 cases of meningococcal disease occur on college campuses each year, and five to 15 students will die as a result. Evidence shows approximately 70 to 80 percent of cases in the college age group are caused by serogroup C, Y, or W-135, which are potentially vaccine-preventable.

Vaccination Recommendations for College Students

On February 10, 2005, the Advisory Committee on Immunization Practices (ACIP) for the Centers for Disease Control and Prevention (CDC) voted to recommend that all incoming college freshmen living in dormitories be vaccinated against meningococcal disease. The ACIP also recommended vaccination for all adolescents at high school entry and during pre-adolescent health care visits (11 to 12 years old).

The American College Health Association (ACHA) issued similar immunization recommendations for all first-year students living in residence halls. The ACIP and ACHA recommendations further state that other college students under 25 years of age may choose to receive meningococcal vaccination to reduce their risk for the disease.

ACHA and ACIP recommendations, coupled with the availability of a new vaccine that may provide longer duration of protection, will help increase rates of immunization against meningococcal disease and will give college health professionals the guidance needed to help protect college students against meningococcal disease.

Meningococcal Disease Caused by Five Strains/Serogroups

Five predominant strains or serogroups of *N. meningitidis* account for most cases of meningococcal disease. These are A, B, C, Y, and W-135. The currently available vaccine protects against four of the five strains (A, C, Y, and W-135), and evidence shows approximately 70 to 80 percent of cases in the college age group are caused by serogroup C, Y or W-135, which are potentially vaccine-preventable. No vaccine is available for widespread vaccination against serogroup B.

Transmission and Symptoms of the Disease

Meningococcal disease is contagious and progresses very rapidly. The bacteria are spread person-to-person through the air by respiratory droplets (e.g., coughing, sneezing). The bacteria also can be transmitted through direct contact with an infected person, such as oral contact with shared items like cigarettes or drinking glasses, and through kissing.

Meningococcal bacteria attach to the mucosal lining of the nose and throat, where they can multiply. When the bacteria penetrate the mucosal lining and enter the bloodstream, they move quickly throughout the body and can cause damage to various organs.

Many people in a population can be a carrier of meningococcal bacteria (up to 11 percent) in the nose and back of the throat, and usually nothing happens to a person other than acquiring natural antibodies. Symptoms of meningococcal disease often resemble those of the flu or other minor febrile illness, making it sometimes difficult to diagnose, and may include high fever, severe headache, stiff neck, rash, nausea, vomiting, fatigue, and confusion. Students who notice these symptoms – in themselves, friends, or others – especially if the symptoms are unusually sudden or severe, should contact their college health center or local hospital.

If not treated early, meningitis can lead to death or permanent disabilities. One in five of those who survive will suffer from long-term side effects, such as brain damage, hearing loss, seizures, or limb amputation.

Persons at Risk for the Disease, Including College Students

Meningococcal disease can affect people at any age. Infants are at the highest risk for getting the disease. Disease rates fall through later childhood but begin to rise again in early adolescence, peaking between the ages of 15 and 20 years.

Due to lifestyle factors, such as crowded living situations, bar patronage, active or passive smoking, irregular sleep patterns, and sharing of personal items, college students living in residence halls are more likely to acquire meningococcal disease than the general college population.

Prior to 1971, military recruits experienced high rates of meningococcal disease, particularly serotype C disease. The United States military now routinely vaccinates new recruits. Since the initiation of routine vaccination of recruits, there has been an 87 percent reduction in sporadic cases and a virtual elimination of outbreaks of invasive meningococcal disease in the military.

In addition to increased risk because of crowded living situations, proximity to a person diagnosed with disease (e.g., being a household contact) also increases one's risk of disease. Other factors also increase risk, such as a compromised immune system (which might be caused by HIV/AIDS or taking certain chemotherapy or immuno-suppressants) or having no spleen. Even something as simple as a respiratory tract infection may increase the risk of getting the disease. Certain genetic risk factors also may increase susceptibility to infection.

Vaccination to Prevent Meningococcal Disease

Meningococcal vaccination is recommended for all first-year students living in residence halls to protect against four of the five most common strains (or

types) of *N. meningitidis* (A, C, Y, and W-135). In persons 15 to 24 years of age, 70 to 80 percent of cases are caused by potentially vaccine-preventable strains. All other college students younger than 25 who wish to reduce their risk of infection may choose to be vaccinated.

Because disease rates begin to climb earlier in adolescence and peak between the ages of 15 and 20 years, the vaccine also is recommended for adolescents at high school entry and young adolescents at the pre-adolescent health care visit (11 and 12 year-olds).

For More Information

For more information on meningococcal disease and the vaccine, please contact your family physician. You also can visit the websites of the American College Health

Association, www.acha.org/meningitis, and the Centers for Disease Control and Prevention, www.cdc.gov/ncidod/diseases/submenus/sub_meningitis.htm.

Source:

The American College Health Association

The information in this pamphlet comes from the website of The American College Health Association (ACHA). ACHA, the nation's principal advocate and leadership organization for college and university health, represents a diverse membership that provides and supports the delivery of health care and prevention and wellness services for the nation's 16 million college students. The association provides advocacy, education, communications, products, and services, as well as promotes research and culturally competent practices to enhance its members' ability to advance the health of all students and the campus community. For more information, visit www.acha.org.

POLICY FOR THE RESPONSIBLE USE OF INFORMATION TECHNOLOGY

PURPOSE

The purpose of this policy is to make clear the governing philosophy for regulating student use of the information technology resources for The Art Institute of Dallas and The Art Institute of Ft. Worth. It covers the appropriate use of all technology resources such as computers, printers, network facilities, and all software used with these resources. It is intended to emphasize the importance of approaching information technology issues in a sensible responsible way, consistent with the accepted principles of the academic community. It recognizes that local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media apply to Art Institute of Dallas and The Art Institute of Ft. Worth students.

Who May Use the Computer Labs

Full and part-time students are welcome to use the computer labs during normal school hours. Students must have a valid (updated) Art Institute of Dallas and The Art Institute of Fort Worth student ID card to utilize technology resources. Students should keep their ID card with them at all times while at school. For student safety and the protection of Art Institute of Dallas and The Art Institute of Fort Worth equipment, the presence of unauthorized persons (individuals who are not current students) in the labs should immediately be reported to a staff or faculty member.

Alumni: The Art Institute of Dallas and The Art Institute of Fort Worth supports all alumni of Art Institutes system schools in their effort to improve and update their portfolios and résumés. Alumni are considered guests at the school and must adhere to the policies established in the Student Handbook. School computers are not to be used for "freelance" jobs. School machines and software are intended for educational use only. Due to the volume of students enrolled in classes, current students may be given priority access to equipment at the discretion of the school.

Faculty and Staff: The Art Institute of Dallas and The Art Institute of Fort Worth faculty and staff have access to computer labs and equipment, although students generally have priority over usage. Students should not be surprised to see instructors and/or staff in classrooms and/or lab facilities.

The following rules have been developed by the lab staff, Technology Committee and The Art Institute of Dallas and The Art Institute of Fort Worth administrations to assure the integrity of lab systems and equipment, to optimize student access and to control usage of consumables. Failure to adhere to these policies and procedures can result in the suspension of lab access privileges and/or conduct probation and/or other disciplinary action. Malicious or mischievous acts that result in damage to equipment or software may result in permanent suspension from The Art Institute of Dallas or The Art Institute of Ft. Worth.

1. Absolutely no food or drinks will be allowed in any of the computer labs at any time.
2. Loud or unruly behavior that disrupts other students in the lab will not be tolerated.
3. Students, faculty and staff may not install software of any kind onto any school computer.
4. Students, faculty and staff may not remove any computer device from an existing computer system and/or install any computer-related device to any school computer.
5. Attempting to copy software from any of the school computers is an illegal act that violates federal copyright laws and could result in legal repercussions as well as loss of lab privileges and/or expulsion from school.
6. Do not attempt to bypass the security arrangements in any computer lab.
7. Labs will not be kept open past posted closing times. Printers and scanners will be turned off 10 minutes prior to lab closing.
8. No modifications to the DOS, Windows or MAC environments will be allowed.
9. Student, faculty and staff work must be stored on personal disks (floppy, ZIP, CD-ROM, JAZ disks or portable hard drive). The schools are not responsible for the loss, theft, or any damage that may occur to personal storage devices. If loss or theft does occur see the Dean of Student Affairs and fill out an Incident Report.
10. Respect the privacy of others by refraining from seeking information on, obtaining copies of or modifying files, media or passwords belonging to others.
11. Respect the rights of others by complying with all school policies regarding harassment, hazing and/or discrimination. Do not engage in any behavior that violates any school policy or that would interfere with the proper use of school resources by others.

12. Respect the legal protection provided by copyright and licensing program, data and other sources of information by refraining from distributing or making copies of software without the permission of the copyright holder. Do not install illegally obtained software or any other unauthorized software on computers or networks.
13. Respect the intended usage of systems for electronic information exchange including the Internet. The user bears the responsibility for any material he or she chooses to access, send or display. Internet access provided by The Art Institute of Dallas and the Art Institute of Fort Worth may not be used in any way that contravenes school policies, federal, state, or local laws or statutes.
14. Respect the integrity of computer systems and networks by refraining from use of any programs, transactions, data or processes that infiltrate a system or damage or alter the software, data components or configurations of systems or networks.
15. Respect the need for system and network security by refraining from any actions to infiltrate or bypass security arrangements or gain unauthorized access to facilities, resources, systems or networks.
16. Use the computer and communications resources in a manner consistent with the ethical principles set forth by The Art Institute of Dallas and The Art Institute of Fort Worth and with accepted community standards.

POLICY

PLEASE NOTE – Changes in the lab schedule will be posted in the labs and communicated by instructors. Closing times are STRICTLY ENFORCED. You must vacate the lab immediately upon closing time. Please do not expect to work up until closing time and then attempt to finish up, make backups, copy files, etc. Our security personnel are instructed to close the lab immediately and have other responsibilities with securing the entire building. Please do not ask for exceptions and do not think that they are being harsh and/or unreasonable with their request.

1. All students and temporary users are responsible to safeguard the integrity of all resources used in completing his/her class projects. All users must respect the rights of other users, respect the integrity of the physical facilities and controls, and comply with all licenses, laws and contractual agreements with the highest of ethical standards.
2. Users must respect others privacy including text (electronic mail and file transfer), and image (graphics and television). In addition, each user is assigned a unique account name and password for their exclusive use. Any attempt to circumvent system mechanisms that prevent unauthorized access to restricted information is prohibited. Students are responsible for assuring that their log-in is used only by them and only for authorized purposes – **Students are accountable for their log-in.**
3. Students are responsible for the appropriate use of equipment, network and Internet access provided to them. In order to promote understanding of what is considered unacceptable conduct, to encourage consistent action and to assist those who, through lack of understanding or experience, could experience difficulties in defining “appropriate use” the following guidelines are included here:
 - It is inappropriate to violate software license agreements by making unauthorized copies of computer software or loading unauthorized copies of software onto Art Institute computers.
 - It is inappropriate to send E-mail messages that include profanity, vulgarity, or discriminatory or derogatory language or remarks.
 - It is inappropriate to broadcast messages of personal statements regarding private issues, especially those of a political, religious or controversial nature.
 - It is inappropriate to use facilities for soliciting other students, sending chain letters, or for pranks.
 - It is inappropriate to use facilities for freelance work.
 - It is inappropriate to use facilities for illegal activities.
 - It is inappropriate to use web access to visit sites that are pornographic, vulgar, and obscene or are otherwise of questionable moral value.

The preceding list was not meant to be exhaustive, but is only a representative sample of the types of inappropriate conduct to be avoided.

4. In order to ensure proper use of equipment and networks, The Art Institute reserves the right to monitor or audit the use of all Art Institute technical resources including electronic communications. All Internet access through the Art Institute network will be monitored.
5. The Art Institute reserves the rights to extend, limit, restrict, or deny privileges and access to its information resources. No individual other than Art Institute faculty, staff, and students will be permitted access to technical resources without the express written consent of The Director of Technology.

Policy On Open Computers In The Classroom

In order to prepare students for the competitive job market, The Art Institute of Dallas and The Art Institute of Fort Worth have computer labs to support the delivery of academic programs and to support students in the completion of assignments generated through course work. To ensure that students have the best opportunity to access a computer terminal to complete their assignments, all unoccupied computers may be accessed during normal hours of operation whether or not a scheduled class is in session.

The student must wait 30 minutes after the start of the scheduled class to ensure that unoccupied computers are available for class members who may show up late. The student should enter the class quietly, find an open computer and get to work without disturbing the instructor. The student is expected to work independently and not disrupt the class in session. An instructor may ask non-class members to leave if their conduct becomes disruptive. In addition, the student may not scan or print, as these peripherals are reserved for the class in session. All students will be asked to leave a lab at the end of a class, prior to the start of the next class.

RESPONSIBILITY

1. It is the responsibility of The Art Institute's Director of Technology and system administrators, to assure that the technical resources are available when needed. While every effort will be made to minimize the time which systems are unavailable, there will however, be times when the system or specific resources will not be available for use for regularly scheduled maintenance or when unexpected problems occur.
2. Audits will be conducted from time-to-time to ensure compliance with the above policies. Reports or discovery of suspected abuse will be immediately investigated. Violators of this policy will be subject to disciplinary procedures. Disciplinary action may include academic probation and expulsion from The Art Institute. The Art Institute treats all violations of this policy seriously. The Art Institute of Dallas and The Art Institute of Ft. Worth will pursue disciplinary, criminal or civil prosecution of violators when appropriate.

APPENDIX I:

THE ART INSTITUTE OF FORT WORTH

EMERGENCY INFORMATION

It is important that you be prepared for the unlikely event of an emergency situation at The Art Institute of Fort Worth. Awareness of your surroundings and some forethought can prepare you and save critical time in the event of a fire or other emergency.

REPORTING AN EMERGENCY

Dial 911 from any college telephone to reach local police, fire or ambulance services. You can reach The Art Institute of Fort Worth 817-210-0808 from an outside phone.

- **TORNADOS NOTIFICATION:**

In the event of a weather emergency, it is imperative that you support the Staff during emergency situations.

PROCEDURES:

Main Building:

- Do not leave the building!
 - leave classrooms and close classroom doors
 - move to the interior of the building and sit down (with doors closed, away from any windows, into open areas safe from flying debris and broken glass)
 - stay away from glass

Disabled Students:

- If you are unable to follow the above procedures, please request assistance from a faculty/staff member. They will lead you to the nearest safe area and will remain with you until the "all clear" notification is given.

CONCLUSION:

- When you receive the "all clear" notification, please return to normal work routine and/or resume classes.
- If extenuating circumstances prevail and you are not able to return to your normal routine, please await further instruction.

- **ICE/SNOWSTORMS**

In case of inclement weather:

The Art Institute of Ft. Worth is concerned for the safety and comfort of all students, faculty, and staff. When severe weather conditions warrant, the school may be closed or operations curtailed. In the event of inclement weather, all members of The Art Institute of Fort Worth community should be alert for announcements regarding the operations of the Institute.

NOTIFICATION:

The notification process has been established, and the Campus Director and/or Associate Dean of Academic Affairs will make the decision by 5:30 a.m. when reviewing weather for early morning or all day closures. In the event a storm develops during the day or there is a delay in getting accurate weather information, a decision will be made as quickly as possible.

Once a decision has been made, public announcements will be issued through the Academic Affairs office. Interested persons should know that announcements will be made on WFAA, Channel 8. Those who do not have access to a television may call the main campus number, 817-210-0808.

The following are weather-related items regarding the building, parking, and contact information for property management:

- If the school is closed, the building is closed. Only those with access cards will be able to gain access. It will not reopen until the weather threat is gone.
- If you notice any slippery areas, please contact the Campus Director immediately and they will initiate the request to de-ice.

FIRE EMERGENCIES NOTIFICATION:

- Upon discovering a fire, close the door to the room where the fire is located and pull fire alarm.
- Your safety is the immediate concern - therefore pulling the fire alarm is the quickest way to notify Emergency personnel that there is a fire in our building. Our fire alarms are directly linked to the local fire department.
- If alarms are not automatically detected, inform others in the building to evacuate immediately. Even if the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- Upon notification of a fire, **walk**; do not run, to the nearest exit. **DO NOT EVACUATE TO THE ROOF.**
- When the fire alarm sounds, do not use elevators. An elevator may become inoperative, and you may be trapped.

EVACUATION: *When an alarm is activated, the following actions should occur:*

- Faculty will escort their class to the **Parking Lot**. Once they have gathered their students they will conduct a roll call to ensure every student is accounted for. Faculty will notify the appropriate Executive if someone is missing. This individual will communicate this information to the fire department upon their arrival so that a proper search can be conducted for the missing individual(s).

- You will not be allowed to re-enter the building until an “all clear” is given by your instructor.
- Everyone MUST evacuate the building and go to the designated meeting location- the **Parking Lot**.
- If you observe a disabled student in need of help, please assist them to the nearest exit or the nearest stairwell. **DO NOT INSTRUCT THEM TO USE THE ELEVATORS**. Notify your instructor of their location so they may communicate to the fire department upon their arrival.

SAFETY EQUIPMENT:

First aid supplies and lanterns are available in the Registrar’s Office and at the Front Desk of the Library.

CONCLUSION:

- When you receive the “all clear” notification, please resume classes.
- If extenuating circumstances prevail and you are not able to return to your normal routine, please await further instruction.

Fire Drills: Fire drills will be conducted twice a year to ensure proper evacuation procedures are being followed.

STUDENT AFFAIRS

The Art Institute of Fort Worth provides information on Student Services through the Academic Affairs office and the Registrar’s office. The following table summarizes where students can access different services.

WHERE CAN I LOCATE...	DEPARTMENT...
Check on Financial Aid	Student Financial Services
Locate an apartment	Office of Student Affairs
Locate lost and found	Library
Inquire about accommodations	Office of Student Affairs
Request a copy of my college transcript	Registrar
Make school payments	Accounting
Receive information about registering for classes	Registrar
Request a grade change hearing	Associate Academic Dean
Join or start a club or organization	Office of Student Affairs
Talk to someone about a personal concern	Office of Student Affairs
Inquire about class schedules	Registrar
Find a faculty member or academic director	Registrar
Find public transportation	Office of Student Affairs
Locate a doctor or dentist	Office of Student Affairs

Find a microwave or vending machines	Student Lounge
Find a tutor	Office of Associate Academic Dean or Office of Student Affairs

Building Hours

Monday- Thursday	7:00 am – 11:00 pm
Friday	7:00 am – 6:00pm
Saturday	8:00 am – 6:00 pm
Sunday	Closed

HOUSING

The Art Institute of Fort Worth offers an apartment and roommate referral service, as well as general housing assistance and information about the local area.

CAMPUS SECURITY

The purpose of Campus Security is to promote an environment of safety and security efforts, which enhance the educational environment at The Art Institute of Fort Worth. Security enforces all rules and regulations of the College. Security officers serve as liaisons between local and state law enforcement agencies. A campus security report is distributed annually.

The Student Assistance Program is a service available at no additional charge to students and provides confidential counseling via telephone 24 hours per day, 7 days a week by calling **1-800-326-6142**; the program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. The program can assist with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse and any other relevant concerns. The Student Assistance Program is also available online at <http://artinstitutes.personaladvantage.com/>. For more information, please contact the Student Affairs Coordinator.

STUDENT CLUBS AND ORGANIZATIONS

The Student Affairs Department is responsible for many aspects of student life outside of the classroom. A wide variety of student clubs and organizations are present on campus and students are encouraged to get involved. Many of the student clubs directly reflect the interests of students' in their chosen field of study, and provide an opportunity for networking and professional development. Students are encouraged to approach the staff of Student Affairs with new ideas for student clubs. The Art Institute of Fort Worth also provides a diverse campus activities program that is designed to enhance the social, emotional, physical, and mental well being of students. Activities offered may differ by quarter, so check with the Student Affairs Department for more information.

STUDENT LOUNGE

A student lounge is available for relaxing between classes. Vending machines are available with a light fare for the student-on-the-go.

STUDENT HEALTH INSURANCE

The Art Institute of Fort Worth does not offer health care services to students. However, The Art Institute of Fort Worth is pleased to offer an insurance plan covering accident and illness available to our 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 Institute of Fort Worth's Student Accident and Sickness Plan is available from the Student Affairs Department at the school.

<https://secure.visit-aci.com/ai>

CAREER SERVICES

The Career Services department at The Art Institute of Fort Worth assists current eligible students in locating and securing part-time, freelance work, and internships, and later assists eligible graduates in locating and securing full-time, field-related entry-level employment. While The Art Institute of Fort Worth provides Career Services, it does not guarantee employment or any particular level of compensation following graduation.

The Art Institute of Fort Worth

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

May 17, 2010

INTRODUCTION

The Art Institute of Fort Worth is providing the following information to all of its employees and students as part of the Art Institute of Fort Worth commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Campus Director, Chad Williams, 817-210-0755.

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Fort Worth Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy via e-mail and by hard copy in employee mailboxes. The report is distributed to all students through the school web site and student handbook.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Associate Dean of Academic Affairs. Reports are kept in a secure location in the Student Affairs Department. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Fort Worth 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 school facilities to the receptionist or Campus Security. The Police Department should be contacted in an emergency by dialing **911**. The Fort Worth Police can be contacted for non-emergencies. All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies, the Campus Director, and the Associate Dean of Academic 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 Police by dialing 911 and then notify the Campus Director or the Associate Dean of Academic Affairs.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

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

SECURITY AND ACCESS TO THE ART INSTITUTE OF FORT WORTH

It is the policy of The Art Institute of Fort Worth that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to school policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to wear in plain view their ID badges. All visitors will check in at the reception desk.

ACCESS TO ACADEMIC BUILDINGS

A Reception Desk is located on the First Floor of the entrance to The Art Institute of Fort Worth at 7000 Calmont Avenue, Suite 150. After hours, the building is protected with electronically locked security doors and devices. Proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building and parking areas. Shrubs and hedges are kept low for safety reasons. A roving security guard is staffed during various daylight and evening hours. Suspicious persons are questioned and asked to leave.

CAMPUS LAW ENFORCEMENTS

Persons employed as security personnel on the main campus at 7000 Calmont Avenue, Suite 150, are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures, rules, and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to the Campus Director.

Unarmed security personnel at the school building are there at the direction of The Art Institute of Fort Worth, and are to assist students, faculty and staff of The Art Institute of Fort Worth. Someone is on duty to open and close The Art Institute of Fort Worth space. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Art Institute of Fort Worth Photo ID card at all times and to present them upon request. Student ID cards must include stickers of registration for the present quarter. Security personnel may not make arrests, but are instructed to promptly contact a staff member or the police if any illegal activity occurs.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of Fort Worth maintains a close working relationship with the Fort Worth Police Department with periodic contact initiated by The Art Institute of Fort Worth personnel to ensure that The Art Institute of Fort Worth is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided to the campus community via bulletin board notices, notices placed in faculty and staff mailboxes, and announcements read in class.

CURRENT CAMPUS POLICIES REGARDING IMMEDIATE EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Art Institute of Fort Worth subscribes to the AlertFind Emergency Notification System.

Additionally, an Emergency Response Committee has been assembled to prepare the Emergency response plan and follow-up evacuation drills. Students, staff, and faculty have the option to subscribe to this service via email, text, or phone message. Sign-ups for this system are available daily and the system is only used in emergency situations. Additionally, staff and security notify all instructors and students via classroom visits if necessary. Emergency procedures and evacuation plans are published in the student handbook. Emergency procedures and evacuations plans are also located on the shared drive for office staff. Fire evacuation drills are held quarterly.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new The Art Institute of Fort Worth employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place eight times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at school-sponsored housing if applicable, and procedures for reporting any criminal activity or emergency.

The program encourages students and employees to be responsible for their own security and the security of others. The Art Institute of Fort Worth 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. However, 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 Associate Dean of Academic Affairs in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

In the event The Art Institute of Fort Worth, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices placed in staff mailboxes and notices read by instructors in classrooms.

Students are requested to review The Art Institute of Fort Worth's *Student Handbook* where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found.

STUDENT ORGANIZATIONS

At the present time, The Art Institute of Fort Worth does not have any student organizations.

DRUG AND ALCOHOL POLICIES

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

CRIME STATISTICS

Crime statistics will be provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. The Art Institute of Fort Worth will prepare the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies will be contacted by the President and/or the Associate Dean of Academic Affairs quarterly.

to maintain a working relationship and formulate statistics for the annual crime statistics report. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Monthly statistics of crimes are also available on the Fort Worth Police Department's website.

The Art Institute of Fort Worth initiated campus activities on April 5, 2010. (INSERT NEW CRIME STATS CHART FOR AI FW).

FORT WORTH AREA RESOURCES

There are also organizations that may be contacted for help.

MHMR Tarrant County 24-Hour Crisis Line

817-335-3022

Depression and Bipolar Support Alliance

www.freewebs.com/dbsafortworthtx

1400 8th Avenue, Fort Worth 76104

817-654-7100

Depression Connection Team

www.depressionconnection.org

3212 Collinsworth, Fort Worth, TX 76107

817-810-9599

The Parenting Center

www.theparentingcenter.org

2928 West Fifth Street, Fort Worth, TX 76107

817-332-6348

Tarrant Council on Alcoholism and Drug Abuse

www.tarrantcouncil.org

1701 West Freeway, Suite 1, Fort Worth, Texas 76102

817-332-6329

Tarrant County Challenge, Inc.

www.tcchallenge.org

226 Bailey Avenue, Ste. 105, Fort Worth, TX 76107

817-336-6617

COMPUTER LABS

COMPUTER LAB RULES

The following rules apply to all computer work areas, and are general rules that apply to all users:

1. No personal software or games may be loaded on any Art Institute of Fort Worth computer in any lab.
2. Do not make changes to screen backgrounds, screen savers and other DOS, Windows or MAC environments.
3. Do not store, save or copy any files onto any directory other than your own sub-directories/folders under the "students" folder. All files stored on the C:/drive of classroom PCs will be automatically deleted upon the machine's reboot.
4. Do not load your own fonts onto the computers.
5. No food, drinks or tobacco of any kind are allowed in the computer labs.
6. No software may be copied from Art Institute of Fort Worth computer labs onto your backup media. All Art Institute of Fort Worth software is for educational use only. Please respect our licensing agreements and do not copy software.
7. Although we run virus protection software, you should check your removable media for viruses.
8. Do not download or copy pornography to the lab machines.
9. Because many peripherals are small, all bags and briefcases, if taken into a computer lab, are subject to search. If you are asked for a search, please realize we are trying to protect the resources for everyone.
10. All hard drives on Art Institute of Fort Worth machines are wiped clean regularly. It is the student's responsibility to have backup files of your work.
11. You must have a visible valid student ID at all times at the school.

The rules and policies exist to make the labs effective for all users. Failure to comply with lab policies may result in your being asked to leave the lab, either for the day, or in the case of repeat or egregious offenses, for longer.

As noted above, pirated software is a violation of federal law and the licensing agreements that The Art Institute of Fort Worth has made with software manufacturers. Pirated software is a serious issue and places The Art Institute of Fort Worth in an untenable situation. Students who are found to have pirated software i.e., downloaded 'cracked' software, movie, or audio files will be in violation of the student conduct policy.

PARKING POLICY

The following rules were established by The Art Institute of Fort Worth as a standard for the parking program.

1. Students park in the student parking lot.
2. The following areas are strictly enforced: reserved parking spaces, visitor parking spaces, loading and service zones, fire lanes, handicap parking spaces, walkways, curbs, lawns, traffic islands, and unmarked areas. Vehicles parked in these areas will be towed, without notice, at the owner's expense. **No exceptions.**
3. Any area not specifically designated for parking is considered a no parking zone and vehicles will be subject to towing. The absence of a "No Parking" sign or curb marking does not mean that parking is permissible.
4. Vehicles parked in the parking garage or parking lot must be parked head-in.
5. All vehicles must be parked within the boundaries of one parking space or stall.
6. Motorcycles, mopeds and scooters must be parked in a regular parking space. No special parking exists for these types of vehicles.
7. The speed limit is **10 MPH.**
8. No soliciting or posting of information or fliers is permitted in the parking garage or lot.
9. No skateboarding, rollerblading, etc is permitted in the parking garage or lot.
10. Due to liability limitations, no media (taping of video, still, etc.) is permitted in the parking garage or lot.
11. Parking spaces in the parking garage are NOT for trailers or recreational vehicles
12. Double parking or obstructing drives, walkways, doors, refuse containers, or other vehicles is prohibited.
13. Tampering with, destruction, or theft of parking lot signs or markings used for the implementation of parking and traffic regulations may result in disciplinary action and/or criminal prosecution and the violator's being charged for replacement cost. Parking privileges may be suspended.

Students who fail to follow this policy are subject to Student Conduct disciplinary action. The Art Institute of Fort Worth Campus Director, Chief Conduct Officer or Security Official may exercise discretion to deal with special circumstances not covered by these regulations.

Neither Owner/Management Company nor The Art Institute of Fort Worth are responsible for any loss or damage to any property from any cause whatsoever. Owner/Management Company and The Art Institute of Fort Worth reserve the right to rescind any of these rules and regulations as in its judgment shall from time to time be needed for the operation of the parking lot.

APPENDIX II:

THE ART INSTITUTE OF DALLAS

EMERGENCY INFORMATION

It is important that you be prepared for the unlikely event of an emergency situation at The Art Institute of Dallas. Awareness of your surroundings and some forethought can prepare you and save critical time in the event of a fire or other emergency. Students who live in school-sponsored housing should check with their Resident Assistant (RA) or Residence Life Staff members for more information.

REPORTING AN EMERGENCY

Dial 9-111 from any college telephone to reach local police, fire or ambulance services. You can reach The Art Institute of Dallas Security Office by dialing 3220 from a college telephone or 469-587-3220 from an outside phone. You may also reach them on the Security cell phone at 214-684-2825.

• TORNADOS

NOTIFICATION:

In the event of a weather emergency, the Lead Security Officer on duty will begin emergency notification procedures. It is imperative that you support the Emergency Staff and Security Team during a weather emergency situation. Safety is of the utmost concern and can be best maintained by staying in the building and following procedures. Under no circumstances should you stay in your work area during a weather emergency, unless it is a designated safe area.

PROCEDURES:

Main Building (8-story):

- Do not leave the building!
- Do not use elevators (elevators will be locked down by Security Team)
- Evacuate to the interior stairwells (see map below – do NOT evacuate to the exterior stairwell beside the deli/student lounge)
 - o Leave classrooms and close classroom doors (take all personal belongings)
 - o Proceed to stairwell, travel down as far as you can go, sit down
- If you cannot evacuate to the interior stairwells...
 - o leave classrooms and close classrooms doors
 - o move to the interior of the building and sit down (with doors closed, away from any windows, into open areas safe from flying debris and broken glass)
 - SFS work area (First Floor)
 - Accounting work area (First Floor)
 - Academic Improvement Center – Room 519
 - o stay away from glass

Charles Boley Building:

- Do not leave the building!
- Evacuate to one of the following locations:
 - o Audio Studio – Room 118 and 118B (behind Gallery in west hallway on left)
 - o Cage (west hallway on right)

Disabled Students:

- If you are unable to follow the above procedures, please request assistance from a faculty/staff member. They will lead you to the nearest safe area and will remain with you until the “all clear” notification is given. Safe areas include:
 - o Charles Boley Building: Audio Studio – Room 118 and 118B (behind Gallery in west hallway on left)
 - o 1st floor: Mailroom (Admissions) area – Room 113
 - o 2nd floor: Culinary Academic Advisor – Room 230
 - o 3rd floor: Scheduling Room – Room 321
 - o 4th floor: Library – Room 458
 - o 5th floor: Academic Improvement Center - Room 519

CONCLUSION:

- When you receive the “all clear” notification from Security and/or the Emergency Team, please return to normal work routine and/or resume classes.
- If extenuating circumstances prevail and you are not able to return to your normal routine, please await further instruction.

Please Note: Complete Emergency Plans, maps of evacuation routes, and locations of first aid supplies are available in the Security Office, Student Affairs, and are located in main areas throughout the building.

• ICE/SNOWSTORMS

In case of inclement weather:

The Art Institute of Dallas is concerned for the safety and comfort of all students, faculty, and staff. When severe weather conditions warrant, the school may be closed or operations curtailed. In the event of inclement weather, all members of The Art Institute of Dallas community should be alert for announcements regarding the operations of the Institute.

NOTIFICATION:

The notification process has been established, and the President and the Vice President of Academic Affairs (VPAA) will make the decision by 5:30 a.m.

when reviewing weather for early morning or all day closures. In the event a storm develops during the day or there is a delay in getting accurate weather information, a decision will be made as quickly as possible.

Once a decision has been made, public announcements will be issued through the Vice President of Academic Affairs. For immediate information regarding The Art Institute of Dallas late openings or school closings, students and faculty can call 214-692-8080 or 800-275-4243 for a recorded message. In case of inclement weather, a public announcement regarding the status of classes at The Art Institute will be made on WFAA (ABC), KXAS (NBC), and KDFW (FOX).

The following are weather-related items regarding the building, parking, and contact information for property management:

- If the school is closed, the building is closed. Only those with access cards will be able to gain access should anyone decided to skate in. The ramp to the 7th level and the 7th level of the parking garage may be closed depending on weather conditions. It will not reopen until the weather threat is gone.
- Surface parking is available on the west side of the parking garage...from garage to service road. People who park there need to come around the building and through the garage or take the sidewalk in between both buildings to get to our school.
- If you notice any slippery areas, please contact Security (469-587-3220, 469-587-1245 or 214-684-2825) immediately and they will initiate the request to de-ice.

The Art Institute of Dallas utilizes the AlertFind Emergency Notification System to notify students, faculty, and staff in the event of emergency evacuation due to a natural disaster, or some other situation that requires rapid, wide-scale notification. This system notifies registered participants via text messages or email.

To register for the system please follow the steps listed below:

Student Sign-On Instructions:

Do not write anything in the username or password boxes. Instead, click “**forgot your password.**”

- Username: type your Art Institute of Dallas user ID (same as your complete Art Institute of Dallas email address – example: pah344@stu.aii.edu).
- A temporary password will be emailed to your Art Institute of Dallas email address.
- Retrieve the password by logging into Online Services at <http://stu.aii.edu> and clicking “**My Email.**”
- Click on the link in the email sent to you by The Art Institute of Dallas AlertFind.
- Log-in with the new temporary password. You will then create a new password. Be sure it is one you will remember.
- Scroll down to **devices.**
- Click on “**Configure**” for any devices that will notify you, e.g., personal email, cell phone, etc.
- For example, click on “**personal email**”, then type in your email address- be sure it is accurate, then click **OK**
- Scroll down to **Personal Escalations**
- After clicking “**customize**” for Business Hours Escalation, choose from the drop down menu, which device to **FIRST** notify you in the event of an emergency. Go to the next drop down menu, and choose the device that will notify you **SECOND** (if the first one fails). Be sure to click **OK.**
- Repeat for Weekend Escalation, then After Hours Escalation.
- Log off system.

• **FIRE EMERGENCIES**

NOTIFICATION:

- Upon discovering a fire, close the door to the room where the fire is located, pull fire alarm, and contact security.
- Your safety is the immediate concern - therefore pulling the fire alarm is the quickest way to notify Emergency personnel that there is a fire in our building. Our fire alarms are directly linked to the local fire department.
- Call Security at 469-587-3220 (4th floor desk) or 469-587-1428 (1st floor lobby). Give your name, location, telephone number, and location of the fire.
- If alarms are not automatically detected, inform others in the building to evacuate immediately. Even if the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- Upon notification of a fire, **walk**; do not run, to the nearest stairway exit. Follow the Emergency Evacuation Route located throughout the building. **DO NOT EVACUATE TO THE ROOF.**
- When the fire alarm sounds, do not use elevators. An elevator may become inoperative, and you may be trapped.

EVACUATION: *When an alarm is activated, the following actions should occur **regardless** if this is the main building or the Charles Boley Building:*

- Evacuation routes are located throughout the building. If you are not in class, locate an evacuation route, and move to the **Northwest Surface Parking Lot.** (map below)
- Evacuation Route Documents are located:
 - Next to each Stairwell
 - Next to Elevators (**DO NOT TAKE THE ELEVATOR**)
 - In all Restrooms
 - At the Front Desk

- In the Mailroom – Admissions Area
 - In the Security Office
 - In the Student Lounge
 - In the Employee Lounge
 - In the Chef’s Gallery
 - In the Library
 - In the Print Lab
 - In all classrooms and labs
- Faculty will escort their class to the **Northwest Surface Parking Lot**. Once they have gathered their students they will conduct a roll call to ensure every student is accounted for. Faculty will notify the appropriate SEC, Security Officer, or Executive if someone is missing. This individual will communicate this information to the fire department upon their arrival so that a proper search can be conducted for the missing individual(s).
 - You will not be allowed to re-enter the building until an “all clear” is given by your instructor.
 - Everyone **MUST** evacuate the building and go to the designated meeting location – the **Northwest Surface Parking Lot**.
 - If you observe a disabled student in need of help, please assist them to the nearest exit or the nearest stairwell. **DO NOT INSTRUCT THEM TO USE THE ELEVATORS**. Notify your instructor or a Security officer of their location so they may communicate to the fire department upon their arrival.

CONCLUSION:

- When you receive the “all clear” notification, please resume classes.
- If extenuating circumstances prevail and you are not able to return to your normal routine, please await further instruction.

Fire Drills: Fire drills will be conducted twice a year to ensure proper evacuation procedures are being followed.

SAFETY EQUIPMENT:

First aid supplies and lanterns are available by floor:

1st floor:	Registrar’s Office – Room 141
2nd floor:	Human Resources – Room 206
3rd floor:	Security Checkpoint
3rd floor:	Print Lab – Room 311
4th floor:	Library Front Desk
4th floor:	Security Checkpoint (4 th floor)
5th floor:	Career Services/Student Affairs – Suite 507
Charles Boley Building	Equipment Cage (First Floor)

OFFICE HOURS*

Building and Computer Lab Hours 214-692-8080
Monday-Friday (Weeks 1-4) 7:30 a.m.-Midnight
Monday-Friday (Weeks 5-11) 7:30 a.m.-2:00 a.m.
Saturday 9:00 a.m.-6 p.m.
Sunday 12:00 p.m.-6:00 p.m.
Academic Improvement Center (Fifth Floor) 469-587-1220
Monday-Thursday 8:00 a.m.-8:00 p.m.
Friday 9:00 a.m.-5:00 p.m.
Saturday Testing only at 9:00 a.m.
Bon Appetite Deli (First Floor) 469-587-1265
Monday-Thursday 7:00 a.m.-8:00 p.m.
Friday 7:00 a.m.-6:00 p.m.
Print Lab (Third Floor) 469-587-1295
Monday-Friday 7:30 a.m.-11:00 p.m.

Saturday.....	9:00 a.m.-6:00 p.m.
Sunday.....	Noon-6:00 p.m.
Supply Store (First Floor).....	469-587-1283
Monday-Friday.....	7:30 a.m.-8:00 p.m.
Equipment Cage (Charles Boley Building).....	469-587-1208
Monday-Friday (Weeks 1-2).....	8:00 a.m.-10:00 p.m.
Monday-Thursday (Weeks 3-11).....	8:00 a.m.-Midnight
Friday (Weeks 3-11).....	8:00 a.m.-10:00 p.m.
Saturday (Weeks 3-11).....	10:00 a.m.-6:00 p.m.
Sunday (Weeks 3-11).....	10:00 a.m.-6:00 p.m.
Week 12.....	Alumni by Appointment only
Accounting (First Floor).....	469-587-1171
Monday-Thursday.....	8:00 a.m.-7:00 p.m.
Friday.....	8:00 a.m.-5:00 p.m.
Admissions (First Floor).....	214-692-8080
Monday-Thursday.....	9:00 a.m.-8:00 p.m.
Friday.....	9:00 a.m.-4:00 p.m.
Saturday.....	9:00 a.m.-1:00 p.m.
Career Services (Fifth Floor).....	469-587-1210
Monday-Thursday.....	8:00 a.m.-7:00 p.m.
Friday.....	8:00 a.m.-5:00 p.m.
Library (Fourth Floor).....	469-587-1403
Monday-Friday.....	7:30 a.m.-10:30 p.m.
Saturday.....	8:30a.m.-6:00 p.m.
Sunday.....	12:00p.m.-5:00p.m.
Student Affairs (Fifth Floor).....	469-587-1409
Monday-Thursday.....	8:00 a.m.-7:00 p.m.
Friday.....	8:00 a.m.-5:00 p.m.
Registrar (First Floor).....	469-587-1300
Monday-Thursday.....	8:00 a.m.-7:00 p.m.
Friday.....	8:00 a.m.-5:00 p.m.
Student Financial Services (First Floor).....	469-587-1264
Monday-Thursday.....	8:00 a.m.-8:00 p.m.
Friday.....	8:00 a.m.-5:00 p.m.
Saturday.....	By Appointment
Chef's Gallery Restaurant (Charles Boley Building).....	469-587-1276
Lunch: ... Tuesday-Friday.....	11:00 a.m.-1:30 p.m.
Dinner: .. Wednesday-Friday.....	6:00 p.m. – 8:30 p.m.

*Office hours subject to change and only apply in weeks when school is in session

STUDENT AFFAIRS

SCHOOL-SPONSORED HOUSING

The Residence Life and Housing Department assists students with their housing options. The student may wish to lease an apartment with friends, live in school-sponsored housing, or make other independent arrangements. The Student Housing Office offers:

- School-sponsored housing options
- An apartment and roommate referral service
- General housing advice and information about the city

CAMPUS SECURITY

The purpose of the Campus Security Office is to promote an environment of safety and security efforts, which enhance the educational environment at The Art Institute of Dallas. The members of this department enforce all rules and regulations of The Art Institute of Dallas. Security officers are contracted through ABM security company and serve as liaisons between local and state law enforcement agencies. The Security Office is located on the third floor of the main building. A campus security report is distributed annually.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a service available at no additional charge to students and provides confidential counseling via telephone 24 hours per day, 7 days a week by calling **1-800-326-6142**; the program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. The program can assist with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse and any other relevant concerns. The Student Assistance Program is also available online at <http://artinstitutes.personaladvantage.com/>. For more information, please contact the Student Affairs Coordinator.

STUDENT ORGANIZATIONS

Students are encouraged to participate in extracurricular school organizations as part of their education at The Art Institute of Dallas. These organizations allow students to socialize and network with fellow students as well as with employers in their field of study.

The Student Council Association promotes the quality of the educational experience and represents the student body. The Student Council provides a channel of communication between students, administration and faculty.

Other student organizations are available to students. For details on these organizations, please contact your Academic School Director or the Director of Student Development. They can provide you with specific information about student chapters of professional organizations on our campus.

Organization	Academic Program
Dallas GLAM	Fashion Retail
Recycling Club	College-Wide
CAPTURE	Photography
IMUG	Web Design
INC	Interior Design
Slaves to the Art	Animation/Design
Design Dallas	Fashion Design
Advertising Club	Advertising
FLICK	DFVP & VP
Student Council Association	College-Wide
Drama Club	College-Wide
GLASS Club	College-Wide

STUDENT HEALTH INSURANCE

The Art Institute of Dallas does not offer health care services to students. However, The Art Institute of Dallas is pleased to offer an insurance plan covering accident and illness available to our 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 Institute of Ft. Worth's Student Accident and Sickness Plan is available from the Student Affairs Department at the school.

<https://secure.visit-aci.com/ai>

CAREER SERVICES

The Career Services Department assists students, graduates, and alumni with their job search. Although The Art Institute of Dallas cannot guarantee employment or a particular level of compensation, the department will work to identify tools and opportunities to aid students, graduates, and alumni in achieving employment.

STUDENT EMPLOYMENT ADVISOR

The Student Employment Advisor focuses on identifying part-time employment for students and assisting them with their job search while they complete their program of study. The Student Employment Advisor's responsibilities include:

- maintaining a job board focused on general and field-related part-time and freelance employment opportunities;
- coordinating quarterly on-campus job fairs; and
- scheduling on-campus recruiting events with employers.

CAREER SERVICES ADVISORS

Career Services Advisors assist graduates with obtaining their first entry-level field-related position. The Career Services Advisor's responsibilities include:

- conducting exit interviews with graduates;
- coordinating a quarterly Portfolio Show so employers can meet graduating students and view their work;
- providing job search assistance to graduates through discussion of job search strategies/tools, resume writing, interview skills; and
- building relationships with employers through on-site visits, and acting as liaison between employers and graduates.

ALUMNI COORDINATOR

The Alumni Coordinator's focus is maintaining positive, working relationships with alumni after graduation. The Alumni Coordinator's responsibilities include:

- identifying alumni interested in helping current students by providing them with support, mentoring, inspiration, and industry knowledge;
- coordinating alumni/employer events;
- collecting information/alumni profiles for use in a variety of formats;
- providing job search assistance; and
- overseeing the Alumni Association "RETROSPECT".

QUARTERLY EVENTS/WORKSHOPS

Resume Cafe	Freelance 101	Meet and Greet
Job Search Etiquette	Jobapalooza	ProSummit
GradFest	Portfolio Show	Mythbusters

MILDRED M. KELLEY LIBRARY

The Mildred M. Kelley Library supports the mission and curriculum of The Art Institute of Dallas by serving the information needs of its faculty, students and staff. To accomplish this, the Library provides a collection of books, periodicals in print and electronic form, videos and DVDs, electronic databases, and other items supportive of the Institute's educational goals. The Library provides reference services and instruction in the use of Library facilities, electronic database searching, research techniques and bibliographic citation. In addition, the Library provides study areas and an atmosphere that promotes independent research and academic excellence.

HOURS OF OPERATION

General Operating Hours

Monday-Friday 7:30 a.m.-10:30 p.m.
Saturday 8:30 a.m.-6:00 p.m.
Sunday 12:00 p.m.-5:00 p.m.
School Holidays Closed

Reference Librarian On Duty

Monday-Friday 8:00 a.m.-9:30 p.m.
Saturday 9:00 a.m.-6:00 p.m.
Sunday 12:00 p.m.-5:00 p.m.
Quarter Breaks Closed

MILDRED M. KELLEY LIBRARY HANDBOOK

The Handbook is available at the Circulation Desk in the Library, and students are encouraged to read it carefully. The Handbook sets forth the Library's resources, services, policies and procedures, including circulation policies and fines as well as charges for lost material. Students are responsible for knowing and following the Library Handbook's policies and procedures.

LIBRARY WEB SITE – www.aidlrc.aiiresources.com

The Library's Web site is available for use by members of The Art Institute of Dallas community. The Web site may be accessed via a Desktop icon on computers in the computer labs and on the Internet computers in the library. The Web site contains information about the library, access to the catalog and subscription databases, a list of the library's periodical subscriptions, new materials recently added to the library's collection, useful Internet links categorized by subject field and links to DCCCD campus libraries and the Dallas Public Library.

LIBRARY USE POLICY

The Mildred M. Kelley Library exists to support the educational goals of The Art Institute of Dallas. As such, it is a place made available for reading, research, working on projects, etc. Users of the Library, therefore, should remain respectful of others and keep noise to a minimum. Eating, drinking, smoking, and similar activities (including food and drink containers) are not permitted in the public areas of the Library. Adhesives, cutting implements, paints or containers of any of these are also not permitted in the library. Cutting of books or magazines, even if one's own is not permitted in the library. Cellular telephones, beepers and other electrical devices must be turned off or switched to a status that does not make noise.

In order to insure that all users of the Library have equal access to vital information, limitations on circulation of some materials is often necessary. Students should understand that the Library must serve the information needs of everyone in The Art Institute of Dallas community and promptly return materials when they are due.

ORIENTATION AND ASSISTANCE

At the beginning of each quarter, tours are conducted to orient new students to the resources and facilities of the Library. In addition, all students are encouraged to seek assistance in using the Library's online catalog of holdings, finding materials, accessing the various online databases available, or locating information on specific research or reference questions that may arise.

STUDENT INVOLVEMENT

The Library encourages active student involvement in the evaluation of the Library and suggestions of materials to be added to its collection. Library evaluation forms are submitted to students periodically and are an important element in planning the Library's future development. Collection suggestions may be submitted at the Circulation Desk or to the Reference Librarian at any time. The Library values all student input and strives to work closely with students in providing quality materials and services directed to academic excellence.

PARKING POLICY

The following rules were established by The Art Institute of Dallas as a standard for the parking program. For the protection of College/University students, faculty, and staff, no parking is allowed at any time on property without a valid parking permit, except by visitors in spaces designated for visitors.

1. All vehicles are required to display a valid Art Institute of Dallas parking permit when parked on Art Institute of Dallas property.
2. Proper parking stickers must be displayed on the rear window on the Driver's side in the lower left corner. On convertibles, decals may be attached to the interior lower edge of the driver's side windshield. Decals may not be attached with tape or placed on the dash. Motorcycles should clearly display the decal on the left front fork.
3. Students park in the student parking garage directly east of the main building on levels 5-7 or the south side only of level 2. Students may not park in the faculty/staff parking garage north of the main building or on levels 3 or 4 of the student parking garage. Handicap parking is available for students in the student garage on the 1st level as well as the surface lot between the main building and the Charles Boley Building. Handicap parking is available for staff/faculty on the 1st level of the faculty/staff parking garage.
4. The following areas are strictly enforced: reserved parking spaces, visitor parking spaces, loading and service zones, fire lanes, handicap parking spaces, walkways, curbs, lawns, traffic islands, and unmarked areas. Vehicles parked in these areas will be towed, without notice, at the owner's expense. **No exceptions.**
5. Any area not specifically designated for parking is considered a no parking zone and vehicles will be subject to towing. The absence of a "No Parking" sign or curb marking does not mean that parking is permissible.
6. Vehicles parked in the parking garage or parking lot must be parked head-in.
7. All vehicles must be parked within the boundaries of one parking space or stall.
8. Motorcycles, mopeds and scooters must be parked in a regular parking space. No special parking exists for these types of vehicles.
9. The speed limit is **10 MPH in the garage.**
10. No soliciting or posting of information or fliers is permitted in the parking garage or lot.
11. Smoking in the parking garage is permitted only in designated areas.
12. No skateboarding, rollerblading, etc is permitted in the parking garage or lot.
13. Due to liability limitations, no media (taping of video, still, etc.) is permitted in the parking garage or lot.
14. Parking spaces in the parking garage are NOT for trailers or recreational vehicles
15. Double parking or obstructing drives, walkways, doors, refuse containers, or other vehicles is prohibited.
16. Tampering with, destruction, or theft of parking lot signs or markings used for the implementation of parking and traffic regulations may result in disciplinary action and/or criminal prosecution and the violator's being charged for replacement cost. Parking privileges may be suspended.
17. There will be a "grace" period in the parking garage during the first week of classes each quarter, which is only applicable to first quarter students and does not apply to any parking spaces marked "reserved." Continuing students will still receive a violation sticker if not parked in the correct area of the parking garage as stated #3. All students will receive a violation sticker at all times if parked in reserved parking spots.

Students who fail to follow this policy are subject to Student Conduct disciplinary action. The Art Institute of Dallas Dean of Student Affairs or Security Manager may exercise discretion to deal with special circumstances not covered by these regulations.

Neither Owner/Management Company nor The Art Institute of Dallas are responsible for any loss or damage to any property from any cause whatsoever. Owner/Management Company and The Art Institute of Dallas reserve the right to rescind any of these rules and regulations as in its judgment shall from time to time be needed for the operation of the garage.

THE ART INSTITUTE OF DALLAS Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act REPORT 2010

The Art Institute of Dallas is providing the following information to all its employees and students as part of the Institute's commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact April Chatham, Dean of Student Affairs, The Art Institute of Dallas, 8080 Park Lane, Suite 100, Dallas, Texas 75231, (469) 587-1409.

The Art Institute of Dallas' Safety and Security Policies:

A. Preparation and Distribution of this Report Reporting Criminal Actions or Other Emergencies

A safe school is everyone's responsibility. Each student, faculty and staff member should follow security policies and procedures to ensure the safest possible environment. You are encouraged to report all criminal acts and other emergencies promptly and accurately.

This report is prepared by the Dean of Student Affairs and is reviewed by a crime awareness committee prior to publication. Completed Accident/Injury/Crime Incident Report Forms are gathered and calls to the local and state police departments are made. The resulting data is then posted in a grid that can be found at the end of this report.

It is the policy of The Art Institute of Dallas that all criminal acts or other emergencies occurring on the school campus be properly documented and reported to local authorities as required by law. If you are witness to, informed of, or the victim of a crime, you can report criminal activity or other emergencies by dialing **469-587-1245** (Campus Security Manager), **469-587-1409** (Dean of Student Affairs), or **469-587-1216** (Assistant Dean of Student Affairs). The Dallas Police Department can be reached by dialing **911**.

Criminal activity might include, but is not limited to: criminal homicide: murder and non-negligent manslaughter, negligent manslaughter, sex offenses, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson.

The Art Institute of Dallas staff will assist you as necessary to ensure proper notification is completed. Law enforcement will be notified when appropriate, although some cases may be handled internally with discipline at the discretion of The Art Institute of Dallas staff. All criminal activity is documented by the completion of an Accident/Injury/Crime Incident Report Form. This form can be obtained at the Student Affairs Office, the Housing Office, the Security Office, or the Reception Desk.

Victims or witnesses to a crime may report the incident in a voluntary, confidential manner for inclusion in the annual disclosure of crime statistics. Confidential reporting can be accomplished by meeting with a member of the Student Affairs Department. Your name will be withheld from the form to insure confidentiality. You will be encouraged to report your incident to local police authorities. Referrals to external resources may be provided upon your request. All incident reports submitted to the Student Affairs Department will be confidential and remain so unless requested by the victim/witness.

The Art Institute of Dallas meets quarterly with the Dallas Police Department servicing The Art Institute of Dallas jurisdiction and with the State Police. The purpose of these working relationships is to ensure that the Institute is aware of all of the criminal offenses and arrests that have occurred on The Art Institute of Dallas campus so that they can be properly reported in the crime statistics, and if necessary, The Art Institute of Dallas can make timely warning reports on crimes, which represent a continuing threat. These warnings are made in the form of flyers that are posted throughout the school and in school-sponsored housing, as well as announcements made in the classroom.

This report is distributed to all students, faculty and staff at The Art Institute of Dallas. For 2010, the report will also be posted on our web site.

The Art Institute of Dallas

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

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

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	0	0	0		1				
Negligent Manslaughter	0	0	0						
Forcible Sex Offense	0	0	0						
Non-Forcible Sex Offense	0	0	0						
<i>Incest</i>	0	0	0						
<i>Statutory Rape</i>	0	0	0						
Robbery	0	1	0		12		2	9	

Drug Abuse Violations:	0	0	0	0	7	0	0	4	0
Liquor law violations	0	0	0	0	12	0	0	7	0
Totals	1	0	0	1	19	0	0	11	0

* Includes school-sponsored housing at 9050 Markville Dr.

* Includes school-sponsored housing at 8910 Southwestern Blvd.

** Public property includes North Park One (8080 Park Lane) and the sidewalks immediately adjacent to the campus.

Safety Procedures

The Art Institute of Dallas's fire alarm will sound in the event there is a fire in the facility. Students, faculty and staff should become familiar with the building evacuation plan. The building evacuation plan is posted on all floors of the building including stairwells, elevators and bulletin boards.

In the event of a fire alarm or other emergencies requiring evacuation of the building, it is mandatory that all persons observe these procedures:

1. Stay calm. Stop work immediately. Do not pack up supplies or work in progress.
2. Follow directions from the nearest faculty or staff member for exiting your area. Do not use elevators to exit.
3. After exiting, immediately head away from the building.
4. Clear the front and side entrances of the building by moving at least 100 feet from the entrance in a direction away from the building.
5. Do not re-enter building until the "all clear" is given from school officials.

Missing Person Notification Policies and Procedures

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Dean of Student Affairs. It is the policy of The Art Institute of Dallas that the Dean of Student Affairs will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Student Affairs Department will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered. The Student Affairs Department will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The Art Institute of Dallas can identify, through their FERPA form in the registrar's office a designated person or persons that The Art Institute of Dallas can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Student Affairs Department. Note that this contact information is confidential and is shared only with Art Institute of Dallas administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

Should the Student Affairs Department not be able to locate a person reported missing within twenty-four (24) hours of the report, the Student Affairs Department would then notify your designated 'missing person' emergency contact.

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

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

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 and who is not emancipated, The Art Institute of Dallas must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

College Policy on Reporting of Fires: Any member of the community who becomes aware of any active or past fire must notify the Dean of Student Affairs immediately.

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

Prohibited Items in School Sponsored Housing:

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

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

Community Responsibilities

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

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Department of Student Affairs or fire officials during a drill or an actual alarm. In 2009, there were two fire drills performed
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Department of Student Affairs.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

What should I do if I discover a fire?

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

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

School Sponsored Housing Fire Safety and Sprinkler Systems

Building	Smoke Detectors	Heat Detectors	Carbon Monoxide Detectors	Sprinkler System
Building 1	√	√	√	√
Building 2	√	√	√	√
Building 3	√	√	√	√
Building 4	√	√	√	√
Building 5	√	√	√	√
Building 6	√	√	√	√

AlertFind Emergency Notification System

The Art Institute of Dallas utilizes the AlertFind Emergency Notification System to notify students, faculty, and staff in the event of emergency evacuation due to a natural disaster, or some other situation that requires rapid, wide-scale notification. This system notifies registered participants via text messages or email.

To register for the system please follow the steps listed below:

Faculty/Staff Sign-On Instructions

First, visit <https://dalaf.messageone.com> ; when log in page is loaded, complete the instructions below.

- Username: type your Art Institute user ID (same as your complete Ai email address) (example: achatham@aii.edu)
- Do NOT write anything in the password box
- Click “forgot your password”. A temporary password will be emailed to your Ai email address.
- Retrieve this password now and click on the link in the email.
- Log-in with the new temporary password. You will then create a new password. Be sure it is one you will remember.
- Scroll down to devices.
- Click on “Configure” for any devices that will notify you, e.g., personal email, cell phone, etc. For example, click on “personal email”, then type in your email address- be sure it is accurate, then click OK
- Scroll down to Personal Escalations

- After clicking “customize” for Business Hours Escalation, choose from the drop down menu, which device to FIRST notify you in the event of an emergency. Go to the next drop down menu, and choose the device that will notify you SECOND (if the first one fails). Be sure to click OK.
- Repeat for Weekend Escalation, then After Hours Escalation.
- Log off system.

**The complete emergency notification policy can be found in the Crisis Management plan. A copy is posted in the lobby areas on every floor, as well as on The Art Institute of Dallas FUSER.*

B. Security and Access to Campus Facility

The Art Institute of Dallas is concerned that every student and employee enjoys a safe, secure environment. Crime awareness and campus security are matters for which every student and employee must take personal responsibility. Students, staff, faculty and visitors are responsible for their security and the security of others.

The Art Institute of Dallas’s Student Conduct Code strictly prohibits the possession of weapons and the use of alcohol, controlled substances, and drugs on the campus, or in school-sponsored Housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion.

It is the policy of The Art Institute of Dallas that access to all campus facilities, including housing facilities, is limited to authorized personnel, students and invited guests. At all time, visitors are subject to the school policies and conduct code. All visitors shall sign in at the front desk and should be escorted by an Art Institute of Dallas student, staff, or faculty person. Their student or employee host should share responsibility for the lawful and appropriate behavior of visitors.

Campus staff with security responsibilities include the President (Thomas Newsom, **469-587- 1173**), the Vice President of Academic Affairs (Dr. Leslie Baughman, **469-587- 1174**), the Associate Dean of Academic Affairs (Brenden Mesch, **469-587-1308**), the Director of Human Resources (Shannon Fulmer, **469-587- 1397**), the Dean of Student Affairs (April Chatham, **469-587- 1409**), the Assistant Dean of Student Affairs (**469-587- 1216**), and all Academic Directors : G. Lysa Ausmus, **469-587- 1254**; David Lipe, **469-587-1232**; Jason Stanford, **469-587-1241**; Larry Matson, **469-587- 1248**; Donna Sapp, **469-587- 1236**; Jan- Parker, **469-587- 1243**, Stephen Steinbach, **469-587- 1327**, Lisa Casto, **469-587- 1246**). In some combination, these persons are generally on campus Monday-Thursday from 8:00 AM to 7:00 PM and Friday from 8:00 AM to 5:00 PM. The Security Guards are on duty as listed in section 1 below. Such persons have the authority to evict unauthorized persons from campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. The security desk is located on the 4th floor. Closed circuit security cameras, which monitor portions of the campus, are viewed from the reception area.

Security policies related to entering and exiting the building are provided in the following rules:

All staff, faculty and students are required to wear identification while on campus buildings. Photo identification can be obtained in the Security Office. Students are required to wear a school issued lanyard with their photo identification in the pouch. Photo identification cards are issued in the Security Office. Visitors are required to wear a visitor’s nametag and be escorted by a student, staff, or faculty member. Further information on this policy can be found in the Identification Policy available from the Office of Student Affairs.

1. A Security Officer is on duty during the following hours when school is in session:

Monday – Friday	6:00 a.m. – 12:00 a.m. (weeks 1-4)
Monday – Friday	6:00 a.m. – 2:00 a.m. (weeks 5-11)
Saturday	7:00 a.m. – 6:00 p.m.
Sunday	12:00 noon – 6:00 p.m.

The Security office is located on the third floor in room 304. Officers can be reached by calling **469-587-3220** (4th floor security desk), **469-587-1245** (Security manager desk) or **214-684-2825** (Security Cell Phone).

2. At 8:30 p.m. on weekdays and 4:00 p.m. on weekends, the front locks will be activated. The exit magnet locks and exit doors will also be activated. After activation of these locks, all employees must enter through the building’s 3rd floor skywalk doors and students enter through the 4th floor skybridge doors.
3. All persons coming into the building must check in with a security officers located at the 4th floor security desk (Sky Bridge Entrance) or if entering through the South lobby entrance must check in at the 1st floor desk.
4. All students, faculty, and staff in the building must have their PHOTO I.D. CLIPPED ON OR WORN ON THE OUTSIDE OF THEIR CLOTHING, so they are easily identified.
5. All visitors must wear a visitor’s pass at all times while on school property. Any person without proper I.D. will not be allowed to remain in the building.

While The Art Institute of Dallas does not own the school sponsored housing facility; students are required to follow all security requirements issued by the facility in which they are living. Students living in school-sponsored housing must also follow the guidelines and rules established in the Housing Handbook. These rules are reviewed with all housing students during the mandatory housing orientation.

C. Campus Law Enforcement

Campus staff with security responsibilities and security staff are always on campus during business hours. Persons employed as security personnel at The Art Institute of Dallas represent the school and are instructed to enforce campus security policies. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. They do not have the authority to arrest individuals. Art Institute of Dallas security personnel periodically contact the Dallas Police Department and State Police Department servicing the Institute's jurisdiction. The purpose of these working relationships is to ensure that the Institute is aware of all the criminal offenses and arrests that have occurred on The Art Institute of Dallas campus so that they can be properly and accurately reported in the criminal statistics, and if necessary, The Art Institute of Dallas can make timely warning reports to employees and students on crimes which represent a continued threat. Crime and safety issues, which represent a continuing threat to the campus community, are posted in common areas, the student lounge, and several locations on each floor and each apartment in school sponsored housing. It is the policy of The Art Institute of Dallas to promptly, accurately, and completely document all criminal activity with the Dallas Police Department and State Police as deemed appropriate. Security staff will assist, as appropriate, with this reporting. Students should contact appropriate personnel immediately in the case of an incident. Schools sponsored housing staff, including the Resident Advisor, have security responsibilities. The department works with the city, county and state law enforcement agencies throughout Texas.

The Art Institute of Dallas does not sanction meeting of student organizations that are held off campus. Such meetings are not monitored or tracked for purposes of criminal activity.

D. Programs to Inform Students and Employees about Campus Security and Crime Prevention

All new Art Institute of Dallas employees and students are provided with crime awareness and prevention information during orientation. The purpose of these educational programs is to encourage students and employees to be responsible for their own security and the security of others. The quarterly new student orientation program 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. Crime awareness and campus security are matters for which every student and employee must take responsibility.

All new students residing in school-sponsored housing are instructed on crime awareness and prevention during a scheduled orientation program. These orientation programs are typically held prior to school start. At these orientations, a common sense approach to safety is emphasized and all rules and regulations are reviewed. The unauthorized use or tampering with emergency or safety equipment is strictly prohibited.

The Art Institute of Dallas also provides regular in-service programs designed to heighten awareness of crime and its prevention as well as campus security procedures and practices. Local law enforcement officials, crime prevention specialists and Art Institute of Dallas staff members conduct these in-service programs throughout the year for students, faculty and staff.

The Student Support Coordinator maintains referral information pertaining to both public and private groups that are involved in crime prevention, victim's rights and street safety. Crime and safety issues, which represent a continuing threat to the campus community, are posted in common areas, the student lounge, and several locations on each floor and each apartment in school sponsored-housing.

E. Drug and Alcohol Policies

In keeping with Section 120 (a) through (d) of The Higher Education Act, as amended, which contains the Drug-Free School and Communities Amendments of 1989 (Public Law 101-226) a "Drug Free Schools and Campuses" publication, Drug Prevention Policy is provided to all Art Institute of Dallas students and employees annually. This publication includes The Art Institute of Dallas's policy regarding the use, possession, or sale of illegal substances and alcohol; disciplinary action; description of the illegal sanctions and health risks; and availability of counseling and treatment. This section was removed from the crime report. The information can be found in the Drug Prevention Policy.

Employees and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or when participating in any institutional activity. The Art Institute of Dallas will strictly enforce State of Texas underage drinking laws. The Art Institute of Dallas will also strictly enforce Federal and State drug laws. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination of employment.

The only exception to this rule is the educationally-based tasting of alcoholic beverages in the culinary arts class Food and Beverage Operations. Students under the legal drinking age are not allowed to consume alcoholic beverages in this class.

The Wellness Corporation Student Assistance Program offers short-term, problem focused counseling. Students can get connected to this service or receive referral information for long-term treatment programs through the Student Affairs office's Student Support Coordinator.

DALLAS AREA RESOURCES

There are also organizations that may be contacted for help. Greater Dallas Council on Alcohol and Drug Abuse (214-522-8600 – www.gdcada.org). The National Institute of Drug Abuse Hotline (1-800-662-4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends. Alcoholics Anonymous can be reached by dialing 214.887.6699. Narcotics Anonymous can be reached by dialing 972.245.8972.

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

COMPUTER LABS

The computer lab handbook can be found in the tech room (330) and in each of the computer labs themselves. Students are encouraged to read it carefully as they are responsible for knowing the handbook policies and procedures before using the lab. In addition, many of the lab features that are available to students are covered comprehensively in the handbook.

COMPUTER LAB RULES

The following rules apply to all computer work areas, and are general rules that apply to all users:

1. No personal software or games may be loaded on any Art Institute of Dallas computer in any lab.
2. Do not make changes to screen backgrounds, screen savers and other DOS, Windows or MAC environments.
3. Do not store, save or copy any files onto any directory other than your own sub-directories/folders under the "students" folder. All files stored on the C:/drive of classroom PCs will be automatically deleted upon the machine's reboot.
4. Do not load your own fonts onto the computers.
5. No food, drinks or tobacco of any kind are allowed in the computer labs.
6. No software may be copied from Art Institute of Dallas computer labs onto your backup media. All Art Institute of Dallas software is for educational use only. Please respect our licensing agreements and do not copy software.
7. Although we run virus protection software, you should check your removable media for viruses.
8. Do not download or copy pornography to the lab machines.
9. Because many peripherals are small, all bags and briefcases, if taken into a computer lab, are subject to search. If you are asked for a search, please realize we are trying to protect the resources for everyone.
10. All hard drives on Art Institute of Dallas machines are wiped clean regularly. It is the student's responsibility to have backup files of your work.
11. You must have a visible valid student ID at all times at the school.

The rules and policies exist to make the labs effective for all users. Failure to comply with lab policies may result in your being asked to leave the lab, either for the day, or in the case of repeat or egregious offenses, for longer.

As noted above, pirated software is a violation of federal law and the licensing agreements that The Art Institute of Dallas has made with software manufacturers. Pirated software is a serious issue and places The Art Institute of Dallas in an untenable situation. Students who are found to have pirated software i.e., downloaded 'cracked' software, movie, or audio files will be in violation of the student conduct policy.

**ORIENTATION FORMS FOR
THE ART INSTITUTE OF DALLAS &
THE ART INSTITUTE OF FORT WORTH**

AUTHORIZATION TO RELEASE INFORMATION
Student Consent for Education Records to be Released to Parent(s),
Legal Guardian(s), Other Tuition Provider(s), or Other Indicated Individual(s):

Student's Name:

Student ID#:

PLEASE READ: In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits [school name] and its representatives at Education Management Corporation to disclose the information specified below to the following individual(s) or agency(ies) (include name and address)

NAME: _____ STREET: _____

CITY: _____ STATE: _____ ZIP: _____

NAME: _____ STREET: _____

CITY: _____ STATE: _____ ZIP: _____

NAME: _____ STREET: _____

CITY: _____ STATE: _____ ZIP: _____

This consent shall be valid throughout the student's enrollment at [school name] and thereafter but may be modified or rescinded in writing by the student. The parent(s), legal guardian(s), tuition provider(s), or other indicated individual(s) agree that they shall not disclose the specified information to third parties without the student's authorization.

INFORMATION TO BE RELEASED: The following information from my records at The Art Institute may be released to the above-specified persons:

- ___ **Grades and academic standing (i.e. transcripts)**
- ___ **Academic information (i.e. attendance, enrollment)**
- ___ **Discipline records**
- ___ **Tuition and fee status**
- ___ **Other, please specify: _____**
- ___ **All records or information**

I have read and understand the contents of this consent form pertaining to the Family Educational Rights and Privacy Act of 1974.

Student's Signature:

Date:

STATE AND FEDERAL REPORTS

The information requested below is needed for filing state and federal reports. It will be entered into the computer in order to avoid having to ask for the information each quarter during the fiscal year. The information will be used in a confidential manner.

Name: _____

Date of Birth: _____ / _____ / _____

Gender: (*check one*) _____ Male _____ Female

Race –

1) Are you Hispanic / Latino? _____ Yes _____ No

2) Are you one or more of the following: (*check all that apply*)

- American Indian or Alaska Native**
- Asian**
- Black or African American**
- Native Hawaiian or Other Pacific Islander**
- White**

Student Signature

Date

ACKNOWLEDGEMENT OF TRANSFER CREDIT

I acknowledge and understand that official transcripts must be received in the Admission's Office before the first day of class. Course work will not be evaluated for transfer credit for a first quarter class after the official Schedule Adjustment Period, which is 5:00 pm on the sixth day of the quarter. Please see specific dates by quarter in the table below:

Term	Class Start Date	Schedule Adjustment Deadline
Fall I 2011	October 03, 2011	October 10, 2011
Fall II 2011	November 10, 2011	November 14, 2011
Winter I 2012	January 09, 2012	January 17, 2012
Winter II 2012	February 16, 2012	February 20, 2012
Spring I 2012	April 02, 2012	April 09, 2012
Spring II 2012	May 10, 2012	May 14, 2012
Summer 2012	July 09, 2012	July 16, 2012
Summer II 2012	August 16, 2012	August 20, 2012

I further understand that all college transcripts must be received by the 30th calendar day after class start in order to have course work evaluated for possible credit at The Art Institute for all courses beyond the first quarter.

If transcripts have not been received at The Art Institute by these deadlines, I understand that I forfeit any possibility of transfer credit from any other institution (Please refer to the catalog for the complete Transfer of Credit Policies).

PRINT NAME

STUDENT ID

SIGNATURE

ACKNOWLEDGMENT OF RECEIPT OF INFORMATION FROM THE ART INSTITUTE

_____ I hereby acknowledge that I have been provided with detailed written information concerning the risks associated with meningococcal meningitis and the availability, and effectiveness of any required or recommended vaccine

_____ I have received and read the Student Responsible Use of Technology Policy

_____ I have received a copy of the Campus Security Report and Crime Statistics (Dallas only) and Drug Prevention Policy

_____ I have received a copy of the Parking Policy

_____ I have read and understand the "Statement of Satisfactory Progress Policy"

_____ I have received a copy of the Art Institute Family Education Rights and Privacy Act (FERPA) Policy

_____ I certify that I am 18 years of age or older

Print Name: _____

Signature: _____

Parent/Guardian Signature: _____

(Parent or legal guardian signature required if student has not reached the age of 18)

Student ID Number: _____

Date: _____

PHOTO RELEASE FORM

Grant

I hereby irrevocably give to The Art Institute - and its parent and affiliated companies and schools, including without limitation Education Management Corporation and The Art Institutes International, Inc. (collectively, the "Schools") and the Schools' assigns, licensees and successors the right to photograph, film and/or videotape me and/or to otherwise record my image and/or likeness and to use, publish, display, reproduce, copy and distribute my image and/or likeness, in all forms of media now known or later developed, including composite or modified representations and including on the Internet, for promotional activities for the Schools, including advertising, direct mail, catalogs, websites, exhibitions, film festivals and classroom presentations, throughout the world and in perpetuity. The Schools are permitted, although not obligated, to include my name in connection with my image and/or likeness. I waive the right to inspect or approve versions of my image and/or likeness used for publication or the written copy that may be used in connection therewith and agree that the Schools shall not be liable to me for any distortion or illusionary effect resulting from the use, publication or display of my image or likeness. The Schools are not obligated to utilize any of the rights granted in this Agreement. I agree that I shall have no ownership of or other rights in the photographs, film, videotapes or other recordings of my image and/or likeness taken or made by or on behalf of the Schools. I understand that the Schools shall not be responsible for unauthorized duplications/use of my image and/or likeness by third parties on the Internet or otherwise.

Release

I release the Schools and the Schools' assigns, licensees and successors from any claims that may arise regarding the use of my image and/or likeness including any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity or copyright.

Signature

I have read, understand and agree to the terms of this Agreement.

Name: (print) _____ Date: _____

Signature: _____

Address: _____

Student ID Number (if applicable): _____

Parent/Guardian Consent [Please execute if the subject of this Photo Release is under 18 years of age.]

I am the parent or guardian of the minor named above, who is aged _____. I have the legal right to consent to and do consent to the terms of this Agreement.

Parent/Guardian Name (print) _____ Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Address: _____

INTELLECTUAL PROPERTY POLICY

The Art Institute has specific policies and guidelines that define the rights and obligations of faculty, staff, and students with regard to inventions and other intellectual property that result from their school activities. Please see the Academic Dean to obtain a copy of the Intellectual Property Policy for the Art Institute

STUDENT PERMISSION FORM

By checking the boxes below and by signing this Permission Form, I, _____ give my consent for The Art Institute of Dallas and its parent and affiliated companies and schools, including without limitation Education Management Corporation and The Art Institutes International LLC, to use my artwork and/or my image, name, voice and words, as indicated below. I am giving this consent in consideration for potential publicity opportunities and/or self-promotional opportunities associated with the permissions granted herein and for other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge.

(Check all boxes that apply)

1. OWNERSHIP OF THE ARTWORK

I certify that the artwork identified below is original, is mine alone and that I have full authority to grant the permissions herein granted; or

Others may have rights in the artwork identified below. Please check the applicable box(es) below:

I prepared the artwork for an employer within the scope of my employment.

Identify employer name, address, telephone no., and email address:

I included in the artwork materials that others may own or have rights in.

Please explain and identify the materials: _____

Other. Please explain: _____

Describe and/or attach a copy of the artwork: _____

2. PERMISSION TO USE ARTWORK

YES NO

The School has my permission to use, copy, reproduce, publish, distribute, publicly perform and display the artwork and to create, use, copy, reproduce, publish, distribute, publicly perform and display derivative or other works based on the artwork in connection with promotional activities for the School worldwide in all forms of media now known or later developed, including but not limited to advertising, direct mail, television, catalogs, websites, exhibitions, film festivals, and classroom presentations. The School has my permission but not the obligation to identify me by name and/or by affiliation with my School in connection with such use of my artwork. My permission is on-going and will continue until I revoke it by giving the School three months' written notice of revocation at the address set forth above directed to the attention of the Campus President. The School will have three months from the date it receives my notice to stop future use of my artwork.

3. PERMISSION TO USE IMAGE/NAME/VOICE/WORDS

YES NO

The School has my permission to photograph, film and or videotape me and/or to otherwise record my image and/or likeness, to quote me, to record my words, and to use a photographic, digital and/or other reproduction of me and/or my image/likeness and has my permission but not the obligation to identify me in connection therewith by name and/or by my affiliation with the School. I understand that the School may publish, display, reproduce, copy and distribute my image/likeness, voice and words for promotional activities for the School worldwide in all forms of media now known or later developed, including advertising, direct mail, television, catalogs, websites, exhibitions, film festivals and classroom presentations. I waive the right to inspect or approve versions of my image and/or likeness used for publication or the written copy that may be used in connection therewith and agree that

the School shall not be liable to me for any distortion or illusionary effect resulting from the use, publication or display of my image or likeness. My permission is on-going and will continue until I revoke it by giving the School three months' written notice of revocation at the address set forth above directed to the attention of the Campus President. The School will have three months from the date it receives my notice to stop future use of my image, name, voice and/or words.

SIGNATURE

By signing below, I hereby grant the School the permission(s) indicated above. I understand that the rights granted above are not exclusive and I am allowed to sell, give or otherwise transfer the rights to such artwork to others on a non-exclusive or exclusive basis. However, in the event I do sell, give or otherwise transfer ownership of or the exclusive right to use my work to another party, I will notify the School immediately in writing at the address set forth above to the attention of the Campus President for my school and the School will have three months from the date it receives my notice to stop future use of the artwork.

This Permission Form shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to its conflict of laws principles. I hereby waive all rights and remedies with respect to the artwork identified above and any alterations thereof under the Visual Artists Rights Act of 1990, 17 U.S.C. §§106A and 113, under Pennsylvania's Fine Arts Preservation Act, 73 P.S. §2101, et seq. and under any other state statutes relating to the rights of artists.

I understand that the School and those it may authorize shall not be responsible for unauthorized duplications/use by third parties on the Internet or otherwise. I hereby release the School, those it has authorized, and their respective successors and assigns, from any and all claims and/or damages that may arise regarding the use, reproduction, display, and distribution of my artwork, my image, my name and/or statements made by me **as consented to above**, including any claims of defamation, invasion of privacy or violation/infringement of moral rights, rights of publicity or copyright.

I have read, understand and agree to the terms of this Permission Form.

Name: (print) _____ Date: _____

Signature: _____

Address: _____

Email: _____

School/Program/Student ID Number: _____

Parent/Guardian Consent [Please execute if the subject of this Permission Form is under 18]

I am the parent or guardian of the minor named above, who is aged _____. I have the legal right to consent to and do consent to the terms of this Permission Form.

Parent/Guardian Name (print) _____ Date _____

Parent/Guardian Signature: _____

Parent/Guardian Address: _____