



The Art Institutes International-Kansas CitySM

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Student Handbook 2009/2010

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The information in this book was the best available at press time. Watch for additional information and changes.

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Message from the Dean of Academic Affairs

Dear Art Institutes International - Kansas City Student,

Welcome to The Art Institutes International – Kansas City! Congratulations on your decision to pursue a career for which you have a passion. We take your education very seriously. We believe it is important for the members of The Art Institutes International – Kansas City community to be informed about common expectations, so this student handbook has been provided to serve as your resource about various college policies, procedures, and activities. Every student is encouraged to take the time to become familiar with the information contained within it.

If you have any questions or need further assistance after familiarizing yourself with this handbook, please feel free to call the Academic Affairs Office for assistance. We are excited that you are now part of The Art Institutes International – Kansas City learning community. Best wishes on a productive and positive experience!

Sincerely,

Heather Nickel

Dean of Academic Affairs

Introduction

The administration, faculty, and staff of The Art Institutes International - Kansas City are dedicated to helping students achieve academic and employment success in their chosen career fields. The processes do not take place in the classroom alone but require the coordination of academic and administrative support services.

Although The Art Institutes International - Kansas City regularly exercises much flexibility in assisting students, there are standardized, non-negotiable policies. These set policies and procedures facilitate a sense of fairness and promote excellence in the academic programs and support services. The purpose of this student handbook is to provide students with a comprehensive outline of The Art Institutes International - Kansas City policies and procedures.

Student Handbook Notice Regarding Policies

The Art Institutes International - Kansas City reserves the right to change the policies contained within this student handbook from time-to-time. Notice is not required for a new policy to take effect, however The Art Institutes International - Kansas City will make reasonable attempts to notify students promptly of any policy changes through Web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

Student Affairs

The mission of the Student Affairs Department is designed to supplement The Art Institute's educational processes and support. The department actively encourages the involvement of its students, faculty, and staff in activities that stimulate cultural awareness, creativity, and both social and professional development. In order to fulfill its mission, the Student Affairs Department has established the following objectives:

- To network, cultivate, and explore career opportunities for all of its students and graduates.
- To provide counseling referrals, activities, and events that support the educational process by enhancing social/cultural awareness, community involvement, and encouraging the active participation of students, faculty, and staff in these services.
- To provide resources and assist international students with all issues pertinent to their transition into this country.

The Art Institutes International - Kansas City is dedicated to the successful completion of both your academic and personal goals. Our purpose is to prepare you to achieve academic and professional success and to enhance the quality of your life. We want to help you turn your entire Art Institute education (in and out of class) into a productive learning experience. Of course, you must decide to be actively involved and committed to your own learning. All of The Art Institutes International - Kansas City employees are ready to support and encourage you in this exciting and demanding endeavor.

Student Body

Students come to The Art Institutes International - Kansas City from all over the United States and abroad. The student body includes recent high school graduates, students who transfer from other colleges and universities, students who leave full-time jobs to prepare for new careers, and students who work full-time in their field of study and attend classes to improve and expand their career possibilities.

Graduate and Career Services

The Art Institutes International - Kansas City maintains an employment assistance service for students. Although The Art Institutes International - Kansas City offers no guarantee of employment, considerable effort is made to bring graduates to the attention of potential employers. The Career Services Office continually seeks new employment opportunities for students. Research is done on a regular basis by The Art Institutes International - Kansas City to gain knowledge in all areas of business relating to the different programs of study. The employment assistance office helps student's secure part-time employment while they attend The Art Institutes International - Kansas City. During upper quarters, emphasis is placed on assisting students in securing field-related, part-time jobs, internships, and freelance work.

School Services

SUPPLY STORE

The Supply Store is a convenient on-campus source for materials and textbooks essential to all programs of study offered at The Art Institutes International - Kansas City. From art supplies and culinary tools to school imprinted gift and apparel items, the store combines in-house contact with education staff and competitive pricing to cater to the needs of the student.

STUDENT DISABILITY SERVICES

The Art Institutes International - Kansas City provides accommodations to qualified students with disabilities. The Student Affairs office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institutes International - Kansas City.

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

Students who believe they are in need of accommodations should contact the Disability Services office. If you have a concern or complaint in this regard, please contact the Dean of Academic Affairs. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

GALLERY

Having a gallery space to display artwork is a tremendous asset to The Art Institutes International - Kansas City. The Gallery is designed to host regional, national, and international exhibits for the students and public to view. The shows are used to demonstrate professional accomplishments, challenge the student to explore new media, and show off our impressive resources. Faculty may incorporate visits to the Gallery in their curricula, teaching students to appreciate and critique works of art. Students have the opportunity to have their work in the Gallery and various other spaces throughout the campus. The Public Relations Department along with the Academic Affairs Department oversees the Gallery and artwork throughout the school.

HEALTH SERVICES

The Art Institutes International - Kansas City's Student Affairs staff believes in wellness; paying close attention to your body and its needs, so that you can prevent most illnesses and feel energetic enough to meet the many demands of school life. A list of nearby hospitals is available in the Academic Affairs office. All students are urged to carry a primary private insurance policy that covers comprehensive health care. All international students are **REQUIRED** to maintain health insurance at all times in case of sickness. International students must provide the school with proof of personal health insurance.

IDENTIFICATION (ID) CARDS

ID cards are required when at The Art Institutes International - Kansas City and must be visible upon your person at all times. You are provided with an ID card that is used for various purposes for the duration of your program:

- For checking out training equipment.
- For checking out materials from the Learning Resource Center - Library.
- For admittance to the computer labs.
- For participation in certain student activities and social events.
- For presentation to some retailers, theaters, and restaurants that offer special discounts to those who hold a student ID card. You should not loan your ID card to anyone for any reason, as you will be responsible for its use (loss or damage to books and equipment). If your card is lost, report it and then have it replaced. The cost for a replacement card is \$10. Students who withdraw from school are required to turn in their ID cards to the Registrar.

LIBRARY – The Learning Resource Center

The mission of The Art Institutes International - Kansas City Library is to encourage learning, stimulate intellectual curiosity, and foster the creativity of the students, faculty and staff. The Library provides degree-specific resources in order to enhance the delivery of learner-centered education. The highly trained staff strives for excellent service and learning-conducive environments, both digital and physical forms.

For more information about the Library at The Art Institutes International - Kansas City, visit the Library and speak to the professional librarian.

COMMUNITY RELIGIOUS ORGANIZATIONS

Although The Art Institutes International - Kansas City is independent and nonsectarian, it highly respects religious beliefs and practices. For more information on local religious organizations visit the Academic Affairs office.

STUDENT LOUNGE

The Student Lounge is a common area for gathering to socialize and to grab a bite to eat. The Student Lounge houses vending machines for snacks. Bulletin boards that provide information on items for sale, , and current school happenings are located throughout the lounge

Consumption of food is permitted only in the Student Lounge or outside patio area but not in any classroom, lab or studio. Beverages with screw tops may be consumed in lecture and art rooms.

SMOKE-FREE POLICY

It is the philosophy of The Art Institutes International - Kansas City to provide an environment that offers the opportunity and resources to optimize the personal health and well-being of the school community. Therefore, the building adheres to a smoke-free policy. In accordance with federal and state regulations, a designated smoking area is located 25 feet from the east side of the building. Signs are posted for ease in identifying the designated smoking area to ensure the health and safety of all Art Institute employees, students, and visitors.

STUDENTS' RIGHTS AND REPSONSIBILITIES

The following information is available at your request.

1. Institutional information regarding costs, refund policies, programs of study, transfer of credits, accrediting, approvals, and licensing, special facilities and services for students with disabilities, and other information is available through the Admissions office, in the school catalog and enrollment agreement.
2. Family Educational Rights and Privacy Act (FERPA) – This act explains your rights and procedures regarding inspection and review of your education records, correction of inaccurate or misleading information, consent to disclose information, institutional criteria for who is a school official, what constitutes a legitimate educational interest, and filing complaints with the Department of Education. Information is available through the Admissions office and in the school catalog; it is also available on request to your parent, if they meet the definition of a parent under FERPA.
3. Financial Assistance Information – A description of all the financial assistance programs available to students is available in the Admissions and in the Student Financial Services offices. The information available includes eligibility requirements, application procedures, forms and deadlines, criteria for receiving and continuing to receive financial assistance, student rights and responsibilities, criteria for satisfactory academic progress, terms of loans, terms of employment, frequency of and method by which aid is disbursed, entrance and exit counseling, terms of any loan repayment deferments for service.
4. Institutional security policies and crime statistics (called “Crime Report”) are available through the Admissions office. This includes a breakdown of crimes occurring on campus reported to local police agencies or to campus security. It also includes school policies and programs for reporting crimes, law enforcement and security on campus, drug and alcohol offences, prevention of sex crimes, and other information related to campus crime and security.

5. Student Right to Know – According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full time students who entered the institution (main and branches) in 2002 and who graduated/completed within 150 percent of the normal time to complete the program is 49%. This rate combines the graduation/completion data from the main school campus and all its branch campuses. First-time, full-time students at this location have not yet had the opportunity to complete 150% of the normal time to complete the program and therefore we do not have graduation/completion data to be included in our unified school rate.

6. Drug and alcohol abuse prevention information is available in the Student Handbook and through the Academic Affairs Office.

VISITORS AND MESSAGES

The Art Institutes International - Kansas City welcomes visitors to its school facility as long as the visitors' purposes are consistent with the educational mission and climate of The Art Institute and their presence does not compromise their own safety and the safety of others. Children, visitors or family are not permitted in the classrooms or labs at any time without the prior permission of the instructor or Dean of Academic Affairs. The Art Institutes International - Kansas City cannot deliver messages for the student body. Only in case of an emergency will a message be taken for a student. The caller will be asked to describe the nature of the emergency and the Registrar's office personnel will make a determination of necessity. If the call is determined to be a true emergency, a reasonable attempt will be made to locate the student, either by registrar personnel, counselor or by the Academic Director. PLEASE inform your family and friends of this policy.

SAFETY AND SECURITY

DRUG-FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institutes International - Kansas City are prohibited by college regulations and are incompatible with The Institutes goal of providing a healthy educational environment for students, faculty, staff and guests. In accordance with the Drug-Free Schools and Communities Act of 1989, The Art Institutes International - Kansas City is committed, as a recipient of federal aid funds for students, to providing a drug-free environment. Law prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Anyone in violation of this prohibition within The Art Institutes International - Kansas City is subject to appropriate action, up to and including termination. Offenses involving the use or possession of drugs and alcoholic beverages are essentially civil matters that address themselves to the discretion of local, state, and federal authorities, but may subject the possessor or user to institute discipline when such offenses and their effects adversely interfere with the well-being of, or reflect on, The Art Institutes International - Kansas City or members of The Art Institutes International - Kansas City.

Paper copies of the Drug Free Workplace and Campus are available in the Student Affairs office or by calling at 913-217-4600.

STUDENTS UNDER THE INFLUENCE

The Art Institutes International – Kansas City promotes a healthy and safe educational environment. All referrals requiring immediate intervention with an intoxicated or under the influence student will be made to the corresponding appropriate Academic Director, and Dean of Academic Affairs. Students who are considered to be under the influence of alcohol or mood-altering drugs will be asked to leave the premises immediately.

The Academic Director or Dean of Academic Affairs will assess the student's condition. If deemed necessary, the student will be referred to the Dean of Academic Affairs and/or Disciplinary Appeals Committee for further disciplinary action.

CAMPUS SECURITY

The Art Institutes International – Kansas City wants every student to enjoy a safe, secure stay with us. Crime awareness and campus security are matters for which every student must take personal responsibility. The Art Institutes International – Kansas City Student Conduct and Housing Rules and Regulations strictly prohibit the possession of weapons and the use of alcohol, controlled substances, and drugs on the campus or in school-sponsored housing.

The Art Institutes International – Kansas City informs all students through the Drug Prevention Policy contained in the Student Handbook of the detailed requirements of the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226 and what The Art Institutes International – Kansas City requires of all staff and students. 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. Students who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment. The Art Institutes International – Kansas City will make a good faith effort to maintain a drug-free and alcohol-free school and work place through implementation of the preceding policy. However, as a service in the restaurant at The Art Institutes International – Kansas City, wine and beer will be served in accordance with federal and state regulations. The Art Institutes International – Kansas City Campus Security Policy will be distributed to every student. It discusses, among other things, the importance of prompt reporting of crimes to school officials and local police; campus security procedures aimed at encouraging students and employees to be responsible for their own security and the security of others; counseling and other assistance available from the school to any student who may be the victim of a crime; and, statistics on selected crimes The Art Institutes International – Kansas City will maintain pursuant to the Crime Awareness and Campus Security Act.

The policies on drug awareness and the campus crime report are published in the Student Handbook and/or may be obtained from the Academic Affairs office.

CRIME STATISTICS

The following statistics are provided in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth in the first box below are statistics available from The Art Institutes International - Kansas City concerning the occurrence on The Art Institutes International - Kansas City's campus, non-campus buildings and property (including school- sponsored housing), and public property of criminal offenses in the categories that were reported to campus security officials or local police agencies. The second box below set forth available statistics concerning hate crimes. The third box below lists the number of arrests for the categories of criminal offenses and campus disciplinary actions occurring on The Art Institutes International - Kansas City campus, non-campus buildings and property (including school- sponsored housing), and public property.

The Art Institutes International – Kansas City

*The following statistics show the **total** criminal offenses, hate crimes and arrests/referrals for campus disciplinary action that occurred on The Art Institutes 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 Art Institutes concerning the occurrence of criminal offenses in the listed categories which were reported to campus security officials or local police agencies.

The school was not open until August 2008 so no statistics are reported for years 2006 and 2007.

Calendar Year

<i>Criminal Offenses</i>	2006 (NA)			2007 (NA)			2008		
		Non-campus buildings and	Public		Non-campus buildings and	Public		Non-campus buildings and	Public
	On Campus	Property*	Property**	On Campus	Property*	Property**	On Campus	Property*	Property**
Robbery							0	0	0
Aggravated Assault							0	0	0
Burglary/Theft							0	0	0
Motor Vehicle Theft							0	0	0
Arson							0	0	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter							0	0	0
Negligent Manslaughter							0	0	0
Sex Offenses:									
Forcible							0	0	0
Non-Forcible							0	0	0
Totals							0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice. Due to the changes required by law over the last year there has been an increase in the monitoring and recording of incidents both by the local police and school officials. This increase in protection is reflected in by the increase in statistics.

Should a hate crime be reported, it will be identified by hate crime category (race, gender, religion, etc.).

Calendar Year									
<i>Hate Crimes</i>	2006 (NA)			2007 (NA)			2008		
		Non-campus buildings and	Public		Non-campus buildings and	Public		Non-campus buildings and	Public
	On Campus	Property*	Property**	On Campus	Property*	Property**	On Campus	Property*	Property**
Robbery							0	0	0
Aggravated Assault							0	0	0
Burglary/Theft							0	0	0
Motor Vehicle Theft							0	0	0
Arson							0	0	0
Criminal Homicide:									
Murder & Non-negligent Manslaughter							0	0	0
Negligent Manslaughter							0	0	0
Sex Offenses:									
Forcible							0	0	0
Non-Forcible							0	0	0
Totals							0	0	0

Calendar Year									
Arrests/Persons Referred for Campus Disciplinary Action	2006 (NA)			2007 (NA)			2008		
		Non- campus buildings and	Public		Non- campus buildings and	Public		Non- campus buildings and	Public
	On Campus	property*	Property**	On Campus	property*	Property**	On Campus	Property*	Property**
Liquor Law Violations:									
Arrests							0	0	0
Disciplinary Action							0	0	0
Drug Abuse Violations:									
Arrests							0	0	0
Disciplinary Action							0	0	0
Weapons Possessions									
Arrests							0	0	0
Disciplinary Action							0	0	0
Totals							0	0	0

* Includes school-sponsored housing

** In all cases "public property" is defined as, anything not on our property within a block linear perimeter.

RAPE/SEXUAL MISCONDUCT

You may encounter instances of forced sexual activity, both on and off campus. Rape refers to sexual contact without consent; sexual intercourse does not have to occur. Acquaintance or date rape is more common on school campuses than stranger rape. Communicate directly with your social contacts about your level of comfort with specific sexual behaviors.

If you have been victimized by unwanted sexual contact, The Art Institutes International – Kansas City first concern is your safety. Please notify any staff/faculty member, your, Academic Director, or the Student Affairs Department as soon as you can. To report an assault officially, you should call the police at 911. If you decide later to prosecute the offender, physical evidence of the assault needs to be obtained within hours after the sexual assault. Do not shower, bathe, or destroy any of the clothing you were wearing at the time of attack. Go to the hospital or some form of medical facility. Females should be evaluated for pregnancy, and both sexes need to be checked for sexually transmitted disease. A medical examination is the only way to ensure that you are not injured, and it could provide valuable evidence should you decide to prosecute. Call someone to be with you as you should not be alone.

If you want someone to talk to about any unwanted sexual activity, please contact the Student Affairs Department or the Dean of Academic Affairs.

SOLICITING ON CAMPUS

Soliciting and posting on bulletin boards by people not affiliated with The Art Institutes International - Kansas City is not permitted on campus. If a solicitor approaches you, please ask her/him to leave. If they refuse, call a faculty or staff member to have them escorted off campus.

SUSPICIOUS INCIDENTS

Should you observe anything that appears suspicious, immediately contact a faculty or staff member. A suspicious incident could be someone you do not recognize, someone who looks out of place in a campus facility, someone looking into vehicles in a parking lot, or someone carrying a piece of equipment from a classroom (i.e., computer, VCR, TV, etc.).

THEFT

If you are the victim of any type of theft while on campus property, you must immediately notify a staff or faculty member. They will assist you in filing a school incident report and contacting the police department. These reports will be needed for insurance purposes should you claim the loss. This information also furnishes The Art Institute with crime occurrence information needed to redirect crime prevention efforts.

Please be aware that the school incident report and police report are two separate documents. Notification of one of the above does not guarantee completion of both reports. Always keep your car and residence locked (unless you are responding to a fire alarm). A majority of thefts occur with an unlocked car and residence.

BICYCLES AND OTHER VEHICLES ON CAMPUS

Bicycles or other vehicles are not permitted inside or on the sidewalks outside the building except where designated.

ANIMALS ON CAMPUS

The Art Institutes International - Kansas City school lease prohibits any animals in the building. Guide dogs are the exception.

NON-FRATERNIZATION POLICY

Due to the unequal status that exists between employees and students and the possibility of favoritism, sexual relationships between employees and students are prohibited.

PROFESSIONAL CONDUCT

The Art Institutes International - Kansas City expects its students and employees to conduct themselves in a professional manner at all times. In addition, The Art Institutes International – Kansas City has a strict policy that disallows sexual harassment of either students or employees. All students and employees are encouraged to report any professional or sexual misconduct to the appropriate Executive Committee member.

PROCEDURES FOLLOWING SUICIDE THREATS AND ATTEMPTS

The Art Institutes International - Kansas City 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 Institutes International - Kansas City student code of conduct. In the event that The Art Institutes International - Kansas City 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 Institutes International - Kansas City 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.

PROPERTY RIGHTS

The Art Institutes International - Kansas City is not responsible for the personal property of students (such as books, supplies, equipment, or clothing). Students should place their names and student numbers on all items of value. Equipment serial numbers should be recorded and kept in a safe place. You should also review your personal property/homeowners' insurance policy.

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES.

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

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

SECTION II. SCOPE.

This Student Conduct Policy applies to all students and student organizations at Art Institutes International - Kansas City.

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 of The Art Institutes International - Kansas City 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 Institutes International - Kansas City 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 Institutes International - Kansas City 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 Institutes International - Kansas City 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's computing system
- f) Failure to satisfy school financial obligations

The above list is illustrative only, and The Art Institutes International - Kansas City may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS.

The Art Institutes International - Kansas City 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 Institutes International - Kansas City reserves the right to immediately impose the most severe sanction if circumstances merit.

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

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. Expulsion: The student will be expelled from The Art Institutes International - Kansas City 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 Institutes International - Kansas City community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institutes International - Kansas City 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 Institutes International - Kansas City 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 Institutes International - Kansas City reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

Notification and Determination of violations that warrant Disciplinary Meeting

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

Notification and Determination of violations that warrant Disciplinary Hearing

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

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

Disciplinary Panel

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

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

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

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions 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 Institutes International - Kansas City 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 Institutes International - Kansas City 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 [school name] 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.

NO HARASSMENT POLICY

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

DEFINITION OF SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature where: (a.) submission to such conduct is an explicit or implicit

term or condition of a person's status in a course, program or activity or in admission, or in an academic decision; (b.) submission to or rejection of such conduct is used as a basis for an academic decision; or (c.) Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment. Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The Art Institutes International - Kansas City prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

OTHER FORMS OF HARASSMENT

Verbal abuse, insulting comments and gestures, and other harassing conduct are also forbidden under this policy when directed at an individual because of his or her race, color, sex, sexual orientation, familial status, age, religion, ethnic origin, or disability. It is the responsibility of each employee and each student to conduct him or herself in a professional manner at all times and to refrain from such harassment.

COMPLAINT PROCEDURE

Students who feel they have been harassed should follow the Student Grievance Procedure or Internal Complaints of Harassment & Discrimination, p.26. Promptly after learning of such alleged conduct, The Art Institutes International - Kansas City will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, The Art Institutes International - Kansas City will take prompt corrective action, which may include discipline, up to and including immediate dismissal. For more information, contact the office of the Dean of Academic Affairs.

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

ANTI-HAZING POLICY

Hazing involving The Art Institutes International - Kansas City 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 Institutes International - Kansas City. 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. 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.

DISRUPTIVE STUDENTS

Students are expected to behave politely and respectfully at all times while on campus. Students who display disruptive behavior will be referred to the Student Affairs Department and are subject to discipline under the student code of conduct.

MEDICAL OR SECURITY EMERGENCIES

In case of a medical or police emergency of any type, you must immediately notify a faculty or staff member. If life threatening, call 911.

In case of a fire, pull the fire alarm and go to the nearest exit. Do Not Use the Elevator!. For your safety, it is mandatory that you leave the building quickly. Close the door to your room or classroom.

ADMINISTRATIVE AND FINANCIAL SERVICES

This department is responsible for providing a variety of student and administrative services. Within this department are the following services and offices:

STUDENT FINANCIAL SERVICES (SFS)

At the time of initial enrollment, the student works with a financial aid officer and develops a financial plan to meet expenses involved in the education process (tuition, fees, supplies, cost of living, etc.).

The Art Institutes International - Kansas City is eligible to offer its students the opportunity to apply for a variety of financial assistance programs. These programs may include loan, grant, and work-study assistance for qualified applicants. Details regarding these programs are available in the Student Financial Services office. Students who receive financial assistance are cautioned to remember the various responsibilities they have under these programs:

- To maintain satisfactory academic progress as outlined in this handbook.
- To inform the Student Financial Services office of address changes, schedule changes, program changes, or any other status changes that might affect the student's eligibility for financial assistance.

Some students do not initially apply for financial assistance or do apply and are determined to be ineligible for assistance. The continuing student should be aware that the federal and state eligibility criteria are periodically reviewed and modified. Therefore, any student, whose financial circumstances change or for whom a financial need arises, is encouraged to contact the SFS office for assistance.

ACCOUNTING SERVICES

The student (or parents when applicable) receives payment notices in accordance with the financial plan agreed to in the Student Financial Services office. Payments are due in full on or before the date(s) designated (the 1st or the 15th of any given month).

The Accounting office is sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, this staff works very closely with the Student Financial Services Department to assist students in developing a sound financial plan. Any student, who has incurred or anticipates a financial problem, is encouraged to consult with the Accounting staff.

If a student makes a payment with a check that is returned from the bank as unable to pay, the student will be charged a \$30 fee. After two occurrences, the Accounting office will require money orders, cashier's checks, credit cards, or cash as the only form of payment.

DISTRIBUTION OF STUDENT REFUNDS

The Accounting office processes refunds of excess credit weekly for in-school students. For additional information, contact the Accounting office. This office will apply the following refund distribution in the event enrollment is interrupted at The Art Institute.

KIT RETURN POLICY

Students who leave school during add/drop week of the first quarter of attendance may bring their kit to the Supply Store Manager for possible return of kit and/or kit components within seven days of their last day of attendance. Any item in its original condition that is deemed resalable by the manager may qualify for a refund. Monies due are transferred to Student Accounting for disbursement.

ACADEMIC AFFAIRS ADMINISTRATION

The Academic Affairs Department, Administration, and faculty members have been carefully selected to assure excellence in the educational process. The faculty members have professional experience and backgrounds in the career-related areas they teach. Students come to The Art Institutes International - Kansas City to prepare for employment in the career of their choice. The major focus of the educational process is devoted to the development of employable skills and professional attitudes so those graduates are prepared for the working world. It is very important that the student uses every resource at his/her disposal and receives the maximum benefit from every course. The student should consult with the instructors, advisors, or Academic Directors at any time there is need for additional instruction, tutoring, or support services. The following outlines the roles of the Academic Affairs Department, administrators, and faculty and the general policies and procedures that govern the educational process.

ACADEMIC AFFAIRS DEPARTMENT

The Academic Affairs Department serves the students, faculty, and community through the development and implementation of post-secondary educational programs. These programs are designed to prepare students with the necessary skills to pursue entry-level positions in a variety of design-related and business-related careers. The department achieves its mission through:

- The selection, development, and retention of exemplary faculty.
- The careful, continual planning and development of a curriculum that is responsive to the needs of students and employers.
- The promotion and support of an effective Learning Resource Center that provides access to the needed materials and information supporting educational programs at The Art Institutes International - Kansas City.

The Academic Affairs Department includes the Dean of Academic Affairs, Director of Library Services, Registrar, Academic Directors, and their respective staffs. Directors for each degree program report to the Dean and faculty report to their Academic Director.

The Academic Directors are charged with the day-to-day administration of their student body through academic advising and classroom observation. They also meet with faculty, both formally and informally, throughout each quarter to enable the facilitation of a strong and supportive learning environment. The Academic Affairs Department meets weekly with the Dean of Academic Affairs. These meetings deal with administrative and procedural issues including classroom and laboratory scheduling. All Art Institutes International – Kansas City issues such as student success, faculty/classroom needs, and faculty-training opportunities are also regular topics of discussion.

STUDENT READMISSION SERVICES

For a smooth transition back into the academic mainstream, students wishing to return to The Art Institutes International - Kansas City should contact the Assistant Director of Readmissions for readmission. Readmission is contingent upon space limitations and is at the discretion of the Dean of Academic Affairs. Students who interrupt their education for one or more quarters per academic year will be subject to any changes in curricula fees and graduation requirements that took effect during their leave.

REGISTRAR'S OFFICE

The Registrar and staff are responsible for the following services:

- Maintenance of all permanent student academic records
- Issuance of grade reports and/or attendance reports
- Issuance of student transcript records

Supervision of quarterly student registration activities; processing of student changes including:

- Leaves of absence
- Course and program interruptions
- Requests for program changes
- Veterans' enrollment certifications and reports
- Social Security verification
- Address changes
- Verification of enrollment forms

The Registrar also provides a leadership role in supporting student efforts to persist in school through graduation.

REQUESTING AN OFFICIAL TRANSCRIPT:

Official copies of transcripts may be obtained by students and alumni upon written request to the Registrar's Office. Requests must contain the student's signature, which authorizes the release of this information. Requests are generally processed within seven to ten days of the day the request is received; requests must be made in writing. Failure to meet financial obligations may lead to the withholding of academic transcripts.

To receive an official transcript from The Art Institutes International - Kansas City, your request needs to include the following information:

- Full name while attending The Art Institutes International - Kansas City
- Dates you attended The Art Institutes International - Kansas City
- Program of study or major while attending The Art Institutes International - Kansas City
- Your school ID number or Social Security Number
- Your home address and telephone number
- Your email address (if available)
- Address where you want your transcript to be mailed, including the person's name to whom it will be mailed

OFFICIAL TRANSCRIPT RELEASE CRITERIA:

- A fee of \$5.00 is required, payable in advance.
- If a student is in good financial standing and does not owe a balance to The Art Institutes International - Kansas City, they may obtain their official transcript(s).
- Students with a debit balance may have their transcripts released if their payments are current.
- Any student whose account is in collections must pay their entire balance in full before receiving an official transcript.
- Cash and quarterly payers' accounts must be paid in full. Payment in full includes any pending housing adjustments, if applicable.

REQUESTING AN UNOFFICIAL TRANSCRIPT:

To receive an unofficial transcript, please follow the same steps as outlined above for an official transcript. There is no fee for an unofficial transcript. Unofficial transcripts may be obtained regardless of account balance status.

ADVISEMENT WEEKS

Academic Advising is provided by the Academic Director, and Dean of Academic Affairs. They assist students in making decisions about scheduling and course selection, track student progress, and provide individualized attention which ultimately facilitates academic success. Academic Advisement for the upcoming quarter is done in the 6th week of the quarter.

REGISTRATION PROCEDURES

Academic advising takes place during week 6 & 7 of each quarter for the upcoming quarter. Students should check with their Academic Department Director to obtain the name of their Academic Advisor, if applicable, than set an appointment with that advisor during week 6. The advisor assists the student in

selecting the schedule and the advisor's signature is required on the registration form.

Student registration will be processed through the student portal during advising. Courses are filled on a first-come, first-served basis. Once registration is closed, changes to student schedules may be requested using the schedule adjustment form available in the Registrar's office.

Those students who neither meet with an advisor nor register on line must meet with their Academic Department Director or the Dean of Academic Affairs to ensure proper registration. Students have access to and can monitor their schedules using the student portal and will receive final official copies of their schedules from the registrar prior to their first class meeting.

Note: All students should meet with an advisor and register to ensure they receive the classes and class times they prefer. Notices are posted, announcements are made in class, and e-mails are sent through the student portal to alert students of registration events, dates, and deadlines. The Art Institutes International - Kansas City reserves the right to change schedules to meet institutional needs

ACADEMIC STANDARDS FOR STUDENTS

Students are responsible for obtaining, learning, and observing the established Art Institutes International – Kansas City policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of the institution. All members of the community should inform the appropriate official of any violation of conduct regulations.

CLEARANCE FOR STUDENTS

Clearance will be held the week before each term. Dates and times will be announced before the end of the prior term. Students are expected to come to campus and clear up any holds they may have and pick up their official schedule from the registrar. The official schedule must be presented at each class during the first week of school. All students must attend classes the first week of school or risk being withdrawn from school and having to reenter the following quarter.

ADDRESSES AND PHONE NUMBERS

The Registrar must be notified of all address and phone number changes. Delivery of mail to the last address on record constitutes official notification. When necessary, stop by the Registrar's counter and fill out an address change form. The Art Institutes International - Kansas City will not be able to accept any student's mail. If your mail is received at The Art Institutes International - Kansas City, it will be returned to the sender.

LOCAL STUDY TRIPS

The Art Institutes International - Kansas City arranges study trips to local cultural and commercial sites. These visits are an integral part of each student's training and offers a chance for valuable exposure to places and events relating to the student's field of study. In addition to local study trips to support the curriculum, out-of-town seminars and visits are planned in individual programs. The costs related to optional study trips are not included in regular tuition or fees.

CURRICULUM AND SCHEDULING

Programs and courses are periodically revised to keep pace with the changing industry needs, standards, equipment, supplies, and resource materials. The Art Institutes International - Kansas City reserves the right to change course titles, content, or sequencing of courses, subject to regulatory approval, any time it deems such action is necessary to enhance the educational program. The Art Institutes International - Kansas City also reserves the right to reschedule students at any time to accommodate classroom needs.

The information in this handbook is based on the most current information available at the time of publication. All information, data, policies, and procedures are subject to change. The Art Institutes International - Kansas City, whenever possible, will give advanced notification of these changes.

PORTFOLIO EVALUATION REQUIREMENTS

Students in Advertising, Digital Filmmaking & Video Production, Fashion Marketing, Graphic Design, Interior Design, and Web Design & Interactive Media must compile a portfolio of their work, receive a portfolio grade of “C” or higher, and exhibit their portfolio in an Art Institute portfolio show or review.

An outline of portfolio standards, projects, and general criteria is provided separately to students by the academic departments. These portfolio requirements are periodically reviewed and updated; The Art Institute reserves the right to alter or modify these requirements at any time to enhance graduate employment potential. The development of student portfolios is a continuing process beginning early in the student’s academic career.

PORTFOLIO REVIEW

Portfolio Review is The Art Institutes International - Kansas City’s way of celebrating the work and accomplishments of the graduating classes requiring portfolios. It also serves as a showcase to introduce graduates and their work to prospective employers, the community, family, and friends. Portfolio attendance and participation in review are mandatory requirements for graduation in degree-granting programs.

APPEAL OF GRADES

The process to appeal a grade requires the student to request in writing, to their Academic Director, the reason for the grade appeal and what circumstances did not allow the student to successfully complete the class.

If the appeal is denied, the student can then request an additional appeal to the Dean of Academic Affairs. The following procedure must be followed for the request of an additional appeal.

1. The student must request the additional appeal in writing to The Art Institute’s Dean of Academic Affairs
2. The student must provide a complete explanation of the basis for the additional appeal and attach all appropriate documentation that provides evidence, justification, or reason for the student’s situation. This includes documentation to support medical and/or family emergencies.
3. The panel will convene at the earliest opportunity to hear and consider the appeal.
4. The panel may request the appearance of the student to clarify any materials/statements presented by the student.
5. The panel is responsible for reviewing all materials presented by the student and available from The Art Institutes International – Kansas City and renders a decision in each appeal that is in the best interests of the student and The Art Institutes International – Kansas City. In addition, any appeal for reinstatement of student financial assistance can only be approved if the student provides evidence of exceptional mitigating circumstances that led to the denial of continued enrollment and/or denial of financial assistance. The decision of the Appeals Board is final.

APPEAL PROCESS FOR ACADEMIC TERMINATION

A student has the right to appeal any change in his/her academic attendance, conduct status, termination, or eligibility for continued receipt of financial aid based on The Art Institutes International – Kansas City academic progress standards. All appeals must be received by the Dean of Academic Affairs within seventy-two (72) hours or three (3) business days of student notification, and will be heard by the Appeals Panel of The Art Institute.

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

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

APPEALS PANEL

The Art Institute's Appeals Panel is composed of the Dean of Academic Affairs (Chairperson of the panel) or his/her designated representative, Academic Directors, and other Art Institute officials as deemed appropriate by the Dean of Academic Affairs.

APPEAL PROCEDURE

1. The student must request the appeal in writing to The Art Institutes International – Kansas City Dean of Academic Affairs
2. The student must provide a complete explanation of the basis for the appeal and attach all appropriate documentation that provides evidence, justification, or reason for the student's situation. This includes documentation to support medical and/or family emergencies.
3. The panel will convene at the earliest opportunity to hear and consider the appeal.
4. The panel or the student may request the appearance of the student to clarify any materials/statements presented by the student.
5. The panel is responsible for reviewing all materials presented by the student and available from The Art Institutes International – Kansas City and renders a decision in each appeal that is in the best interests of the student and school. In addition, any appeal for reinstatement of student financial assistance can only be approved if the student provides evidence of exceptional mitigating circumstances that led to the denial of continued enrollment and/or denial of financial assistance. The decision of the Appeals Board is final.

REINSTATEMENT

In cases where the Appeals Panel elects to reinstate the student in classes at The Art Institute, the panel and/or Dean of Academic Affairs reserves the right to establish any conditions that apply to the student's continued enrollment in the school.

A student may be reinstated in classes either with or without financial assistance, depending on the nature of the appeal. If the student is reinstated in school without financial assistance, the student must bear the responsibility of paying tuition for a minimum of one quarter. Once the student has met the specific requirements for reinstatement, the student's financial assistance may be reinstated.

The Art Institutes International – Kansas City Student Re-entry Process: Any student who has left The Art Institute for any time period must go through the formal re-entry process, and each student's academic status must be reviewed before they can be considered for re-entry. For details, please refer to The Art Institutes International - Kansas City's Student Readmission Services.

EXPLANATIONS OF RELATED ISSUES

a) Calculation of CGPA

A student's cumulative grade point average is calculated by a) Multiplying credits for each course by grade points associated with the grade earned, b) Totaling the grade points earned for all the courses, and c) Dividing total grade points earned by the total number of quality credits. The Art Institutes use a

4.0 scale in assigning grade points. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if less than 5. Example: 1.95=2.0, Example: 1.94=1.9).

b) Repeated Courses and Grades

Grades achieved in repeated classes will replace the “F”, “S”, “W”, or “WF” calculation in the CGPA, but the grades will remain on the transcript for those courses where the “F”, “S”, “W”, or “WF” were earned. Grades of “F”, “S”, “W”, or “WF” are included in the maximum allowable time frame and incremental completion rate requirements in attempted hours.

Students may also retake a class in which they received a passing grade in order to improve their CGPA. However, if the student received a C or better in these classes the retake may not be eligible for financial aid, and the student should check with their financial aid advisor before retaking any course in which they have received a passing grade.

c) Remediation of Academic Deficiencies

It is strongly recommended that any student with “W”, “WF”, “S”, or “F” grades register for the same courses in the subsequent quarter to improve academic achievement.

d) Transfer Credits

Credits from transfer courses 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 attempted credits for a student with transfer credit are one and one-half times the number of credits required to complete for graduation.

Grades for credits transferred from any post-secondary institution will be recorded as “TR” and will not affect the student’s CGPA.

Students requesting transfer of credit from other schools to The Art Institutes International - Kansas City must present unofficial transcripts and course descriptions, if necessary, prior to matriculation. An official transcript must be received within 30 days after matriculation in the student’s first quarter, or those credits will be rescinded.

Grades from courses taken in a program at the same Art Institute, if applicable to a transfer program, will be recorded and will affect the student’s CGPA.

In cases in which a student has graduated from The Institute in one program of study, and then subsequently begins work in a different program of study, grades used in the CGPA of the previous program will not be applied to the student’s new program CGPA calculation.

GRIEVANCE PROCEDURES

GENERAL STUDENT COMPLAINT PROCEDURE

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

- 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.
- 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.

- The appropriate Art Institutes International - Kansas City staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Dean of Academic Affairs will be held within 10 school days of the date of the written complaint in an effort to resolve the issue.
- If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within 10 school days from the date the appeal is received.

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

Accrediting Council for Independent Colleges and Schools
750 First Street NE, Suite 980
Washington, DC 20002-4241

ARBITRATION

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

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

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

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

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institutes International - Kansas City will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500. per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this

Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

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

GENERAL INFORMATION

INDEPENDENT STUDY POLICY

Independent Studies are not normally granted, except in extenuating circumstances.

- The student must submit to their Academic Director or Dean of Academic Affairs in writing why they need to have an Independent Study.
- The student must have the written approval of Academic Director and Dean of Academic Affairs.
- The Instructor of Record must file the signed contract in the Registrar's Office prior to end of the "add/drop" date for the quarter, which includes:
 - A copy of the course syllabus
 - A completed copy of "INDEPENDENT STUDY – INDIVIDUAL EDUCATION PLAN" specifying the scope of work to be completed; outcomes to be achieved, and signatures of the Student, Instructor, and Academic Director. Grading outcomes will be based upon satisfactory achievement of the scope of project work and the qualitative level of the completed work.

TUTORING

Tutoring is available at no additional charge to students through The Art Institutes International – Kansas City. Request forms are available in the Library, Academic Directors' Offices, and Academic Affairs.

Each department offers extra help by request through the Academic Director. Various academic and professional workshops are conducted from time to time by the Academic Affairs Department to assist students in their learning experience. Students are encouraged to utilize all of the assistance available in the academic advisory system in order to achieve success in their program of study.

ATTENDANCE POLICIES AND PROCEDURES

The Art Institutes International – Kansas City must publish, maintain and enforce an attendance policy for all students in compliance with standards of accreditation and state regulations.

Developing and maintaining a good class attendance record is an important facet of each student's professional development. The Art Institutes International's attendance policy has been designed to reflect the demanding nature of the professional field. The attendance record is included in the student's permanent file.

Attendance Recording

A student's attendance record is considered a legal document and may be subject to subpoena. Therefore, all student attendance must be recorded as accurately as possible. The guiding rule used by The Art Institutes International – Kansas City is:

If a student has been cleared to attend class and is physically present in his/her scheduled class, he/she will be marked "P" for present (with appropriate minute indications as applicable). Likewise, if a student

has not been cleared to attend class or is otherwise not physically present in his/her scheduled class, he/she will be marked "A" for absent (with appropriate minute indications as applicable).

Daily Class Attendance

Students are expected to attend all classes as scheduled, to be on time and to remain in the class for its full duration. Students are either physically present in the class for which they are registered, for which they will be credited the time actually attended; or not physically present in the class for which they are registered, for which any time absent will be noted in the attendance record. Students must be physically present in the class for which they are registered to receive attendance credit for the class. There are no recognized make-up classes. There are no excused absences or "cuts". It is recognized that a student may be absent from class due to illness or a family emergency. However, except for serious medical problems, the student should have limited absenteeism.

"Two Week" Rule

A student who has been recorded or otherwise determined by The Art Institutes International – Kansas City to be absent (not in attendance – required or otherwise) for two (2) consecutive student-scheduled weeks during any quarter without notifying the Registrar's Office in writing, will automatically be withdrawn from his/her program of study.*

- *Student will receive a course coded of "W" or "WF" for each and every course for which the student was registered during that quarter, regardless of course portion or content completed at the time of withdrawal.*
- *A student who has been withdrawn from his/her program will not be allowed to return to The Art Institutes International – Kansas City during the withdrawn quarter.*
- **Program of study refers to all courses for which a student is registered in any given quarter.*
- *This policy applies to all courses in any combination and/or length (online, onground, audit, CPD, workshop or any other form or manner of course instruction) offered at The Art Institutes International – Kansas City.*

Deadline for Beginning Class Each Quarter

All students must begin class attendance for any quarter within the first three (3) school scheduled class days (or on the first student-scheduled class day if that day is after the third school-scheduled day). Students must have been marked present, for any quarter, in at least one of their scheduled courses, no later than the sixth (6th) school-scheduled class day. No student will be allowed to begin classes after the sixth (6th) school-scheduled class day unless otherwise approved, in writing, by the Registrar.

Absences are recorded from the first day of the quarter, irrespective of the reason for absence. If continuing or re-entry students adjust their schedule with the schedule adjustment period, they will be marked absent for any class they have missed as a result of the schedule change.

Likewise, should any newly-enrolled student begin or adjust classes within the schedule adjustment period, they will be marked absent for any class they may have missed due to their late enrollment or schedule adjustment. Attendance waivers will not be considered for such missed time.

Student Responsibility

The student is responsible for maintaining a personal record of attendance and monitoring his or her attendance record. An "attendance snapshot" is available upon request from the Registrar's office. Attendance counseling is available by the instructors, dean, academic department chairs, and academic advisors.

Definitions

Full Absence – A full day of absence is defined as being absent for the number of hours classes are scheduled each day for the program in which the student is enrolled.

Partial Absenteeism – A student who arrives late, or leaves class early, is charged in fifteen(15) minute increments of absenteeism. This absence accumulates toward a full day absences and the quarterly class attendance for the course.

(i.e., 1-15 minutes = 15 minutes absent; 16-30 minutes = 30 minutes absent, etc).

Class Attendance

Active participation in classroom activities is vital to a student's successful completion of each course. Therefore, the following conditions will apply to individual course attendance:

- *A student must be in attendance for at least a minimum of 28.25 hours for each 44 contact hour course in which they are enrolled for any quarter. A student must be in attendance for at least a minimum of 35 hours for each 55 contact hour culinary course for which they are enrolled for any quarter. A student must be in attendance for at least a minimum of 70 hours for each 110 contact hour culinary course for which they are enrolled for any quarter. A student must be in attendance for at least a minimum of 116 hours for each 181 contact restaurant hours.*
- *Full-day absences are recorded and noted.*
- *Partial-day absences (minutes) are accumulated and may result in one or more full-day absences.*
- *When a student misses enough full class meetings to violate the 60% attendance required of any course in any given quarter, an automatic "F" course code (grade) will be assigned for that course. When an excessive absenteeism violation occurs, The Art Institutes International – Kansas City maintains it is in the best interest of a student's professional development to enforce the Attendance Policy.*
- *Under mitigating circumstances, students may withdraw from individual courses after the schedule adjustment period, with the approval of the Academic Program Director and the Dean of Academic Affairs. The student must be in compliance with The Art Institutes International – Kansas City's Student Academic Progress Policy (SAPP) to be considered for a withdrawal. Once withdrawn from an individual course, a student may not be reinstated in that withdrawn course during the same quarter. A student who is withdrawn will be issued a "W" course code. A student who has been withdrawn after the Schedule Adjustment Week from individual courses will be charged, in full, for the course in question. Additionally, the student will be re-charged, in full, for the repeat of the course(s).*

Every course for which a student receives an "F", "W" or "WF" grade/code must be repeated and completed with a passing grade in order to graduate.

Tuition will be charged at the existing cost-per-credit rate for all repeated courses.

Perfect Attendance Awards

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

HOLD LIST

When a department within The Art Institutes International – Kansas City needs to see a student, a referral/hold list is sent to the classroom. Students are required to respond to the list:

- Convenience hold requests that the student visit the department indicated "on a break" or at their earliest convenience.

- An urgent hold indicates that a student is not allowed in class. If the student does not respond to the hold, the student will be barred from class until such a time that the urgent business is resolved.

TECHNOLOGY POLICY

RESPONSIBLE USE OF INFORMATION TECHNOLOGY AT ART INSTITUTE SCHOOLS

Technology facilities and equipment belong to The Art Institutes International - Kansas City and are for the express use of currently enrolled students, faculty, and staff of The Art Institutes International - Kansas City for class projects, assignments, and school-related purposes only. Any use of these technology resources for commercial purposes, personal financial gain, or entertainment is not permitted.

The Technology Department has a service desk to provide technology needs to The Art Institutes International - Kansas City students. The technical facilities and equipment at The Art Institutes International - Kansas City are a shared resource. Be considerate in using them. Refrain from monopolizing computers, tools and systems, overloading networks with excessive data, or wasting equipment time, connect time, disk space, printer paper, or other costly resources.

GENERAL GUIDELINES AND APPROPRIATE USE FOR ALL THE ART INSTITUTES INTERNATIONAL - KANSAS CITY FACILITIES AND EQUIPMENT

- In accordance with the guidelines of The Art Institutes, all users of The Art Institutes International - Kansas City facilities and equipment are expected to display a professional and respectful demeanor and keep all work areas and loaned equipment neat, clean, and in good working order.
- Food or drink is not permitted in the labs or studios.
- Students are responsible for any damage to or loss of equipment they use or check out. Any damaged or lost equipment must be replaced before The Art Institutes International - Kansas City will grant completion of a degree. Any defacing or abuse of equipment or facilities can result in revoking studio, lab, or media center privileges and possible expulsion.
- Any intentional misuse or abuse of facilities, equipment, users, or the work of others will not be tolerated. No one should ever deliberately degrade or disrupt system performance or interfere with the work of other students. All safety rules are to be obeyed. Equipment and tools are to be properly shut down, turned off, and returned when work is completed.
- Copying or otherwise plagiarizing the artwork, assignments, or projects of other students or professionals is forbidden. You may not use copyrighted material without the express written consent of the copyright holder. Most images and text from the Internet are not public domain. Users must not make or use illegal copies of copy written material, store copies on Art Institutes International - Kansas City systems, or transmit over Art Institute networks.
- Use of illegally acquired or pirated software in classrooms or on projects will not be tolerated. Any student found using or selling illegal passwords, backdoor keys, or pirated software on The Art Institutes International - Kansas City systems will lose their computer privileges, face termination and be prosecuted to the fullest extent of the law.
- The Art Institutes International - Kansas City students in the normal course of performing Art Institute activities are provided Internet and e-mail access. Use of electronic mail to harass, intimidate, or otherwise annoy another person or entity is strictly forbidden. All users should abide by acceptable use policies of the Internet or netiquette. Failure to do so could result in revoked computer access and disciplinary action.

- Pornography, obscenities, or other offensive material must not be created, transmitted, or viewed using The Art Institutes International - Kansas City facilities or equipment. Questionable material should be brought to the attention of the Instructor.

- The Art Institutes International - Kansas City considers any violation of the appropriate use guidelines contained herein to be a serious offense and reserves the right to copy and examine any files or information resident on school systems in its investigation. Inappropriate use of equipment and/or violation of these guidelines may result in disciplinary action as prescribed in the student and employee handbooks. Offenders also may be prosecuted under local laws including, but not limited to, the Privacy Protection Act of 1974, and the Computer Fraud Electronic Communications Privacy Act.

HOW DO I USE THE FACILITIES OR CHECK OUT EQUIPMENT?

- Any student wishing to use technology facilities or check out equipment must present an active Art Institutes International - Kansas City ID card. Driver licenses are not an acceptable form of identification and cannot be used. Students without their The Art Institutes International - Kansas City ID will not be granted use of the facilities or equipment. For in-school use, the ID card will be kept at the service counter as a “sign in” until equipment is returned or lab use has been completed. For overnight checkout, the ID card must be presented and verified. The appropriate overnight checkout sheets must be signed and completed.

- Some equipment and facilities require advance reservation. Computer lab, photographic, video, and audio-related reservations are made at the Media Services (The Cage) window. Phone reservations are not accepted.

- Students must be enrolled in a related course and be qualified to use equipment and tools. The instructors or staff has the right to grant or deny access to certain tools.

- Some equipment and facilities require “certification” with signed faculty or Technology Department approval that the student understands important safety and operational procedures, has attended a hands-on demonstration on the equipment, and passed basic competencies. For questions regarding specific certifications, see your instructor.

- Scheduled open lab and studio times are posted each quarter at the Media Services Center (The Cage) and are subject to change.

- Technology areas are not available for use between the end of the quarter and the beginning of the next quarter with the exception of scheduled workshops.

WHEN IS THERE OPEN LAB OR STUDIO TIME?

- When a class is not scheduled in a lab or studio, it can become available or “open” for use by students as determined by the Technology Department. Open labs have a definitive starting and ending time. When the allotted time is over, students must leave the room.

- Scheduled classes are given first priority in using the facility. When a scheduled class begins, the open time is closed and all students must give up the equipment and leave the room. Students should limit the time used on equipment to the completion of necessary tasks. Please plan projects accordingly.

- During a scheduled class, there may be a few seats open and not in use. At the instructor’s discretion and with his/her permission, other students can use available seats for open lab. If an exam is being taken or reviewed, the instructor may close the open. If a student disrupts the class or other users in any way, the instructor may remove the student or student in question.

WHAT HAPPENS IF I HAVE A TECHNICAL PROBLEM?

- Report any technical problems to an instructor, or Dean of Academic Affairs. Unless authorized, no one is to tamper, change or disconnect cabling, settings, hardware, or software configurations at any time.

- At no time is anyone to install or download software, drivers or updates. Only the Technology Department, may alter the hardware or software configurations of any facility or equipment.
- The Art Institutes International - Kansas City Technology Staff have the responsibility for maintaining equipment, providing access, enforcing lab policies and procedures, and providing general assistance.
- Regular system maintenance is performed at night and on weekends. Major system maintenance is normally performed over scheduled school breaks. On occasion, the Technology Department may close a lab or studio for repair.

COMPUTER LAB REQUESTS

HOW DO I LOG ON?

- You will receive your log on instructions during orientation from the registrar. The log on to the computers are the same as your username and password used for your OLS/Student Portal account. Loopholes in computer systems or knowledge of an illegal or special password should not be used to alter computers, systems, obtain extra resources, or take resources from another person. If a loophole is found in the security of any computer or system at The Art Institutes International - Kansas City it should be reported to the Technology Department.

HOW DO I STORE MY WORK?

- Students are responsible for backing up their own computer work. Removable media such as zip disks and CD-ROMs offer quick access and large storage. Blank media is available for purchase at the supply store or media vending machine. Student work should not be stored on the local classroom computer hard drive unless requested by the instructor.
- Anything left on the desktop is subject to being deleted and anything left in any folder on the desktop should be thought of as temporary space that is removed by the Technology Department after the end of the quarter and subject to deletion at any time. Accounts of students will be removed when a student becomes inactive. Student accounts are NOT backed up. No student should ever tamper with the virtual folder of another student.

HOW DO I PRINT OR RENDER MY WORK?

- Proofs and finished pieces can be printed on laser printers. These printers are not to be used for making large quantities. If you need to make copies of your work, a photocopier is located in the Learning Resource Center on the 1st floor. Large format and high quality color prints can be made in the Print Center for a nominal fee.
- Some color output will incur a fee for printing. See the Technology Department for costs and/or obtain printing tickets. A ticket must be included with the completed "Printing Request Form."
- To submit a file to be printed an authorized "Request Form" must be completed. Incomplete forms will not be processed. The Technology Department is not responsible for printing errors caused by incorrect "Request Forms", missing or bad files, or unorganized work.
- Students must present their active Art Institutes International - Kansas City ID to pick up completed projects from the Service Bureau. The Service Bureau will not release work to other students.
- The Art Institutes International - Kansas City and the Technology Department are not responsible for the quality of work or output from its facilities.

MEDIA CENTER REQUESTS (CAGE)

HOW DO I RESERVE AND CHECK OUT EQUIPMENT?

- Scheduled classes take priority and have the first opportunity to use equipment, studios, and lab space. Students who do not have a scheduled class can sign out equipment one hour after class starts.

- Equipment sign out requires 24 hour advanced reservation at the Media Center/Cage and must be approved by the Technology Department employee. If equipment is not listed on the “Over Night Sheet” then it cannot be checked out. Loaned equipment must be returned the next weekday by 8:00 am unless other arrangements have been made with the Technology Department. Weekend checkouts are available. See the Media Center/Cage for sign-out times and policies. A late return can result in suspension from equipment sign outs.

- Equipment checked out from any technology area at The Art Institutes International - Kansas City is the responsibility of the student who signed the check out sheet.

- Return equipment at the Media Center/Cage in the same good condition as it was given. I.e., wrap all extension cords, fold dark cloths, zero cameras, and tighten knobs and levers. Students are advised to check all equipment with a tech staff member before signing it out under their care.

- No equipment will be signed out 30 minutes before the cage closes.

- Audio and video studios and lab time may be signed out in 2 or 4-hour blocks and must be pre-approved by the appropriate instructor. Each student is limited to 4 hours per week, pending demand. This time may be adjusted during the quarter. Prerequisites vary, speak with your instructor.

IS THERE A PENALTY FOR RETURNING EQUIPMENT LATE?

- If a student fails to return equipment on time, the student is called by telephone.

- If equipment is one day late, the student is issued a “Late Notice” that is placed in the roster by the Technology Department. A two-week suspension is given from reserving equipment.

- If equipment is two days late, an “Urgent Hold Notice” is placed in the roster preventing the student from entering class before they have met with a member of the Technology Department. A three week suspension from sign out privileges will result.

- If equipment is not returned by the third day, a “Replacement Cost Notification” is sent to the Accounting Department. A letter stating what has not returned and its replacement value is sent to the student’s permanent address. Equipment loan privileges can be revoked for the remainder of the quarter.

THERE MAY BE FEES FOR LATE EQUIPMENT RETURNS

- Lost, stolen or damaged equipment: Repair and/or replacement are at the discretion of the Technology Department and reserve the right to specify what constitutes equal value and fair replacement. Financial obligations for the repair or replacement of equipment must be resolved before The Art Institutes International - Kansas City will grant your degree. Intentional damage to equipment or systems is grounds for school expulsion pending outcomes of a hearing before the Student Conduct Board.