

2009-2010

STUDENT HANDBOOK

THE ART INSTITUTE OF CALIFORNIA – HOLLYWOOD

THE ART INSTITUTE OF CALIFORNIA – LOS ANGELES

THE ART INSTITUTE OF CALIFORNIA – ORANGE COUNTY

THE ART INSTITUTE OF CALIFORNIA – SACRAMENTO

THE ART INSTITUTE OF CALIFORNIA – SAN FRANCISCO

THE ART INSTITUTE OF CALIFORNIA – SUNNYVALE

QUARTERS	START	END
SUMMER 2009	MONDAY 7/13/09	SATURDAY 9/26/09
FALL 2009	MONDAY 10/5/09	SATURDAY 12/19/09
WINTER 2010	MONDAY 1/11/10	SATURDAY 3/27/10
SPRING 2010	MONDAY 4/5/10	SATURDAY 6/19/10
SUMMER 2010	MONDAY 7/12/10	SATURDAY 9/25/10

Law Dept. reviewed 7/9/09

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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



©2009 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

STUDENT HANDBOOK NOTICE REGARDING POLICIES

As referenced herein, The Art Institute of California – Hollywood, The Art Institute of California – Los Angeles, The Art Institute of California – Orange County, The Art Institute of California – Sacramento, The Art Institute of California – San Francisco, and The Art Institute of California – Sunnyvale are collectively referred to as “The Art Institutes.”

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

TABLE OF CONTENTS

Academic Policies and Procedures	134	Procedure for Appealing Academic Termination	141
Class Schedule.....	134	Procedure for Reentry After Academic Termination	141
Class Session Hours	134	Attendance Policies and Procedures.....	141
Homework	134	Attendance Policy	141
Academic Dishonesty.....	134	Attendance Recording.....	141
Academic Grading System	134	Attendance Withdrawal.....	142
Letter Codes	135	Attendance Appeal	142
Academic Grading Policies.....	135	Tuition Rate Policy for Withdrawn Students	142
In Progress (IP)	135	Transfer of Credit to Other Institutions.....	142
Not Satisfactory (NS).....	135	Graduate Employment Information.....	142
Advanced Course Credit (TR or P).....	135	Retention of Records.....	142
Satisfactory (S).....	135	Refund Policy	143
Withdrawal (W).....	135	Refund Policy Prior to Matriculation	143
Withdrawal Failing (WF)	135	Refund Policy After Matriculation.....	143
Repeating Courses.....	135	Adjustment of Charges.....	143
Schedule Adjustment Period	135	California Refund Policy - All Students	144
Official Schedules.....	136	California Policy - Withdrawal Refund Example	144
Official Transcripts	136	Student Withdrawal	144
Change of Grade	136	Cancellation of Start Date.....	144
Withdrawal From School	136	School Policies and Procedures	144
Readmissions	136	Animals.....	144
Transfers	136	Appropriate Attire.....	144
Change of Major	136	Bicycles and Other Vehicles	145
Academic Performance Measurements	137	Children	145
Grade Point Computation	137	Property Rights.....	145
Quarterly Grade Point Average (QGPA).....	137	Smoking Policy.....	145
Cumulative Grade Point Average (CGPA).....	137	Student Conduct Policy	145
Definition of Quarter Credits	137	Section I. Guiding Principles.....	145
Student Status	137	Section II. Scope	145
Online Policy.....	137	Section III. Reach	145
Requirements for Participation in Online Courses.....	138	Section IV. Responsibilities of Dual Membership ...	145
Registration for Online Courses	138	Section V. Disciplinary Offenses	146
Online Class Schedules	138	Section VI. Sanctions	148
Online Add/Drop Policy.....	138	Section VII. Disciplinary Procedures	149
Online Orientation.....	138	Section VIII. Appeal Procedures.....	150
Online Faculty.....	139	Family Educational Rights & Privacy Act [FERPA]	151
Student Services for Students Taking Online Courses.....	139	I. Procedure to Inspect Education Records	151
Online Course Textbooks	139	II. Disclosure of Educational Records.....	152
Online Equipment.....	139	III. Record of Requests for Disclosure.....	152
Graduation Awards	139	IV. Directory Information	153
Criteria for Honor Designation	139	V. Correction of Educational Records.....	153
Quarter GPA Honor Designation	139	VI. Student Right to File Complaint	154
Honor Designation at Graduation	139	Student Right to Know Act.....	154
Requirements for Graduation	139	Drug Policy	154
Eligibility for Graduation.....	139	Drug-Free Workplace and Campus Policy	154
Satisfactory Academic Progress Policy	140	Effects of Drugs and Alcohol	154
Maximum Allowable Time Frame	140	Health Risks Associated with the Use of Alcohol	154
Satisfactory Academic Progress Policy Milestones and Evaluation Points.....	140	Health Risks Associated with the Use of Drugs.....	155
Extended Enrollment Status	141	Sanctions.....	156
Denial of Graduation with a Degree	141		

State and Federal Sanctions	156	Student Financial Assistance Review	
Convictions for Drug-Related Offenses	156	Committee.....	168
Danger Signals Indicating a Drug or Alcohol		Federal Student Financial Aid.....	169
Problem.....	156	Financial Aid Programs.....	169
Counseling.....	156	Federal Pell Grant	169
California Area Resources.....	156	Federal Supplemental Educational	
Suicide.....	157	Opportunity Grants.....	169
The Problem of Suicide	157	Federal Subsidized Stafford Loan	169
Symptoms.....	157	Federal Unsubsidized Stafford Loan	169
How to Help a Friend.....	157	Parent Loan for Undergraduate Students	
Resources	158	(PLUS).....	169
No Harassment Policy	159	Federal Perkins Loan	169
Definition of Sexual Harassment	159	Federal Work-Study.....	170
Other Forms of Harassment.....	159	California State Grant (Cal Grant)	170
Complaint Procedure.....	159	Student Tuition Recovery Fund	170
Anti-Hazing Policy	159	Addendum: The Art Institute of California -	
Non Discrimination Policy.....	160	Hollywood.....	171
Student Grievance Procedure for Internal		Accrediting Body.....	171
Complaints of Discrimination		Administration.....	171
and Harassment.....	160	Campus Crime and Security Act Report.....	171
Other Academic Policies and Procedures	160	Identification Cards.....	171
General Student Complaint Procedure.....	160	School Closing Announcements.....	172
Arbitration	161	Student Lounge	172
Exhibition of Student Work	162	Lost and Found.....	172
Storage of Student Artwork.....	162	Community Resources	172
Student Messages.....	162	Addendum: The Art Institute of California -	
Services Available to Students	163	Los Angeles.....	176
Student Affairs	163	Accrediting Body.....	176
Counseling Services.....	163	Administration.....	176
School-Sponsored Student Housing	163	Academic Department Chairs.....	176
International Student Advising	163	Building & Lab Hours.....	176
Disability Services	163	Campus Crime and Security Act Report.....	177
Health Services	164	Identification Cards.....	177
Student Clubs and Activities.....	164	Parking	177
Academic Advising Services.....	164	School Closing Announcements.....	177
Career Services.....	164	Student Lounge	177
Campus Facilities	165	Community Resources	178
Computer Labs.....	165	Art Supplies	178
Policy for Acceptable Use of Computers and		Banking Services.....	178
Network Resources.....	165	Housing	178
Who May Use the Computer Labs	165	Libraries	178
Computer Lab Rules.....	165	Physical and Mental Health Care Resources.....	179
Policy on Open Computers in the Classroom	166	Addendum: The Art Institute of California -	
Campus Security	166	Orange County.....	181
Reporting Crimes and Emergencies.....	167	Accrediting Body.....	181
Safety Procedures.....	167	Administration.....	181
Security and Access to Campus Facility.....	167	Academic Department Chairs.....	181
Crime Statistics.....	167	Building & Lab Hours.....	181
Library.....	167	AI Emergency Alert Notification System	182
Supply Store.....	168	Campus Crime and Security Act Report.....	182
Student Financial Planning Services.....	168	Identification Cards.....	183
Scholarships.....	168	Lost and Found.....	183
Student Financial Assistance.....	168	Parking	183
Suspension and Reinstatement of Financial		School Closing Announcements.....	183
Assistance: All Programs	168	Student Lounge	183
Financial Assistance Appeal.....	168	Student Support Services.....	183

Student Assistance Program	184
Community Resources	184
Art Supplies	184
Banking Services	184
Legal Services	184
Libraries	184
Physical and Mental Health Care Resources	185
Police	186
Printing & Photocopy Services	187
Shelters	188
Transportation	188
Addendum: The Art Institute of California - Sacramento	189
Accrediting Body	189
Administration	189
Building/Lab Hours	189
Administrative Staff	189
Academic Directors	189
Financial Aid	189
Library	189
Student Accounts	189
Supply Store	189
Technology	189
Campus Crime and Security Act Report	190
Identification Cards	190
Alertfind Emergency Notification	190
Lost and Found	190
Student Support Services	190
Student Assistance Program	191
Community Resources	191
Airport	191
Art Supplies	191
Department of Motor Vehicles	191
Downtown Sacramento	191
Cooking Supplies	191
Technology Supplies	191
Office Supply and Fax/Copy	191
Libraries	191
Police	191
Post Offices	192
Transportation	192
Wellness Resources	192
Counseling Services & Referrals	192
Health Services	192
Hospitals & Medical Facilities	192
Housing & Referrals	194
Credit Counseling	194
Child Care	194
Banking Services	194
Shelters	194
Totally Truxel	194

Addendum: The Art Institute of California - San Francisco	195
Accrediting Body	195
Administration	195
Academic Department Chairs	195
Policy on Open Labs & Classrooms	196
Campus Crime and Security Act Report	196
Alertfind Emergency Notification System	197
Safety/Security Services	197
Identification Cards/Badges	197
Parking	197
School Closing Announcements	197
Student Lounges	198
Student Exhibition Policy	198
Policy on Scholastic Dishonesty	199
Visitors on School Property	200
Alumni Services and Benefits	200
Community Resources on or Near Campus	200
Addendum: The Art Institute of California - Sunnyvale	204
Accrediting Body	204
Administration	204
Building & Lab Hours	204
Bookstore Hours	204
Campus Crime and Security Act Report	204
Food and Beverages	205
Identification Cards	205
Lost and Found	205
Mail Service	205
Parking	205
School Closing Announcements	205
Student Lounge	205
Student Support Services	206
Student Assistance Program	206
Community Resources	206
Art Supplies	206
Cooking Supplies	206
Technology Supplies	206
Office Supply and Fax/Copy	207
Libraries	207
Police	207
Post Offices	207
Transportation	207
Wellness Resources	208
Counseling Services and Referrals	208
Health Services (Low Cost Clinics)	208
Hospitals	208
Legal Services	208
Housing & Referrals	208
Child Care	208

ACADEMIC POLICIES AND PROCEDURES

CLASS SCHEDULE

Classes are in session six (6) days a week, Monday through Saturday. Each student is scheduled by The Art Institutes to meet his/her total weekly hour requirement through a combination of morning, afternoon, and evening classes. The weekly hour requirement is scheduled to be completed in a minimum of three (3) days and a maximum of six (6) days during each week. Classes are assigned and generally announced to the student in advance of each quarterly start date. The Art Institutes will not require an evening student to attend during the day. Days of attendance will vary for students according to their program of study and may change from quarter to quarter. Some classes may be scheduled on Saturdays.

The average length of instruction is 20 hours per week for a student taking a full load (16 credits) except for Culinary Arts students. Culinary Arts students will attend an average of 22 hours per week. A student must take a minimum of 12 credits in order to be considered a full-time student.

CLASS SESSION HOURS

Classes may be scheduled to begin at 7:00 a.m. and end at 11:00 p.m., Monday through Saturday.

The Art Institutes reserve the right to modify the school calendar, curriculum, and class schedules as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. From time to time instructional activities may occur at an off-campus location appropriate for the particular activity. Days of attendance will vary for students according to their program of study, and may change from quarter to quarter.

HOMEWORK

In addition to regular attendance at scheduled classes, each student will be required to devote additional time each week outside the classroom to study and work on assigned projects.

ACADEMIC DISHONESTY

Students are expected to maintain the highest standards of academic honesty while pursuing their studies at The Art Institutes. Academic dishonesty includes but is not limited to: plagiarism and cheating; misuse of academic resources or facilities; and misuse of computer software, data, equipment or networks.

Plagiarism is the use (copying) of another person's ideas, words, visual images, or audio samples, presented in a manner that makes the work appear to be the student's original creation. All work that is not the student's original creation, or any idea of fact that is not "common knowledge," must be documented properly to avoid even accidental infractions of the conduct code.

Cheating is to gain unfair advantage on a grade by deception, fraud, or breaking the rules set forth by the instructor of the class. Cheating may include but is not limited to: copying the work of others; using notes or other materials when unauthorized; communicating to others during an exam; and any other unfair advantage as determined by the instructor.

Additional information is located within the Student Conduct section of this handbook.

ACADEMIC GRADING SYSTEM

The grading system incorporates letter grades and codes that have the following numeric equivalences and definitions:

Letter Grade		Equivalent Grade Points
A	=	4.0
A-	=	3.7
B+	=	3.4
B	=	3.0
B-	=	2.7
C+	=	2.4
C	=	2.0
C-	=	1.7
D+	=	1.4
D	=	1.0
F	=	0.0

LETTER CODES

IP	=	In Progress
NS	=	Not Satisfactory
P	=	Proficiency credit by exam or portfolio
S	=	Satisfactory
TR	=	External Transfer credit
W	=	Withdraw from course
WF	=	Withdraw Failing from course

In addition to the codes listed above, campuses may use additional codes as well. Please see your campuses specific Academic Catalog for a full list of the letter codes used.

ACADEMIC GRADING POLICIES

IN PROGRESS (IP)

Indicates work is in progress but assignment of a final grade is pending completion of coursework. It is not included in any calculations.

NOT SATISFACTORY (NS)

Indicates course completed unsatisfactorily. It is not included in any calculations.

ADVANCED COURSE CREDIT (TR OR P)

Course credit transferred from another accredited postsecondary institution is assigned a "TR" code. Those campuses that award proficiency credit, award credit on the basis of an examination or portfolio review. These courses are assigned a "P" code. Such credit is applied to the total credits required for graduation but has no grade point value and is not computed in the grade point average.

SATISFACTORY (S)

Indicates course completed satisfactorily. It is not included in any calculations.

WITHDRAWAL (W)

A student who withdraws from a course or from the program after the schedule adjustment period and before week 10 of the quarter will be assigned a "W" code for each course. The "W" code is not used in the computation of the student's grade point average. There are no tuition refunds for course withdrawals after the end of the schedule adjustment period. If students withdraw from the program, they should refer to the refund policy. For online course withdrawals see "Online Add/Drop Policy."

WITHDRAWAL FAILING (WF)

A student who withdraws from a course or from the program during weeks 10 and 11 will be assigned a "WF" code for each course. The "WF" code is used in the computation of the grade point average. There are no tuition refunds for course withdrawals after the end of the add/drop period. If you are withdrawing from the program, see the refund policy. For online course withdrawals see "Online Add/Drop Policy."

REPEATING COURSES

Every required course for which a student received an "F," "W," or "WF" grade/code must be repeated and/or completed with a passing grade, prior to the final quarter of study. It is strongly recommended that any student with W, F, or WF grades register for the same courses in the subsequent quarter to improve academic achievement. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade (not the original grade) will be computed in the grade point average. Tuition is charged for repeated courses.

SCHEDULE ADJUSTMENT PERIOD

The Schedule Adjustment period begins on Monday of week one and concludes at the end of the first class day of week two. During this time students may add or drop courses, or change sections. Tuition will be charged based on registered credits at the end of this period. Students will be responsible for all charges regardless of attendance. Students who fail to attend any classes or notify the Academic Affairs Department during the Schedule Adjustment period will be withdrawn from school.

OFFICIAL SCHEDULES

Official class schedules will be available to students no later than the Friday prior to the quarter class start. If a student is placed on "hold" by an administrative office, the student will not be issued an official schedule until the hold is cleared. Official schedules will only be released to students who present a valid Student Identification Badge issued by The Art Institutes. An official schedule is required in order for the student to attend class and is subject to change.

OFFICIAL TRANSCRIPTS

Official transcripts are available to students through the Registrar's Office for a nominal fee per transcript. All requests for transcripts must be submitted in writing, must be signed, and dated. Requests must be made by students in good academic and disciplinary standing with The Art Institutes, require approval by Accounting Office, and may require seven to ten (7-10) days to process.

CHANGE OF GRADE

When a final grade has been established and recorded in the student's record, the grade may not be changed without approval of the faculty member, Academic Department Director, and the Dean of Academic Affairs. Students who feel that they have received an erroneous grade may appeal that grade to their instructor. If the student and the instructor do not reach a resolution in the matter, the Academic Director, after consultation with the instructor and student, will make a final determination. A request for a change of grade will only be accepted by the Registrar's Office through the end of the Schedule Adjustment period of the following quarter.

WITHDRAWAL FROM SCHOOL

Students who are not registered for any courses by the end of the Schedule Adjustment period will be withdrawn from school. Students who voluntarily withdraw from school must complete the required status change form, obtaining all required signatures, and return it to the Registrar's Office. Students who withdraw from school are subject to a tuition increase upon reenrollment.

READMISSIONS

Any student who has withdrawn from The Art Institutes for any period must go through the formal reentry process. Each student's status must be reviewed before consideration for reentry. For details, please see the Readmissions Advisor in the Admissions Office.

TRANSFERS

A student must be in satisfactory academic and conduct standing to be allowed the opportunity of transferring from one Art Institute school to another.

CHANGE OF MAJOR

Students will be allowed only one change of major. Changing from a day program to an evening program of the same major is not considered a change of major. Changing from an associate's program to a bachelor's program for the same major is not considered a change of major. Courses taken in one major applicable to the second major shall be transferred with the grade. If students have taken a course more than once, all grades relevant to that course shall apply to the second major. Grades earned in the original major shall count toward the cumulative grade point average. For ICR purposes, only those courses transferred will apply to the new major. The maximum allowable time frame shall be calculated as the total number of credits in the program minus the number of credits applied to the new major X 150%. Example: if a student transfers 36 credits to a new major consisting of 180 credits, the calculation would be $180 - 36 = 144 \times 150\% = 216$ credits. Second example: if a student earned 36 credits in the original major that are applicable to the new major, but transfers 48 credits due to repeating failed classes, then the maximum allowable time frame is reduced to 198 credits.

ACADEMIC PERFORMANCE MEASUREMENTS

Student academic performance is recorded, reported, and monitored by the Registrar each quarter, according to the following:

GRADE POINT COMPUTATION

The grade point value for an individual course is determined using the equivalent grade points listed above. The total grade points for an individual course are determined by multiplying the letter grade equivalent grade point times the credit hours for the course.

QUARTERLY GRADE POINT AVERAGE (QGPA)

The quarterly grade point average is computed by dividing the total grade points earned in the quarter by the total credits attempted in that quarter.

CUMULATIVE GRADE POINT AVERAGE (CGPA)

A cumulative grade point average (CGPA) is computed by dividing the total grade points earned for all courses attempted at an Art Institute school by total credit hours attempted. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is five or greater. It is rounded down to the nearest tenth if the last digit is less than five. Example: 1.95 = 2.0, Example: 1.94 = 1.9).

DEFINITION OF QUARTER CREDITS

All coursework at the school is measured in quarter credits. One quarter credit is awarded for each 11 classroom contact hours of lecture, 22 classroom contact hours of laboratory instruction, or 33 contact hours of internship. One classroom contact hour is defined as 50 minutes in a 60-minute period. It is assumed that the student will devote appropriate time to preparation and study outside the classroom.

STUDENT STATUS

Based on credit hours, status is defined as follows:

- Full load: full-time course load schedule averages 12 credits for Diplomas, 16 credits for Associates and Bachelors degrees, and 15 credits for Masters.
- Full-time: enrolled in 12 credit hours or more in an academic quarter
- Three-quarter time: enrolled in 9-11 credit hours in an academic quarter
- Half-time: enrolled in 6-8 credit hours in an academic quarter
- Less than half time: enrolled in 1-5 credit hours in an academic quarter
- Academic year: 36 quarter credits (typically three Quarters in length)

ONLINE POLICY

The Art Institutes offer selected online courses through a consortium agreement with The Art Institute of Pittsburgh – Online Division (AiPOD). Online classes are 5 1/2 weeks in duration. They are delivered in an asynchronous electronic mode that means that students can work on the course anytime. Students are required to log in to the course four out of each seven days in the class week (each of the four log-ins during a separate 24-hour period). One day is defined as the 24-hour period beginning at 5:01 a.m. and ending at 5:00 a.m. (EST). Students are able to access assignments, lectures, study questions; participate in discussions and post assignments. Student participation in the course is required in addition to submitting formal assignments for the course. Online courses may use different textbooks and/or software than onground courses. As in traditional onground classes, students are expected to complete all work and submit assignments within the time periods given by the instructor as listed on the course syllabus.

The online courses have similar course and exit competencies as the onground versions of the same course. The online courses are specifically designed to take advantage of technology, make the learning environment more efficient, and maximize relevance to prior learning and experiences. The Art Institutes charges the same tuition for online courses as it charges for onground ones. A \$100 fee is charged in addition for each online lab to cover administrative and technical support for students.

REQUIREMENTS FOR PARTICIPATION IN ONLINE COURSES

Students must have computer hardware and software equivalent to the specifications indicated by AiPOD, as well as a reliable connection to the Internet. Specific technology requirements are listed by class in the AiPOD course catalog available at http://www.aionline.edu/programs/online_degree_coursecatalog/index.asp. Students are advised of resources available where they may purchase their own equipment through an outside vendor, made available through The Art Institutes. Students are not, however, required to purchase or lease any hardware or software through The Art Institutes. Online course codes are different from on-ground course codes. Students should ensure they have the correct course requirement by referring to the online course code located on the quarterly published list located in the Online information packet.

REGISTRATION FOR ONLINE COURSES

Prior to registration each quarter, The Art Institutes provide students with a list of courses to be offered online. Students register for online courses during the regular registration period for the academic quarter. Because AiPOD needs additional lead time to set-up the classes, registration for online courses will only occur during the normally scheduled registration period. Students wishing to register for online courses must do so through the Online Advocate. Students are required to sign a consortium agreement. While students will have an opportunity to withdraw from second session courses after they begin, they will not be allowed to add or drop an online session after the first week of the quarter which is the normal add/drop period of the schools.

ONLINE CLASS SCHEDULES

Online courses are offered in two sessions within the academic quarter calendar. The first session begins on the same day as the onground coursework begins and ends 5 1/2 weeks later. The second session begins the **following day** and runs for 5 1/2 weeks and ends on the same day as the onground coursework ends.

ONLINE ADD/DROP POLICY

The first seven academic days (including Saturday) of each quarter constitute the Add/Drop period. It is during this time, students may drop an online course without financial penalty. Students who drop all of their courses, either online or on ground will have their enrollment terminated and should refer to the Refund Policy for further information.

Once the Add/Drop period ends, a student may receive permission from their Academic Advisor or Academic Department Director to withdraw from an online course. Students choosing to withdraw from a first session online course must do so by the 5 p.m. Friday of week four of the quarter and will receive a "W" (withdrawal) grade for their course(s). Students who choose to withdraw from a second session online course by 5 p.m. on Friday of week nine will also receive a "W" (withdrawal) grade for their course(s). Students withdrawing from either session after these deadlines will receive a "WF" (withdraw failure) grade in their respective course(s). A "WF" grade is calculated into the CGPA as an "F" grade. Please note no refunds will be given for any online course withdrawals initiated after the designated Add/Drop period.

Students who choose to take only online courses during a particular quarter are considered "virtual" students. Virtual students who register for two online courses, one each session, are not permitted to withdraw from an individual course. Doing this would cause the student to no longer be in attendance. Therefore, virtual students who wish to withdraw must withdraw from both courses which will withdraw them from enrollment for the quarter. Students in this situation must apply for readmission into the college the subsequent quarter.

Students withdrawing from school before the end of their online course will either receive a "W" or "WF" grade based upon the same deadlines stated above. However, if a student withdraws after their first session online course ends, they will receive a final letter grade in that course.

ONLINE ORIENTATION

Students wishing to take an online course must complete an online orientation to familiarize themselves with the platform that will be used in the virtual classroom. There are exercises to be completed during the orientation. Students not completing the orientation prior to the quarterly deadline published in the Online information packet will not be allowed to participate in the online course. Students will have access to 24-hour software support via a toll-free number throughout the class to assist them should they have any problems. Students will also have access to email through The Art Institute of Pittsburgh - Online Division Website, www.aionline.edu, to address any questions or concerns that arise.

ONLINE FACULTY

Faculty who teach online courses possess the same subject matter credentials and experience as faculty who teach the same course onground. In addition, all faculty who teach online are required to successfully complete a six-week online training course. In many cases, faculty who teach online courses teach the same courses onground in The Art Institutes system.

STUDENT SERVICES FOR STUDENTS TAKING ONLINE COURSES

The Art Institutes provide a wide variety of support services to students in order to assist them in completing their educational programs and reaching their career goals. Every student is encouraged to take advantage of these support services. Advising and other student services are the same for all programs regardless of onground or online delivery. Student services are available onground at The Art Institutes for all students who reside locally or via email and telephone (at The Art Institutes toll-free phone number) for students who do not reside in the immediate area or do not wish to meet face-to-face. In addition, educational support is offered through AiPOD for many online courses. Students should speak to the online facilitator or the online advocate for additional information or educational support.

ONLINE COURSE TEXTBOOKS

Textbooks for online courses are listed in syllabi located at the AiPOD Web site, www.aionline.edu. Textbooks can be purchased online from the AiPOD textbook partner through the "Buy Supplies" link located on the campus homepage at www.aionline.edu/campus/. They provide a secure site and 48-hour delivery for most books. Credit cards are accepted for payment.

ONLINE EQUIPMENT

Students are provided with a technical specification list prior to registration for hardware and software that support the online courses. Students are advised of resources available where they may purchase their own equipment through an outside vendor made available through The Art Institutes. Students are not, however, required to purchase or lease any hardware or software through The Art Institutes. The listing of hardware and software requirements for courses is available through The Art Institute of Pittsburgh - Online Division Website at www.aionline.edu/campus/. Online course codes are different than on-ground course codes. To ensure you have the correct course requirements, please refer to the online course code located on the quarterly published list located in the online information packet.

GRADUATION AWARDS

Students from each major may be eligible to win awards recognizing outstanding portfolios or culinary skills or outstanding achievements.

CRITERIA FOR HONOR DESIGNATION

To promote academic excellence and to recognize exemplary academic achievement, students are recognized on a quarterly basis and upon graduation. Any student who enrolls for and completes 12 credits or more and meets the following criteria may receive the corresponding designation:

QUARTER GPA HONOR DESIGNATION

4.0	President's Honor Roll
3.7 – 3.99	Dean's Honor Roll
3.5 – 3.69	Honor Roll

HONOR DESIGNATION AT GRADUATION

Any student who achieves a CGPA of 3.5 or better is designated as an Honor Graduate. (Transitional studies classes are not considered when evaluating honor designations.)

REQUIREMENTS FOR GRADUATION

ELIGIBILITY FOR GRADUATION

To be qualified to graduate, an Art Institute student must:

- Receive a passing grade or credit for all required coursework.
- Earn the minimum required credits for the program.
- Achieve a minimum CGPA of not less than 2.0.
- Meet portfolio or other requirements as outlined by the student's degree program.
- Satisfy all financial obligations to The Art Institutes.

SATISFACTORY ACADEMIC PROGRESS POLICY

SATISFACTORY ACADEMIC PROGRESS POLICY (SAPP)

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

MAXIMUM ALLOWABLE TIME FRAME

To be awarded the designated degree of the academic program, the student must successfully complete all the program requirements within the maximum allowable time frame, which is 150% of the program length. The maximum allowable time frame is calculated, as a period of time during which a student attempts 1.5 times the number of credit hours required to complete the program.

For example,

- Students in a 90-credit program can attempt no more than 135 credits.
- Students in a 96-credit program can attempt no more than 144 credits.
- Students in a 105-credit program can attempt no more than 157 credits.
- Students in a 112-credit program can attempt no more than 168 credits.
- Students in a 135-credit program can attempt no more than 202 credits.
- Students in a 180-credit program can attempt no more than 270 credits.
- Students in a 192-credit program can attempt no more than 288 credits. Note: The trigger for the student's academic progress is evaluated at the end of each quarter.

SATISFACTORY ACADEMIC PROGRESS POLICY MILESTONES AND EVALUATION POINTS

	Evaluation Point	Milestones (CGPA and ICR)	Required Action
Diploma	End of First Quarter	less than 1.0 and/or 33.33%	Academic Probation
	End of Second Quarter	less than 1.0 and/or 33.33%	Dismissal
	End of Second Quarter	less than 1.5 and/or 50% greater than 1.0 and 33.33%	Academic Probation
	End of Fourth Quarter And every quarter thereafter	less than 2.0 and 66.67%	Dismissal
Associate, Bachelor	End of Second Quarter	less than 1.0 and/or 33.33%	Academic Probation
	End of Third Quarter	less than 1.0 and/or 33.33%	Dismissal
	End of Third Quarter	less than 1.5 and/or 50% greater than 1.0 and 33.33%	Academic Probation
	End of Sixth Quarter* and every other quarter thereafter	less than 2.0 and 66.67%	Dismissal
Master's	All Quarters	less than 3.0 and 66.67%	Dismissal

*If a student's CGPA falls below 2.0, but is at least 1.8 and/or the ICR is below 66.67% but at least 60%, the student may be placed on probation one time after he or she has moved beyond his or her sixth quarter. The student would then need to achieve the 2.0 and 66.67% milestones at the next evaluation point or be dismissed. Please note that a student may be terminated for academic reasons without previous academic action.

EXTENDED ENROLLMENT STATUS

While ACICS allows for an extended enrollment status, the Art Institutes will not be participating in this portion of the criteria.

DENIAL OF GRADUATION WITH A DEGREE

Any student failing to achieve a CGPA of 2.0 at the completion of all required program credits will not be allowed to graduate with a degree. ACICS allows for a student to be awarded a certificate of completion in this situation, however, the Art Institutes will not be participating in this portion of the criteria.

PROCEDURE FOR APPEALING ACADEMIC TERMINATION

Any student wishing to appeal an academic termination may do so in writing to the Dean of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the termination. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation on how the circumstances have been remedied or changed.

The Dean of Academic Affairs or a committee will review a student's appeal and will determine whether the student's circumstance(s) and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the Dean or the Committee. Mitigating circumstances are generally events that are outside the student's control and are unavoidable. A student who is granted an appeal may be reinstated and if otherwise eligible, receive financial aid; however, the student will be placed on probation for that quarter.

PROCEDURE FOR REENTRY AFTER ACADEMIC TERMINATION

Termination Reentry Process

A student terminated for violating the SAPP must appeal in writing to the Dean of Academic Affairs for reentry before the start of the quarter in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards of the SAPP must go through the same appeal process. The appeal procedure described in the preceding section applies. If the appeal is granted, the reentering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the SAPP to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements. A student is allowed one and only one reentry appeal after being academically terminated.

The Art Institute Student Reentry Process

Any student who has left the Institute for any time period must go through the formal reentry process and each student's academic status must be reviewed before they can be considered for reentry. For details, please refer to the school's procedure for readmission.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE POLICY

Developing and maintaining a good class attendance record is an important facet of each student's professional development. The attendance record is included in the student's permanent file.

A student is expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. Outside employment is not to be scheduled during class hours. The Art Institutes reserve the right to schedule or reschedule students and/or classes at any time necessary to accommodate classroom and facility usage needs. There are no excused absences. However, it is recognized that a student may be absent from class due to serious illness or family emergency. Documented absences of this nature will be considered prior to attendance suspension or termination.

ATTENDANCE RECORDING

All student attendance is recorded from the first (1st) day of the quarter. There are no excused absences. Should a student adjust his/her schedule within the Schedule Adjustment Period, he or she will be marked absent for any class missed.

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

- **Full Absence:** A full day of absence is defined as being absent for the total number of hours classes are scheduled each day for the program in which the student is enrolled. Absences are recorded from the first day of the quarter regardless of the reason for absence.
- **Partial Absence:** A student who arrives late or leaves class early is charged in 15-minute increments of absenteeism. This absence accumulates toward total absenteeism on a student's quarterly record.

ATTENDANCE WITHDRAWAL

Students who do not attend any classes for fourteen (14) consecutive calendar days and fail to notify the Academic Affairs Department, will be withdrawn from school. In addition, the student may be involuntarily withdrawn at the discretion of the Academic Director, and with the approval of the Dean of Academic Affairs, at any time.

ATTENDANCE APPEAL

If a student is withdrawn due to a violation of the Attendance Withdrawal Policy, the student must appeal in writing to the Dean of Academic Affairs to be reinstated for the same quarter in which the violation occurred. The written appeal must address the circumstances that caused the withdrawal policy to be invoked and how the circumstances have been remedied or changed so as to now allow the student to be successful in his/her education endeavors. The Dean of Academic Affairs and/or an Appeals Committee will review the student's appeal and determine if the student is to be re-instated or the appeal is to be denied. The student may be asked to appear in person during the review process when deemed necessary by the Dean or the Committee.

If the student does not appeal the attendance violation, he/she will be eligible to return in the next quarter as a reentry as long as he/she is in good academic standing.

TUITION RATE POLICY FOR WITHDRAWN STUDENTS

Students who leave school and are approved to return are required to sign a new enrollment agreement and are subject to the current tuition rate as printed on their new enrollment agreement.

Students who have been gone due to mitigating circumstances for one quarter or less may be eligible to maintain their previous tuition rate. Students must request their previous tuition rate in writing prior to their return to school. The request must be submitted to the Assistant Director of Readmissions.

TRANSFER OF CREDIT TO OTHER INSTITUTIONS

Transferability of credit is always determined by the receiving institution taking into account such factors as course content, grades, accreditation, and licensing. The mission of The Art Institutes is to help students to prepare for entry-level employment in students' chosen field of study. The value of programs like those offered by The Art Institutes is their deliberate focus on marketable skills. The credits earned are not intended as a steppingstone for transfer to another institution. For this reason, it is unlikely that the academic credits students earn at The Art Institutes will transfer to another school. For example, if a student enters as a freshman, he/she will likely be a freshman if he/she enters another college or university at some time in the future even though he/she earned credits at our school. In addition, if he/she earns a degree, diploma, or certificate in our program, in most cases it will probably not serve as a basis for obtaining a higher level degree at another college or university. This statement is provided in accordance with California Private Postsecondary and Vocational Education Reform Act §94816(b), January 1, 1998. Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if a student decides to transfer to another school within The Art Institutes system, not all of the credits you earned at The Art Institutes may be transferable into that school's program.

If a student considers transferring to either another Art Institute school or an unaffiliated school, it is the student's responsibility to determine whether that school will accept the Art Institutes' credits. We encourage students to make this determination as early as possible. The Art Institutes do not imply, promise, or guarantee transferability of its credits to any other institution.

GRADUATE EMPLOYMENT INFORMATION

The Art Institutes maintain graduate employment information. For specific employment data, contact the Director of Career Services.

RETENTION OF RECORDS

The time period that The Art Institutes maintain student records complies with federal, state, or local law or other legal requirements.

REFUND POLICY

REFUND POLICY PRIOR TO MATRICULATION

Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the starting date indicated on the Enrollment Agreement will be considered a student.

1. The Art Institutes will notify the applicant, in writing, of his/her acceptance/rejection. All monies paid by an applicant, less the nonrefundable application fee (if applicable), will be refunded if the applicant is not accepted for admission. The application fee is refunded for diploma students who are governed by the Maxine Waters Act.
2. All monies, less the nonrefundable application fee (if applicable) paid by the applicant, will be refunded if requested by applicant within five business days after signing the Enrollment Agreement and making an initial tuition payment. The application fee is refunded for diploma students who are governed by the Maxine Waters Act.
3. Associate's, bachelor's, and master's degree applicants requesting cancellation more than five business days after signing the Enrollment Agreement (and making an initial tuition payment), but prior to the first day of classes, will receive a refund of all monies paid, less a cancellation fee of \$100. Diploma students who make a cancellation request prior to the sixth day of classes will receive a 100% refund of all monies paid, with no cancellation fee applied. All tuition payments are refunded according to Title IV guidelines.
4. All tuition and fee monies paid by associate's, bachelor's, and master's applicants, less the non-refundable application fee (if applicable), will be refunded if the request is made within five business days after his/her first tour of the school and inspection of equipment or, if the request is made within three business days of the student's attendance at the regularly scheduled orientation program for his/her starting date, whichever is sooner. Diploma students will be refunded the application fee.

Refunds will be made within 14 calendar days after the applicant's request or within 30 calendar days after his/her first scheduled class day.

REFUND POLICY AFTER MATRICULATION

Associate's, bachelor's, or master's degree students who withdraw from their program after the first day of instruction or Diploma students who withdraw after their fifth day of instruction are entitled to only a partial refund. The refund policy is applied up to the 60 percent point of the quarter (period of attendance).

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60 percent of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60 percent, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60 percent of the quarter/semester, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned.

ADJUSTMENT OF CHARGES

In accordance with California State policy, the school will earn tuition and fees on a proportional basis, up to the 60 percent point of each quarter. After the 60 percent point of each quarter, the school will earn 100 percent of the charges for that quarter.

The school will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The school will then calculate how much of the charges can be retained based on the State of California policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there are additional federal funds to be returned, they will be given to the student, or, with the student's permission, to the federal loans in this order: Unsubsidized Stafford Loans, Subsidized Stafford Loans, Plus Loans, and Perkins Loans. If there is a credit balance remaining after federal funds are returned, it will be refunded in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loans, Plus Loans, Perkins Loans, other loans, students.

If kits, components of the kit, books, or supplies, are returned to the bookstore in resalable condition within 21 days of withdrawal, a credit or refund will be given. All refunds and return of funds will be made within 30 days of the date that the student notifies the school of the withdrawal. Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within 10 days of their last date of attendance of the term.

CALIFORNIA REFUND POLICY – ALL STUDENTS

If a student withdraws from the program after the first day of instruction, The Art Institutes may retain earned tuition and fees up to the 60 percent point in the quarter. This calculation is as follows: Tuition and fees for the quarter divided by the number of hours in the quarter equals the cost per hour. Number of hours that the student was scheduled to attend multiplied by the cost per hour equals the amount of tuition and fees that The Art Institutes can retain.

CALIFORNIA POLICY – WITHDRAWAL REFUND EXAMPLE

A student enrolls in a 112-quarter credit program. The quarter in which the student withdraws has a total of 220 hours of study. The tuition and fees charged for that quarter's hours of study are \$5,780 (not including equipment). The cost per hour is calculated by dividing the total tuition charge by the hours in the quarter of enrollment (charge period) = $\$5,780/220 = \26.27 per hour. From the date the student last attended or the institution determined the student's date of withdrawal according to its policy, the refund would be calculated as follows: 112 hours (number of class hours as of withdrawal date) X $26.27 = \$2,942.24$ (amount the Institute can retain). The refund would be calculated as follows: $\$5,780$ (amount student paid) - $\$2,942.24$ (amount Institute retains) = $\$2,837.76$ (refund). The student in this example is assumed to have paid cash and received no financial aid.

STUDENT WITHDRAWAL

A student may voluntarily withdraw from The Art Institutes by notifying the Office of the Registrar in writing or in person. The refund policies outlined above shall apply in the event that a student withdraws, is suspended, or is terminated from school. In the calculation of refunds, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. Student officially notifies The Art Institutes that he/she is withdrawing at that time. The notification date is the date of withdrawal.
2. Student officially notifies The Art Institutes that he/she is withdrawing at a later date. The later date is the last date of attendance and the notification date is the date of withdrawal.
3. Student does not notify The Art Institutes that he/she is withdrawing but stops attending. The date that The Art Institutes determines that the student is not attending the current term or is not returning for the next term is the date of withdrawal. This date will be within 21 days of the last date that the student attended, if a student stops attending during a term.
4. The Art Institutes terminates the student's enrollment in accordance with institutional policies. The termination date is the date of withdrawal. Refund is made within 30 calendar days from the date of withdrawal as described above.

CANCELLATION OF START DATE

Cancellation by The Art Institutes of a scheduled class start date for any program shall entitle a student to a cancellation of the Enrollment Agreement with a full refund of all monies paid, including application (if applicable) and administrative fees. However, the student can elect to accept instead a guaranteed reservation in the next scheduled class for that program.

SCHOOL POLICIES AND PROCEDURES

ANIMALS

The Art Institutes prohibit any animals on campus property. Registered service animals are an exception.

APPROPRIATE ATTIRE

Students are expected to dress in a manner appropriate for their chosen profession while attending The Art Institutes. When in doubt, students should refer to their Academic Department Director for guidelines for professional dress for their programs of study. If, in the opinion of any faculty or staff member of The Art Institutes, student attire is deemed to be inappropriate, the student will be asked to leave campus until the attire has been changed.

Headphones are not to be worn in labs or classrooms unless required. The use of cellular telephones, texting devices and pagers while in the classroom is strictly forbidden.

BICYCLES AND OTHER VEHICLES

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

CHILDREN

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

PROPERTY RIGHTS

The Art Institutes are 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. Students should also review their personal property/homeowners' policy to determine whether valuable equipment (such as cameras) would be covered in the event of theft or loss. Students should never leave purses, backpacks, or wallets unattended and should be sure to keep their valuable personal property with them at all times.

SMOKING POLICY

The Art Institutes provide a smoke-free environment. Smoking is not permitted anywhere inside the building nor is it permitted near any of the building entranceways. Smoking is permitted outside the building in designated areas only. For information on designated smoking areas, please see the Student Affairs department.

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES

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

SECTION II. SCOPE

This Student Conduct Policy applies to all students and student organizations at The Art Institutes.

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.), 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 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 or at college sponsored functions, except where possession is required by law. [For example, Florida has a law that prohibits employers from barring employees from storing lawfully registered firearms in their cars on employer property]

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, 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 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 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

Willfully providing college officials with false, misleading or incomplete information

- a) Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform
- 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

11. Abuse of The Art Institutes 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
- 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 may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS

The Art Institutes 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 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. 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 assignment, community 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 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 community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institutes policies.

1. The complaint shall be prepared in writing and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint 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 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 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 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 may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
 - a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institutes policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of violations that warrant Disciplinary Hearing or Panel

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 policies and procedures.

1. 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
2. The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institutes or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to The Art Institutes' 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.

3. Students should provide documentation to support the allegations of the appeal.
4. 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.
5. 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.
6. 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.
7. The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
8. Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
9. 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.

Updated 7/2008

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT [FERPA]

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

I. PROCEDURE TO INSPECT EDUCATION RECORDS

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

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

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

II. DISCLOSURE OF EDUCATIONAL RECORDS

The Art Institutes generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To The Art Institutes officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
 - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institutes has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s).)
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institutes will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. RECORD OF REQUESTS FOR DISCLOSURE

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

IV. DIRECTORY INFORMATION

The Art Institutes designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at The Art Institutes to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Dean of Academic Affairs or the Registrar. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. CORRECTION OF EDUCATIONAL RECORDS

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

1. A student must ask The Dean of Academic Affairs or the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institutes may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, The Art Institutes will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of The Art Institutes. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The Art Institutes will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, The Art Institutes decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, The Art Institutes decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institutes will:
 - (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
 - (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. STUDENT RIGHT TO FILE COMPLAINT

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

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

STUDENT RIGHT TO KNOW ACT

The Student Right to Know Act requires the annual distribution of the school's graduation/completion rate to all students. Information on graduation/completion rates for first-time full-time students is available through the Admissions Office. These rates are calculated according to guidelines in the "Student-Right-To-Know" Act.

DRUG POLICY

The Art Institute has a deep and continuing commitment to achieving an educational community free of substance abuse. We are concerned for the well-being of any individual who has a problem with alcohol or drug abuse, and we can offer assistance with counseling services by providing resources and referrals to community drug and alcohol treatment centers.

DRUG-FREE WORKPLACE AND CAMPUS POLICY

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

EFFECTS OF DRUGS AND ALCOHOL

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

This can lead to risk taking behavior in regards to sexual health, the incidents of unwanted or unprotected sex when one is under the influence of drugs or alcohol is significantly raised, and drugs can be the trigger for violent crime. Economic and legal problems usually result when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

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

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short Term Risks

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

Long-Term Risks

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

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

Amphetamines (Crystal Meth, Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Vicodin, Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine, Adderall, Ketamine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

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

STATE AND FEDERAL SANCTIONS

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both

After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

CONVICTIONS FOR DRUG-RELATED OFFENSES

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and Cal Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institutes need not, and ordinarily will not, defer their own actions and sanctions pending the outcome of any criminal proceeding.

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

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

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

COUNSELING

If you observe any of these changes in yourself or another student, you are encouraged to talk with a Counselor in the Student Affairs Office.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The Counselor can refer you to one that meets your needs.

A list of emergency and sliding-fee scale resources is available from the Counselor.

CALIFORNIA AREA RESOURCES

There are also organizations that may be contacted for help. The Alcoholism and Drug Abuse Hotline (1-800-252-6465) and the Cocaine Hotline (1-800-444-9999) are open 24 hours a day. The National Institute on Drug Abuse Hotline (1-800-662-4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

A list of emergency and sliding-fee scale resources is available from the counselor.

SUICIDE

THE PROBLEM OF SUICIDE

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

SYMPTOMS

Depression and thoughts of suicide can impact a person's life in many different ways. Not everyone experiences depression and suicidal tendencies in the same way. Some people may have behavioral changes, while others experience physical changes. Depression alone or in combination with aggressive behavior, substance abuse and/or anxiety is found in over half of all suicides. If depression is present, substance abuse, anxiety, impulsivity, rage, hopelessness and desperation may increase the risks of suicide.

Depression and suicide have many common warning signs including:

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

Specific signs of potential suicide include:

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

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

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

HOW TO HELP A FRIEND

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

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

RESOURCES

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

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

National Mental Health Association

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

National Institute of Mental Health

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

Copyrighted and published by the National Mental Health Association, no part of this document may be reproduced without written consent.

The National Mental Health Association (NMHA) 2001 N. Beauregard Street, 12th Floor, Alexandria, VA 22311; 1-800-969-6642 TTY: (800) 433-5959

www.nmha.org/index.cfm

Procedures Following Suicide Threats and Attempts

The Art Institutes 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 can be violations of The Art Institutes student code of conduct when they are disruptive to the school community, negatively impact the well being of others, or demonstrate a risk to self. In the event that The Art Institutes has reasonable cause to believe that a student attempted, will attempt, or has engaged in efforts to prepare to commit suicide, the School will generally require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student's safety and well-being.

The purpose of the mandated assessment is to gather information and recommendations about the student's condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. The School will ask the mental health professional to share information about what steps the School might take to protect the safety of the student and the school community at large. Students with psychological impairments 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 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 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.

NO HARASSMENT POLICY

The Art Institutes are 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, 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 suggestive objects or pictures. The Art Institutes prohibit 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 for Internal Complaints of harassment or discrimination. Promptly after learning of such alleged conduct, The Art Institutes 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 will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

ANTI-HAZING POLICY

Hazing involving The Art Institutes' 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. 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.

NON DISCRIMINATION POLICY

The Art Institutes do not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the non-discrimination policy: The Director of Human Resources.

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

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

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Director of Human Resources or for academic matters with the Dean of Academic Affairs. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. The Director of Human Resources or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Director of Human Resources or [the Dean of Academic Affairs may be appealed by petitioning the President's Office. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Director of Human Resources or the Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.
5. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

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>.

OTHER ACADEMIC POLICIES AND PROCEDURES

GENERAL STUDENT COMPLAINT PROCEDURE

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

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.

3. The appropriate Art Institutes' 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.
4. If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within 10 class days from the date the appeal is received.
5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:
 - Department of Consumer Affairs
1625 North Market Boulevard, Suite S-308,
Sacramento, CA 95834
 - Students attending The Art Institute of California – Hollywood, The Art Institute of California – Los Angeles, The Art Institute of California – Orange County, and The Art Institute of California – San Francisco, The Art Institute of California – Sacramento, and The Art Institute of California – Sunnysvale may also send a written copy of the complaint to:
Accrediting Council of Independent Colleges and Schools (ACICS)
750 First Street NE, Suite 980
Washington, DC 20002-4241
(202)336-6780

Please refer to the Arbitration Policy below for additional information regarding disputes or claims.

ARBITRATION

You and The Art Institutes agree that any dispute or claim between you and The Art Institutes (or any company affiliated with The Art Institutes, or any of its officers, directors, trustees, employees or agents) arising out of or relating to your enrollment agreement or, absent such agreement, your enrollment or attendance at The Art Institutes, 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' 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 intend to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institutes, 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 will select one.

The Art Institutes agree 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 reserve 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 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 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 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. 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.arbforum.com
800-474-2371.

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

EXHIBITION OF STUDENT WORK

Student artwork is a great benefit in teaching other students and in demonstrating the nature and value of the programs. Artwork is used by admissions representatives to show prospective students and counselors what Art Institutes' students have achieved. Student artwork is also a basic part of the catalog and other publications and exhibitions illustrating the programs at The Art Institutes. The Art Institutes reserve the right to make use of the artwork of its students for such purposes with student consent. The Art Institutes also reserve the right to select artwork that is appropriate to a given circumstance and may choose not to display work that might be viewed as objectionable by some audiences.

STORAGE OF STUDENT ARTWORK

The Art Institutes are not responsible for storing student's artwork after it has been reviewed or graded by an instructor. Each student is responsible for picking up all of their artwork projects from the classrooms before the end of each quarter. Classrooms will be cleaned during each break and all remaining artwork will be discarded. The Art Institutes will not be responsible for any artwork that is left in rooms. If you are not able to pick up your artwork, you are responsible for making special arrangements with your teacher.

STUDENT MESSAGES

The Art Institutes cannot act as a "message service" for students. Only in cases of genuine emergency (medical or childcare situations or death in the immediate family) will a message be taken for a student.

SERVICES AVAILABLE TO STUDENTS

STUDENT AFFAIRS

The Art Institutes provide a wide variety of support services to its students in order to help them complete their educational programs and reach their career goals. Every student is encouraged to take advantage of these support services. The mission of the Department of Student Affairs is to supplement The Art Institutes' educational processes and stated purposes by providing opportunities for student campus involvement, as well as services in the areas of Counseling Services, School-Sponsored Student Housing, International Student Advising, Disability Services, Health Services, Student Clubs and Organizations, and Activity Programming. The Department actively encourages the involvement of its students, faculty, and staff in activities that stimulate cultural awareness, creative expression, and both social and professional development. To fulfill its mission, the Department has established the following objectives:

- To provide appropriate school-sponsored housing and/or independent housing referral services which are convenient and suitable to the students' needs and conducive to their educational goals.
- 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 pertaining to their transition to life in the U.S.

COUNSELING SERVICES

The Art Institutes offer students resources for finding personal counseling support. Confidential short-term counseling may be available on-site or you may be referred to local health care professionals. Students experiencing school, job, or life related stress or issues are encouraged to call or drop by the Student Affairs Department for information or an appointment. On-site counseling services may be offered in either an individual or group format. Group discussions and workshops may also be provided on campus as needed on general topics of interest to students. Those students needing more long term or in-depth counseling are provided with referrals to appropriate local health care professionals. On-site counseling is not available at all schools.

SCHOOL-SPONSORED STUDENT HOUSING

The Art Institutes offer both School Sponsored Housing and Independent Housing referrals. The School Sponsored Housing program utilizes local apartment complex(s) in which students are assigned to single sex units with other students. Student Resident Assistants live on-site at the housing complex and provide assistance to the residents with peer counseling, conflict mediation, and activity planning. All utilities (except phone and internet, cable at some schools) and basic furnishings are included in the quarterly housing charge. Contact the Student Affairs office for more information.

Independent Housing referrals are also located in the Student Affairs Department and include information on vacancies within local private homes and referrals to internet and print resources. School-Sponsored Housing is not available at all schools.

INTERNATIONAL STUDENT ADVISING

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

DISABILITY SERVICES

The Art Institutes provide accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institutes.

The Art Institutes are 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 Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

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

HEALTH SERVICES

Student Accident and Sickness Insurance Program

The Art Institutes do not offer health care services to students. However, The Art Institutes are pleased to make an insurance plan covering accident and illness available to our students and their dependents. ALL students are urged to carry a primary private insurance policy that covers comprehensive health care. Information regarding the benefits and costs of The Art Institutes' Student Accident and Sickness Plan is available from the Student Affairs Department at the school.

It is a requirement that ALL international students who attend The Art Institutes have adequate accident and illness insurance. If your existing health insurance policy will not protect you while you live in the United States, you may wish to consider the policy offered to our students by USI Insurance. All international students must either purchase one of the insurance plans offered by USI OR complete a waiver form indicating that you have your own insurance which adequately covers you in the United States. The insurance coverage you elect is a decision to be made by you.

USI is wholly separate from The Art Institutes and The Art Institutes have no financial interest in their operations, nor do The Art Institutes make any representation as to the quality or adequacy of medical care or insurance coverage provided to any student during his or her enrollment at The Art Institutes.

STUDENT CLUBS AND ACTIVITIES

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

ACADEMIC ADVISING SERVICES

Academic advising is provided by academic advisors, faculty, Academic Department Directors and the Dean of Academic Affairs, depending on the school. Students seeking academic advising should see their Academic Director. Advising services are provided on an individual and small-group basis to help students deal with concerns or problems so that they may maximize their school experience.

Peer tutoring is available for those students who need it, on a first-come, first-serve basis. Students should speak to their instructor to request this service.

CAREER SERVICES

The Career Services departments of The Art Institutes assists current eligible students in locating and securing part-time, freelance work, and internships, and later assists eligible graduates in locating and securing full-time, field-related employment. While The Art Institutes provide Career Services, it does not guarantee employment or any particular level of compensation following graduation.

Graduate Employment Advisors

Advisors are available to assist current, eligible students in all phases of the career development and job search process. Aggressive efforts are made in developing and maintaining employer contacts through telemarketing, promotional material, employer visits, and recruiting events. A quarterly Graduate Portfolio Show and student employment Job Fair are events held to enhance student employability.

Student Employment Services

The Career Services staff is in contact with potential employers in order to secure part-time jobs for current students. After the student registers with the Student Employment Advisor, they are furnished leads for part-time employment and for field-related internships. The student is expected to follow up on all leads accepted and report progress to the Advisor. Job Fairs are held each quarter to bring employers who are looking to hire our students onto campus.

Alumni Services

As graduates progress in their careers, the Career Services Department remains available for assistance. Continued contact with alumni is important to The Art Institutes, and is maintained through periodic events, mailings, exhibitions, and newsletters. A relocation guide is available for alumni from other Art Institutes schools who are moving into the Los Angeles, Orange County, Sacramento, or San Francisco areas. A comprehensive Art Institutes alumni website is available at www.alumniconnections.com/artinstitutes.

CAMPUS FACILITIES

COMPUTER LABS

Students are encouraged to use the computer labs as much as possible while studying at The Art Institutes to increase their skills and proficiency. The technology team provides access to hardware and software and the administration of all technology resources through policy guidelines. The goal is to provide fair and efficient service to all students and faculty. Questions and concerns should be directed to the Director of Technology.

POLICY FOR ACCEPTABLE USE OF COMPUTERS AND NETWORK RESOURCES

The Art Institutes are committed to ensuring a working and learning environment in which members of The Art Institutes communities* have access to the technological tools needed to successfully achieve their academic and administrative objectives.

All members of The Art Institutes' communities are responsible for the integrity of those resources. The Art Institutes' resources are to be used in a manner consistent with the academic and administrative functions of The Art Institutes, including use for study, instruction, research, the discharge of The Art Institutes' business or other Art Institutes' sanctioned activities.

Federal, state and local laws govern the use of these resources as well as Art Institutes' guidelines, policies and procedures published in this document, and elsewhere. Any use of The Art Institutes' resources that is inconsistent with the intended purposes of applicable laws and school policies will be considered inappropriate use and may result in suspension or termination of access, expulsion, termination of employment or other disciplinary action.

* The Art Institutes' communities are defined as students, faculty, staff, designated vendors and authorized alumni of The Art Institutes and appropriate employees or designated agents of affiliated companies of The Art Institutes.

WHO MAY USE THE COMPUTER LABS

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

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

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

COMPUTER LAB RULES

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

1. Absolutely no food or drinks will be allowed in any of the computer labs at any time.
2. Loud or unruly behavior that disrupts other students in the lab will not be tolerated.
3. Students, faculty and staff may not install software of any kind onto any school computer.
4. Students, faculty and staff may not remove any computer device from an existing computer system and/or install any computer-related device to any school computer.
5. Attempting to copy software from any of the school computers is an illegal act that violates federal copyright laws and could result in legal repercussions as well as loss of lab privileges and/or expulsion from school.

6. Do not attempt to bypass the security arrangements in any computer lab.
7. Labs will not be kept open past posted closing times. Printers and scanners will be turned off 10 minutes prior to lab closing.
8. No modifications to the DOS, Windows or MAC environments will be allowed.
9. Student, faculty and staff work must be stored on personal disks (floppy, ZIP, CD-ROM, JAZ disks or portable hard drive). The schools are not responsible for the loss, theft, or any damage that may occur to personal storage devices. If loss or theft does occur see the Dean of Student Affairs and fill out an Incident Report.
10. Respect the privacy of others by refraining from seeking information on, obtaining copies of or modifying files, media or passwords belonging to others.
11. Respect the rights of others by complying with all school policies regarding harassment, hazing and/or discrimination. Do not engage in any behavior that violates any school policy or that would interfere with the proper use of school resources by others.
12. Respect the legal protection provided by copyright and licensing program, data and other sources of information by refraining from distributing or making copies of software without the permission of the copyright holder. Do not install illegally obtained software or any other unauthorized software on computers or networks.
13. Respect the intended usage of systems for electronic information exchange including the Internet. The user bears the responsibility for any material he or she chooses to access, send or display. Internet access provided by The Art Institutes may not be used in any way that contravenes school policies, federal, state, or local laws or statutes.
14. Respect the integrity of computer systems and networks by refraining from use of any programs, transactions, data or processes that infiltrate a system or damage or alter the software, data components or configurations of systems or networks.
15. Respect the need for system and network security by refraining from any actions to infiltrate or bypass security arrangements or gain unauthorized access to facilities, resources, systems or networks.
16. Use the computer and communications resources in a manner consistent with the ethical principles set forth by The Art Institutes and with accepted community standards.

Please note: The user is responsible for backing up his or her files on removable media.

POLICY ON OPEN COMPUTERS IN THE CLASSROOM

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

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

CAMPUS SECURITY

The Art Institutes are committed to the health and welfare of their students, faculty, staff, and guests. Crime awareness and campus security are matters for which everyone must take a personal responsibility. The Student Conduct and Housing Codes strictly prohibit the possession of weapons and the illegal use of alcohol, controlled substances, and drugs on the campus or in off-campus school-sponsored housing. The Art Institutes adheres to all state and federal laws. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action, including expulsion.

REPORTING CRIMES AND EMERGENCIES

Report criminal actions or other emergencies immediately. A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or other emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Be sure to describe the nature of the criminal activity, when it happened, where it happened, who was involved and whether there were any witnesses. It is the policy of The Art Institutes that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law. In an instance when the Dean of Student Affairs is not available, please contact another member of the Executive Committee or other members of The Art Institutes staff.

SAFETY PROCEDURES

In the event of an emergency (fire, earthquake, etc.) an alarm will sound or general announcement will be made notifying all students, faculty and staff of their need to leave the building, take cover, or await further instructions. Everyone should act in accordance the practices conducted during the regular drill procedures. It is mandatory that all persons observe the following procedures:

1. Stay calm. Stop work immediately. Do not pack up supplies or work in progress. If the alarm sounds do NOT assume it is a drill.
2. Follow directions from the nearest faculty, staff member or from the floor fire captain for; if evacuation is warranted exit building using stairwells only.
3. After exiting, head away from the immediate front of the building.
4. Do not re-enter the school until an "all-clear" indication is given.

SECURITY AND ACCESS TO CAMPUS FACILITY

It is the policy of The Art Institutes that access to all campus facilities is limited to authorized personnel, students and invited visitors. Visitors are at all times subject to the school policies and conduct codes. Responsibility for the lawful and appropriate behavior of visitors should be shared by their student or employee host. All visitors must sign in and out at the front reception desk.

CRIME STATISTICS

As part of The Art Institutes' commitment to safety and security and pursuant to the requirements of the Federal Crime Awareness and Campus Security Act of 1990, The Art Institutes provide information annually to all of its current and prospective employees and students that addresses, 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; advisement and other assistance available from The Art Institutes to any student who may be the victim of a crime; and statistics on selected crimes which The Art Institutes maintain pursuant to the Crime Awareness and Campus Security Act. A complete copy of the Campus Crime Report and Crime Statistics that were submitted to the Department of Education can be obtained in the Student Affairs Department. Details regarding the distribution of the Campus Crime Report are found later in this handbook under the school-specific information pages.

LIBRARY

The Art Institutes provide students, faculty and staff with access to information and services needed in a teaching and learning environment. Collection emphasis is on creative production in the degree areas as well as support for general education in the fine arts, communications, social sciences and humanities. Students will have access to a variety of computer information technologies they may use in the workplace, at home or in the Library.

The Library is an important academic resource for all students. The ever-growing collection supports the coursework students will do here at The Art Institutes. To activate a library card, students should bring their current school ID cards to the Library. Students interested in recommending items for purchase may contact the Director of Library Services or the Librarian. The Library offers computer access to its library catalog, to the Internet and for use with a color scanner.

SUPPLY STORE

The Art Institutes have Supply Stores on-site where students, faculty and staff have access to purchase some of the text books and supplies necessary for their academic programs. The Supply Store is a very specialized retail outlet and carries most of the art supplies needed by students, as recommended by the instructors and Academic Directors.

STUDENT FINANCIAL PLANNING SERVICES

The Art Institutes have a Student Financial Services Office where students and their families develop a financial plan to help ensure students' completion of their programs. Specialists from this department help students complete applications for grants and loans applicable to students' circumstances. Once a student's eligibility for financial assistance has been determined, the student and the financial planning specialist develop a plan for meeting educational expenses.

Students of The Art Institutes may apply for scholarships, grants, or loans to assist with college expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student's educational costs. Students do not repay scholarships or grants, but must meet specific requirements to receive them. Various loans are also available to assist students with educational costs. These loans must be repaid according to specific terms.

SCHOLARSHIPS

The Art Institutes offer various merit and competitive scholarships to high school seniors.

All scholarship winners must adhere to the scholarship rules established by The Art Institutes. Scholarship winners must apply to, and be accepted at, a location of The Art Institutes system of schools to validate the scholarship. Scholarships can be applied toward tuition only, unless otherwise noted. They do not cover books, supplies, or miscellaneous fees. Students attending The Art Institutes on scholarships must maintain at least a 2.5 cumulative grade point average in order to retain eligibility.

STUDENT FINANCIAL ASSISTANCE

All students who receive federal- or state-sponsored financial assistance must maintain satisfactory academic progress for financial assistance eligibility.

SUSPENSION AND REINSTATEMENT OF FINANCIAL ASSISTANCE: ALL PROGRAMS

Students who are suspended from a program of study or terminated from The Art Institutes are ineligible for financial assistance until they regain admission and comply with satisfactory academic progress requirements.

FINANCIAL ASSISTANCE APPEAL

Students who are denied or suspended from financial assistance may file an appeal under appropriate federal and state guidelines with The Art Institutes' Student Financial Assistance Review Committee.

STUDENT FINANCIAL ASSISTANCE REVIEW COMMITTEE

This committee consists of The Art Institutes Presidents, Directors of Administrative and Financial Services, and Directors of Student Financial Services. The committee is responsible for the review of all student financial aid awards when there is a question regarding a student's eligibility for such awards.

The Student:

1. Must write a letter to the attention of The Art Institutes' Director of Student Financial Services that details all mitigating circumstances. This letter must be received within 10 days after notification of financial aid denial.
2. Must attach any documents that evidence justification or reason for the student's situation leading to the denial of financial assistance.
3. May request a personal appearance before the Student Financial Assistance Review Committee.

The Review Committee:

1. Will secure a copy of the student's academic and financial aid records.
2. May request the appearance of the student to clarify any materials/statements presented by the student.
3. Will review all materials presented by the student and available from The Art Institutes, and renders a final decision regarding the student's financial assistance status.

FEDERAL STUDENT FINANCIAL AID

The purpose of federal student financial aid programs is to ensure that all students have an opportunity to obtain a college education, and that no student will be denied that opportunity because of lack of funds. Central to the purpose of financial aid is the belief that students and their families, to the extent possible, have the primary responsibility to pay for the student's college education. Financial aid is made available to assist students when family resources are not sufficient to meet college costs. All students are to be treated fairly and equitably by applying policies and procedures for determining eligibility consistently. Though applicants are encouraged to seek financial aid, students should not rely solely on these monies to support themselves throughout the academic year.

Students receiving any form of financial aid are required to meet standards for academic progress and attendance. Proof of such progress on a periodic basis is verified prior to any disbursements of financial aid. Failure to make satisfactory academic progress or satisfactory attendance requirements may result in the termination or reduction of financial aid.

Though The Art Institutes' financial aid staff is responsible for accurate distribution, explanation, documentation, and validation of financial aid requirements, it is the student's responsibility to comply with all requests in a timely fashion if the student wishes to continue receiving benefits. Federal aid grants are awarded on a fiscal year basis, beginning July 1 and ending June 30. Some applicants may need to complete the application process twice during an academic or calendar year.

FINANCIAL AID PROGRAMS

The Art Institutes are eligible for financial aid and participate in the following programs:

FEDERAL PELL GRANT

Federal Pell Grants are based on financial need, as defined by the U.S. Department of Education. To be eligible for a Federal Pell Grant, students must make application, prove U.S. citizenship or permanent resident status, be able to show graduation from high school or its equivalency, not owe a refund on a federal grant nor be in default on a federal loan, and maintain satisfactory academic progress in school.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS

Federal Supplemental Educational Opportunity Grants (FSEOG) are for students who demonstrate exceptional financial need and must be eligible for a Pell Grant. This is gift aid; it does not have to be repaid.

FEDERAL SUBSIDIZED STAFFORD LOAN

The Federal Subsidized Stafford Loan is a variable interest loan available to students through eligible lenders. The loan is obtained directly from private banks, savings and loan associations, and credit unions. To be eligible, the student must be a citizen or permanent resident alien of the United States and meet other eligibility requirements. Repayment of the loan begins six months after a student leaves school or coursework is reduced to less than a half-time basis.

FEDERAL UNSUBSIDIZED STAFFORD LOAN

The Federal Unsubsidized Stafford Loan is a variable interest loan available to students through eligible lenders. Independent students may borrow the Unsubsidized Stafford Loan without credit requirements. The Stafford Loans repayment begins six months after a student leaves school or coursework is reduced to less than a half-time basis. Dependent students who do not meet the need requirements for a subsidized Stafford Loan, or whose parents are denied a PLUS Loan, may also apply for this loan.

PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

The Parent Loan for Undergraduate Students is a variable interest loan available to parents through eligible lenders. The PLUS loan is a credit-worthy loan available to parents of dependent students. The PLUS loan repayment begins 60 days after the loan is disbursed.

FEDERAL PERKINS LOAN

Federal Perkins Loans offer a low 5% interest rate and repayment terms as long as 10 years. Because funds under this program are limited, priority is given students with the greatest financial need. Repayment on the loan generally does not begin until nine months after a student leaves school or coursework is reduced to less than a half-time basis.

FEDERAL WORK-STUDY

Through the Federal Work-Study program, students have the opportunity to meet part of their expenses by working part-time on or off campus. A limited number of assignments are available, with priority given to students with the greatest need. Our Student Financial Services Department has more details. The maximum students can earn through this program is the amount of their unmet need (the difference between expenses and all their resources).

For a more complete description of federal aid programs, please review The Art Institutes Complete Guide to Financial Aid.

CALIFORNIA STATE GRANT (CAL GRANT)

The Art Institutes are approved by the California Student Aid Commission for students to receive Cal Grant funds under Cal Grant A, B, and C programs. Cal Grant programs require academic qualifications as derived from the Student Aid Commission Grade Point Average (GPA) Verification Form. Both the Free Application for Federal Student Aid (FAFSA) form and the GPA Verification (Cal Grant application) must be completed and postmarked by March 2 each year.

STUDENT TUITION RECOVERY FUND

(Note: The Bureau of Private Postsecondary and Vocational Education (BPPVE) does not require us to collect from students the Student Tuition Recovery Fund (STRF) for the period of July 1, 2006 through June 30, 2007.)

California law requires that upon enrollment, a fee must be assessed in relation to the cost of tuition (New California Education Code §94945). These fees support the Student Tuition Recovery Fund (STRF), a special fund established by the California Legislature, to reimburse students who might otherwise experience a financial loss as a result of the (a) closure of the institution; (b) the institution's breach of or anticipatory breach of the agreement for the program of instruction; or (c) a decline in the quality or value of the program or instruction within the 30-day period before the institution's closure. The STRF fund protects only California students and the institution's participation is mandatory.

Please note that (a) if a recipient of third party payer tuition and course cost, the student is not eligible for protection under the STRF, and (b) the student is responsible for paying the state assessment amount for the Student Tuition Recovery Fund. A third party payer means any employer, government program, or other payer that pays a student's total charges directly to the institution when no separate agreement for the repayment of the payment exists between the third-party payer and the student.

The assessment that the institution must collect from each newly enrolled student as a STRF fee is \$2.50 per thousand dollars of tuition paid, regardless of the portion that is prepaid.

As particular in the Student Tuition Recovery Fund, The Art Institutes are also obligated by California Law to collect the name of the source of each loan, if you have one or more governmentally guaranteed or insured loans for tuition purposes outstanding.

It is important that enrollees keep a copy of an enrollment agreement, contract, or application to document enrollment; tuition receipts or canceled checks to document the total amount of tuition paid; and records, which will show the percentage of the courses completed. Such records would substantiate a claim for reimbursement from the STRF which, to be considered, must be filed within 60 days following school closure. For further information or instruction, contact:

Department of Consumer Affairs
1625 North Market Boulevard, Suite S-308,
Sacramento, CA 95834

ACCREDITING BODY

The Art Institute of California – San Francisco is accredited by the Accrediting Council for Independent Colleges and Schools to award associate’s degrees and bachelor’s degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1.202.336.6780.

ADMINISTRATION

Byron Chung, President	(415) 276-1086
Caren Meghreblian, Ph.D., Dean of Academic Affairs	(415) 276-1018
Clark Dawood, Dean of Student Affairs	(415) 276-1004
Donna Dessart, Director of Career Services	(415) 276-4002
Vacant, Director of Accounting and Student Financial Services	(415) 276-1035
Louie Garcia, Senior Director of Admissions	(415) 276-1027
John McCullough, Director of Human Resources	(415) 276-1017
Justine Nguyen, Director of Technology	(415) 276-1070
Maria Juravic, Director of Student Financial Services	(415) 276-1059
Elizabeth Shurtliff, Facilities Manager	(415) 276-1067

ACADEMIC DEPARTMENT CHAIRS:

Bo Breda, Fashion Design.....	(415) 276-6793
Nathan Breiting, Ph.D. Audio Production.....	(415) 276-6794
Linda Carucci, Chef Director	(415) 276-4001
Annie Fisher, Faculty Development Director	(415) 276-4023
Angella Hoffman, Fashion Marketing & Management	(415) 276-6792
Angela Jones, Ph.D., Associate Dean.....	(415) 276-4022
Lexi Leban, Digital Filmmaking.....	(415) 276-4009
Jeff Nokkeo, Interior Design	(415) 276-4008
Hyde Revilla, Academic Achievement Coordinator	(415) 558-9122
Todd Robison, Game Art Design, Video Game Programming.....	(415) 276-1003
John Stover, Liberal Studies.....	(415) 276-1077
Michael Swank, Web Design and Interactive Media	(415) 276-6795
Jill Taffet, Media Arts & Animation, MFA Director.....	(415) 276-1006
Nico VanDongen, Graphic Design, Advertising	(415) 276-1038
Michelle Williams, Director of Academic Advising	(415) 276-1007

Main Building **1170 Market Street**

Open Labs (i.e. computer labs, fashion workrooms, studios, and culinary spaces) close 15 minutes prior to posted hours

Monday - Friday:.....	7:00 AM - Midnight
Saturday:	7:00 AM - Midnight
Sunday:	Closed
Sunday: (Finals week)*.....	10:00 AM – 6:00 PM

The “EL” (Equipment Library).....Main-620

Monday - Friday:.....	7:00AM – 9:00PM
Saturday:	8:00AM – 4:00PM
Sunday:	Closed
Sunday: (Finals week)	Closed

10UN Building

10 United Nations Plaza

Open Labs (i.e. computer labs, fashion workrooms, studios, and culinary spaces) close 15 minutes prior to posted hours

Monday - Friday:.....7:30 AM - 10:30 PM
Saturday:.....7:30 AM - 6:00 PM
Sunday:Closed
Sunday: (Finals week)**10:00 AM – 6:00 PM

The “EL” (Equipment Library).....10UN-205

Monday - Friday:.....Appt Only
Saturday:Appt Only
Sunday:Closed
Sunday: (Finals week)Closed

Jamie A. MacInnis Memorial Library10UN-202

Monday-Thursday.....7:45 AM - 9:00 PM
Friday.....7:45 AM - 7:00 PM
Saturday10:00 AM - 5:00 PM
Sunday:Closed

* Beginning in the 8th week of the quarter the Main Building hours are extended to include Sundays if posted.

** Beginning in the 8th week of the quarter the Main Building hours are extended to include Sundays if posted.

POLICY ON OPEN LABS & CLASSROOMS

In order to prepare students for the competitive job market, The Art Institutes have computer labs to support the delivery of academic programs and to support students in the completion of assignments generated through course work. Students may access unoccupied computers during class time provided that they do not disrupt the class in session. Non-registered students, however, may not scan or print, as these peripherals are reserved for the class in session.

At their discretion, instructors may close labs or classrooms to students not registered for a class by posting a sign on the door that indicates that the classroom is closed during the scheduled period. Instructors may also ask non-class members to leave if their conduct becomes disruptive.

Individual department office hours are posted.

CAMPUS CRIME AND SECURITY ACT REPORT

This is a notice that the annual Jeanne Clery Disclosure of Campus Crime and Security Act Report is available in paper form in the Student Affairs Office (Room 514605) or by calling The Art Institutes at 888-493-3261. The report is distributed to students via e-mail, during New Student Orientation and is posted on the school’s website.

The annual Crime Report contains the following pertinent information:

1. The Institute’s Safety and Security Procedures;
 - a. The procedures for reporting a crime;
 - b. Security personnel at the Institute;
 - c. Policies for preparing the annual crime report;
 - d. Security and access to campus facilities;
 - e. Campus law enforcement;
 - f. Programs offered about campus security and the prevention of crime;
 - g. Off-campus student organizations;
 - h. Drug and alcohol policies;
 - i. Sexual assault policies and the rights of victims;
 - j. Information regarding registered sex offenders;
2. The crime statistics for the Institute’s Campus, Non-Campus Buildings and Public Property for calendar years 2006, 2007, 2008.

ALERTFIND EMERGENCY NOTIFICATION SYSTEM

In an emergency, The Art Institute of California - San Francisco AlertFind System will inform members of The Art Institute community who have registered for the system about emergency situations through mechanisms other than regular college email, telephones, or building alarms.

The system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus cell phone or telephone anywhere in the U.S, as well as to on-campus email addresses and telephones. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes. Information regarding registration for the AlertFind system is available in the Student Affairs office.

SAFETY/SECURITY SERVICES

The Security Guards employed by The Art Institute of California - San Francisco are available at designated times (posted) and/or by request to walk with members of the campus community to various areas within and in proximity to the school facilities. This includes the Muni and BART entrance, nearby bus stops and parking garages, and to/from either of the campus buildings. Please go to the Security Guard station on the first floor to view times and to request an escort. Security staff are also available to help manage attendance and access to student club events, and other such community activities being held on campus.

IDENTIFICATION CARDS/BADGES

Student Identification Cards are required in The Art Institute of California—San Francisco buildings and must be visible upon your person at all times. Students will not gain access to the building without a valid ID card. Students enrolled at The Art Institute of California—San Francisco are issued photo identification cards that are used for various purposes during your studies, including:

- Gaining access to the school and school facilities.
- Checking out materials from the Jamie A. MacInnis Memorial Library and Technology Equipment Libraries
- Participating in certain student activities and social events.
- Presenting to some retailers, theaters, and restaurants that offer special discounts to those who present a student ID card.

Students who withdraw from the school are required to turn in ID card to the Registrar. It is the students' responsibility to replace any lost ID cards from the Print Shop for a fee.

PARKING

The Art Institute of California—San Francisco does not own or control parking. However, there are numerous parking facilities in close proximity to the school. Prices vary and students and staff park at their own risk.

Nearby parking includes:

1. San Francisco Civic Center Plaza Garage; 355 McAllister Street (In front of City Hall) Reduced rates for students:
To get the reduced rate you:
 - Must be a student at The Art Institute of California—San Francisco
 - Must show The Art Institute of California—San Francisco student ID when exiting the garage— NO EXCEPTIONS
 - Must print on the back of your ticket: Name, School, & Student ID Number
 - Lost or misplaced tickets pay normal rates
 - No overnight parking
2. Trinity Plaza Apartments; 1169 Market Street.

SCHOOL CLOSING ANNOUNCEMENTS

The Art Institute of California – San Francisco will rarely close due to external conditions. In the event of cancellation of classes, announcements will be made exclusively through a recorded message on the school's main line (888) 493-3261.

STUDENT LOUNGES

The Student Lounges, located on the lower level of the Main building and the 5th floor of 10UN, contain vending machines, microwave ovens, and a dining area. Food and beverages are allowed in Lounges, but not in any classroom, lab or studio. The Lounges are open during regular building hours. The bulletin boards in the Student Lounges are for posting notices, events, and suggestions that pertain to the student community at The Art Institute of California - San Francisco.

STUDENT EXHIBITION POLICY

Any posting, exhibition, and/or student work displayed or distributed on campus (i.e. buildings, school sponsored housing, bulletin boards, plasma screens, etc.) must comply with the Exhibition Policy and must be approved prior to posting. Exhibitions/postings include, but are not limited to, club/organization flyers, campus event advertisements, student publications, OLS messages, and/or those materials that are to be distributed to current students, faculty and staff.

Student work, program advertisements, club/organization flyers, school department notices, and/or any other postings may only appear on the bulletin boards (physical or plasma screen) within designated space on campus; this is typically in or near the elevator lobbies of each floor. All Exhibitions/Postings/Distributions are subject to the guidelines outlined below. This policy does not refer to those materials distributed to the public, the media, for marketing purposes, for exhibition in the campus Gallery, and/or display cases managed by the Gallery Committee. (Questions regarding external publications or the Gallery Committee should be directed to the Public Relations Department, 10UN-509 or at 415-276-4019.)

Exhibitions/Postings/Distributions on campus are restricted to Exhibitions/Postings/Distributions from registered student clubs/organizations and/or school departments and must be approved prior to posting. In order to gain approval for posting, the posting must be submitted to the Student Development office located in 10UN-209; postings can also be sent electronically to rowe@aii.edu or tporterfield-balog@aii.edu.

Guidelines for approval:

- Exhibitions/Postings/Distributions must be submitted for approval the Thursday before the week of desired distribution; materials received after Thursday may be hung at the discretion of Student Development but are not guaranteed to be approved.
- Any proposed Exhibitions/Postings/Distributions must meet the standards for size:
- Posting on Bulletin Boards: no larger than 8 1/2" x 11" (unless an exception is given by Student Development)
- Posting on Plasmas: PDF format, landscape style (some high definition graphics will not run properly, consider this as you design your flyer).
- Exhibitions/Postings/Distributions must not be in violation of the mission of the school and/or club and/or department.
- Exhibitions/Postings/Distributions must not violate any copyright laws.
- Exhibitions/Postings/Distributions must not violate any law, published student conduct policies, and/or standards set forth within the student handbook, academic catalog, and/or handbook and catalog addendums.

Guidelines for Exhibition/Posting/Distribution

Once approved, the Exhibitions/Postings/Distributions will be returned to the organization along with a Student Affairs Logo Stamp (electronically or physically) that must be incorporated or attached to the lower right corner of the Exhibitions/Postings/Distributions. The organization will also receive instructions as to:

- The date range and/or deadline for the Exhibitions/Postings/Distributions to appear; Exhibitions/Postings/Distributions may not appear longer than 2 weeks, and it will be the responsibility of the organization to remove the Exhibitions/Postings/Distributions on or before the date provided.
- Exhibitions/Postings/Distributions must be mounted to bulletin boards only using pushpins; postings affixed to walls, doors, or other surfaces will be removed unless prior approval has been obtained for alternate display areas.
- Student organizations that wish to distribute information electronically (plasma screens, student email accounts, MyAiCampus.com) should notify Student Development of that request when submitting materials for approval and the staff will forward it to the appropriate campus departments. However, to manage email traffic/"spam" not all materials may be approved for electronic distribution.

- Approved postings may be sent electronically to student email accounts by the head of the campus department responsible for the posting; email postings should be used judiciously and be sent using the BCC: function.
- MyAiCampus.com and www.aicasf-thedailybeat.blogspot.com are managed by the Public Relations department; Student Development will forward approved postings to PR, however permission to distribute material on campus does not guarantee distribution via these portals.
- Materials for plasma screen postings must be submitted by registered clubs/organizations and/or school departments electronically, in PDF format, landscape style, on the Thursday before the week of desired publicity. The Student Development staff will produce a DVD reel to be uploaded by the Technology Department and/or Public Relations the following Monday.
- Upon approval it is the responsibility of the club/organization and/or department to produce, distribute, and/or mount the appropriate amount of copies. The posting may be removed if: the Exhibitions/Postings/Distributions were not approved; the Exhibitions/Postings/Distributions differs from the original submitted; spelling or grammar errors are detected; the time for the event has passed; there are grievous errors in the materials; or at the discretion of the Executive Committee. All unapproved Exhibitions/Postings/Distributions will be removed from any wall or interior location(s) that are not designated as exhibition space. A log of approved postings will be maintained by the DSD recording the responsible organization, a copy/description of the posting, date of approval/rejection, reason for rejection (if applicable), and date range of approved Exhibition/Posting/Distribution on campus.
- Organizations or departments whose postings violate these guidelines may have their privileges suspended or revoked, may be held responsible for any damage to school property, and may be held responsible for violating student conduct policies.

Appeal Process:

Students wishing to appeal a decision made regarding Exhibitions/Postings/Distributions may do so in the following manner:

- Complete a Student Comment form and return to Dean of Student Affairs, Clark Dawood, in room Main-505; cdawood@aii.edu or return to Dean of Academic Affairs, Caren Meghreblian located on the 7th floor of 1170 Market Street; cmeghreblian@aii.edu.
- The Dean of Student Affairs and/or Dean of Academic Affairs will follow the published process/protocols for student grievances and/or the appeal process. Student Comment forms are available from the Dean of Student Affairs and/or outside his office Main-505.
- If a student requires further appeal, the matter will be referred to the campus President located on the 7th floor of 1170 Market Street.

Communication of this policy:

The policy will be available for review in its entirety during the annual distribution of student handbooks at the beginning of the Fall Quarter.

Open Exhibition Space in Student Lounges:

The Open Boards in designated student lounges are available for all students to post materials, and materials hung in these areas do not require prior approval; however the Executive Committee reserves the right to remove any material that is deemed vulgar or objectionable to certain audiences.

POLICY ON SCHOLASTIC DISHONESTY

Students are expected to maintain the highest standards of scholastic honesty while pursuing their studies at The Art Institute of California - San Francisco. Scholastic dishonesty includes but is not limited to: plagiarism and cheating; misuse of academic resources or facilities; and misuse of computer software, data, equipment or networks.

Student work that appears to violate standards of scholastic honesty will be reviewed by the Committee on Scholastic Honesty. If the work is judged to have violated standards of scholastic honesty, appropriate sanctions will be given. Sanctions include but are not limited to failure of assignment, failure of course, suspension, and/or academic termination. Scholastic Dishonesty is considered a violation of the Student Code of Conduct, which is outlined in the Student Handbook published and distributed annually or available online.

Process for Referring Cases of Suspected Academic Dishonesty

- Instructors present evidence of potential academic dishonesty to the Academic Director.

- If the Academic Director finds sufficient evidence to believe that the student violated standards of academic honesty, then the Academic Director will provide two forms to the instructor. One form is to be completed by the instructor, documenting the case for the Committee on Academic Honesty. The instructor should provide the other form to the student and the student should complete it and provide it to the Academic Director.
- Once the Academic Director has both forms and any primary evidence associated with the case, s/ he should provide the materials to the Chair of the Committee on Academic Honesty. If the student does not wish to provide a statement, then the case can move forward to the Committee on Academic Honesty without material from the student.
- The Committee on Academic Honesty meets weeks one (1), six (6), and nine (9) and will review all cases submitted since the last meeting. The Chair of the Committee on Academic Honesty has responsibility for communicating decisions to the Academic Director and Dean.
- The Academic Director will communicate the Committee's decision and sanction to the student. The purpose of the meeting is to ensure the student understands the findings and their consequences.
- The student has a right to appeal the Committee's decision to the President. The appeal must be made within seven calendar days of being informed of the Committee's decision and it must be made in writing.

VISITORS ON SCHOOL PROPERTY

The Art Institute of California—San Francisco does not allow students to host visitors on the premises, unless prior permission has been secured from either the Dean of Academic Affairs, the Dean of Student Affairs, and/or their designee. In the event that individuals attending another of The Art Institutes is traveling and would like to visit or access The Art Institute of California - San Francisco campus, including students who are enrolled through The Art Institute of Pittsburgh - Online Division, or for reasons other than transfer admissions, they need to provide the following: verification from their host campus that they are currently enrolled, in academic and behavioral good standing, secure prior permission (preferably 48 hours notice) from either the Dean of Student Affairs or the Dean of Academic Affairs, and may not be given full access to the facilities/resources of the campus at which they are visiting, this is to ensure that resources and materials are prioritized. This policy is meant to minimize disruption to the learning environment and to ensure the safety, security and privacy of our enrolled students. Minor or young children are not permitted in the classrooms, library, lounges, or labs at any time.

ALUMNI SERVICES AND BENEFITS

As graduates progress in their careers, the continued assistance of The Art Institute Career Services Department will remain available through Alumni Relations. Continued contact with alumni is important to The Art Institutes, and is maintained through periodic events, mailings, exhibitions, and newsletters. Alumni are eligible to use The Art Institutes facilities when not in use by current students, and during regular open lab hours, for the purpose of upgrading skills and portfolios. Alumni who are interested in using The Art Institutes facilities should contact the Career Services Office to make those arrangements.

COMMUNITY RESOURCES ON OR NEAR CAMPUS

The Art Institute of California-San Francisco neither endorses nor approves the listings contained herein:

Community and Social Services	211
Emergency Services	911
Police, Fire, City Services (non-emergency)	311
Transportation and transit	511
Muni/Bart/Caltrain/SamTrans http://transitwww.511.org/	
US Post Office	(800) - 275-8777
<u>Art, Printing & Photocopy Services</u>	
AiCASF Print Shop.....	(415) - 276-1096
AiCASF Supply Store	(415) - 276-6784
Flax.....	(415) - 552-2355
Kinko's.....	(415) - 252-0864

BPS Reprographics	(415) - 495-8700
<i>Use AiCASF discount# 400367 for 30% off</i>	
Pearl Art & Craft Supplies	(415) - 357-1400
KK Copying and Printing	(415) - 346-3777
SF Bay Print	(415) - 398-5248
Preferred Legal Services Inc.	(415) - 882-2250
Polo Promotions	(415) - 956-7656
Print 1	(415) - 552-0100

Counseling, Medical, and Wellness Resources

AiCASF Counseling Center (415) 276 - 1073 or 1074

Mobile Crisis Unit - San Francisco (415) - 355-8300

Golden Gate Integral Counseling Center (415) - 561-0230

507 Polk Street, Suite 450 (Between Golden Gate Avenue and Turk Street)
goldengateicc@ciis.edu

Westside Community Services (415) - 353-5050

888 Turk Street - SF

crisisclinic@westside-health.org

Community behavioral health services, psychiatric, crisis & adult outpatient services.

New Leaf: Services for the LGBT Community (415) - 626-7000

1853 Market Street - SF

UC San Francisco Hospital..... (415) - 476-1000

505 Parnassus St. -SF

California Pacific Medical Center – Davies Campus (415) - 565-6000

45 Castro St. - SF

San Francisco General Hospital (415) - 206-8000

1001 Potrero Ave. - SF

Low Cost and Free Resources in San Francisco Bay Area

AiCASF Student Affairs..... (415) 276 -1004, 1073 or 1074

The student affairs office maintains a comprehensive listing of referral information for San Francisco, Alameda, and San Mateo County resources.

Medi-Cal information

<http://www.dhs.ca.gov/mcs/medi-calhome/default.html>

Healthy San Francisco <http://www.healthysanfrancisco.org>

Accessible, affordable, and ongoing health care for uninsured residents of San Francisco regardless of immigration status, employment status, or pre-existing medical conditions.

Haight Ashbury Free Medical Clinic (415) - 487-5632

558 Clayton Street - SF

<http://www.hafci.org/hafci>

By appointment only. Free services provided. Primary and specialty care, chiropractic care, HIV primary care and case management, HIV risk reduction counseling and testing

Women’s Community Clinic (415) - 379-7800

2166 Hayes #104 – SF

<http://www.womenscommunityclinic.org>

For most services, an appointment is necessary; clinical services include screening for sexually transmitted infections, annual exams, and diagnosis and treatment of gynecological concerns.

San Francisco Free Clinic (415) - 750-9894

4900 California Street (near 11th Ave)

<http://www.sffc.org>

Mon-Fri 1:30-pm-4:30pm by appointment

East Bay (Berkeley, Concord, Oakland, Vallejo, etc.)

Alameda County Health Services

Address: 1000 San Leandro Blvd., Suite 300, San Leandro, CA 94577

Phone: (510) 618-3452

<http://www.acgov.org/health/index.htm>

Alameda County Public Health Department

Phone: Dial **2-1-1** from your telephone for easy access to housing information, and critical health & human services

Online: <http://www.acphd.org/default.asp>

Axis Community Health

Axis Community Health provides medical care for all members of the community. Some of our programs are free. Others are available on a sliding fee scale based on income and family size. Some programs require residency in Alameda County.

http://www.axishealth.org/medical_clinic.asp

http://www.axishealth.org/maps_directions.asp

Pleasanton site

(925) 462-1755

Axis Community Health

4361 Railroad Avenue

(opposite the fire station)

Wheels bus route # 10

Livermore site

(925) 447-1881

Axis Community Health

3311 Pacific Avenue

(City of Livermore Multi-Service Building)

Wheels bus route # 14

Berkeley Free Clinic

(510) - 548-2570 or 1-800-6-CLINIC

2339 Durant Ave.

Berkeley Primary Care Access Clinic

(510) - 204-4666

2001 Dwight Way Rm. #1363

General medical care, urgent care, prenatal, and women's clinic.

La Clinica de la Raza

(510) - 535-4000

Bilingual drop-in, family med, pediatric, WIC, OB/GYN, mental health, HIV, counseling, optometry, dental

Berkeley Free Clinic

(510) - 548-2570 or 1-800-6-CLINIC

2339 Durant Ave.

Berkeley Primary Care Access Clinic

(510) - 204-4666

2001 Dwight Way Rm. #1363

General medical care, urgent care, prenatal, and women's clinic.

La Clinica de la Raza

(510) - 535-4000

Bilingual drop-in, family med, pediatric, WIC, OB/GYN, mental health, HIV, counseling, optometry, dental

South Bay (Daly City, Pacifica, South San Francisco, etc.)

Health Resources of San Mateo County <http://www.smcma.org/>

Hospital/Healthcare offices:

www.sanmateomedicalcenter.org/content/upload/AssetMgmt/documents/ace_english.pdf

Low cost health insurance information:

http://www.co.sanmateo.ca.us/smc/department/home/0,,15587275_17488528_19641086,00.html

Wellness Resources and Crisis Support Services

AiCASF Student Affairs..... (415) 276 - 1004, 1073 or 1074

The student affairs office provides services on campus as well as a comprehensive listing of referral information for San Francisco, Alameda, and San Mateo County resources. Resources and information regarding emergency housing/shelter is also available in the AiCASF School Sponsored Housing Office.

Free Help Charts

<http://www.freeprintshop.org>

At "Free Print Shop" You can download eleven resource guides designed to help locate free/low cost food, shelter, and medical aid in San Francisco. Each of the charts can be downloaded to your computer and printed in English or Spanish. If you do not have access to the internet hard copies are available on campus from anyone in Student Affairs: Free Eats, Free Pantry, Free Shelter, Free Medical. Free Mental Health and Neighborhood service guide.

Sexual Health and STI's

Planned Parenthood..... <http://www.plannedparenthood.org>

Center for Disease Control - Sexual Health <http://www.cdc.gov/sexualhealth>

San Francisco AIDS Foundation <http://www.sfaf.org>

SF Women Against Rape 24-hour crisis hotline..... (415) - 647-RAPE

San Francisco General Hospital (415) - 206-8256

1001 Potrero Ave.

24-hour facility for the treatment of sexual assault victims.

Domestic Violence/Sexual Assault

www.rainn.org/counseling.html

www.calcasa.org

www.silentwitness.net

Same-Sex Partner Abuse

www.womanabuseprevention.com/html/same-sex_partner_abuse.html

www.mun.ca/the/research/samesexabuse.html

www.gaypartnerabuseproject.org

Alcohol and Other Drugs recovery/treatment

www.health.org

www.niaaa.nih.gov

www.smartrecove