

2009/2010



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MESSAGE FROM THE PRESIDENT

Welcome to college!

This 2009-2010 student handbook is an important resource with valuable information about your college and its facilities, technology, services and policies. You will find quick answers to most questions and resources to help you maximize your college experience.

Our staff and faculty are ready to assist you in becoming a successful designer, animator, photographer, visual effect artist, advertising executive, chef, restaurateur or whatever is your dream career. After all, it was your initial passion that helped you to begin this journey with us. Now you will experience that passion while attending The Art Institutes International Minnesota on your path to becoming a creative design or culinary arts professional.

While here at The Art Institutes International Minnesota, I challenge you to expand your mind, test your skills and develop your portfolio of experiences, so that you will achieve the rewards you seek in your personal and professional life. Connect with faculty, staff and fellow students, and tell us how we can help you achieve your education goals.

As president of The Art Institutes International Minnesota, I wish you the best of success and I encourage you to take full advantage of the resources available within your college community. Congratulations, and now let your creative college journey begin!

Bill Johnson
President

INTRODUCTION

The student handbook provides a wealth of information regarding campus life and serves as a resource guide concerning The Art Institutes International Minnesota (Ai Minnesota). Students are responsible for the information contained in the handbook. The faculty and staff are dedicated to helping students achieve academic and employment success in their chosen career fields. The purpose of this student handbook is to provide students with a comprehensive outline of Ai Minnesota's policies and procedures.

The Art Institutes International Minnesota is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates, associate's 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.

Ai Minnesota reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect, however The Art Institutes International Minnesota 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.

MISSION STATEMENT

The Art Institutes International Minnesota is an institution of higher education offering creative and applied arts education in a caring, inspiring environment where students can maximize their creativity, enhance professional development and acquire the necessary skills and knowledge to pursue a career in their field of study.

ACADEMIC AFFAIRS

The mission of Academic Affairs is to engage students in an innovative education that supports them in becoming critical and creative thinkers with the ability to shape their chosen fields. Academic Affairs serves the students, faculty and community through the development and implementation of postsecondary educational programs that prepare students with the necessary skills for entry-level positions in a variety of design-related and business-related careers.

ACADEMIC PROGRAMS AND ACADEMIC DIRECTORS

The administration and faculty members have been carefully selected to assure excellence in the educational process. The faculty members have professional experience and backgrounds in the career-related areas they teach. The major focus of the educational process is devoted to the development of employable skills and professional attitudes so that graduates are prepared for the working world.

Academic Directors

The Academic Director is responsible for working directly with students to ensure a quality learning experience, and for ensuring that well qualified faculty members are employed to teach in Ai Minnesota programs. They also ensure, through continual observation and evaluation, that faculty members implement best practices in the teaching and learning process.

Academic Directors develop the curriculum and maintain an appropriate schedule of classes. They also encourage students to meet with them to discuss the vision and outcomes for student learning in the program. They are available to meet with students on individual plans for career employment.

The Academic Director works with a *Professional Advisory Committee* (PAC) for each program. PAC members are industry professionals who advise the program to ensure that curriculum is staying current with industry standards, offer insight into the changing dynamics of the industry, and report on the skills and knowledge needed for employment in their respective fields.

STUDENT PARTICIPATION AND ACTIVE LEARNING

The Art Institutes International Minnesota encourages students to be active participants in their own learning. Students need to engage in their coursework by attending classes, participating in learning activities, and completing reading, learning and evaluative assignments. Ai Minnesota faculty members assist students in becoming professionals and lifelong learners. Students are encouraged to communicate regularly with their faculty members and take advantage of both scheduled office hours and informal meeting times.

ACADEMIC ADVISING

Academic Advisors encourage success and persistence through academic planning, educational and career goal setting, and resource referral. Academic Advisors build community within programs and the college environment through personal contact with students, faculty members, and staff.

Academic Advisors help students to be successful. Advisors can direct students to campus services as well as off campus resources that may enhance their ability to succeed. Academic advising will be limited to issues concerning a student's academic performance.

ACADEMIC ACHIEVEMENT CENTER AND INTERIOR DESIGN SKILLS CENTER

Academic Achievement Services exists to provide tools, services, and opportunities for improved academic success. Academic Achievement Services provides peer-tutoring and academic support workshops to enhance academic skills for students attending Ai Minnesota. There are two tutoring centers: the Academic Achievement Center (AAC) and the Interior Design Skills Center. The AAC houses tutors for all the general education courses, as well as program specific tutors for all major except Interior Design. The Skills Center houses the tutors for the Interior Design courses. All tutoring services are free, and appointments are not required. The current schedule of tutors can be found on the doors outside the tutoring centers or with the Advisors.

LEARNING RESOURCE CENTER (LIBRARY)

The Learning Resource Center maintains a readily available collection of resources consisting of books, periodicals, audio-visual materials, and CD-ROMs (both networked and stand-alone). The Library also provide students with access to remote resources through cooperative agreements with other libraries and through electronic access to the Internet, on-line services (such as WilsonWeb), and off-site library catalogs and databases. The Library's mission is to provide students, faculty, and staff access to information and services needed in the learning and teaching environment. Emphasis for resource development is on microcomputer technology for creative art, design and multimedia production as well as support for a general education enhancement in the fine arts, communications, social sciences, and humanities. Students will be prepared for lifelong learning through exposure to a variety of computer information technologies they may use in the workplace, the library, or home.

The Library is located on the 2nd floor and students will need their student ID to borrow books and materials.

Library Guiding Principles of Use

- While anyone affiliated with an Art Institutes system school may use the Library, only current Ai Minnesota students, faculty, and staff may borrow materials.
- No food or beverages will be allowed in the Library.
- The circulation policies of the Library are designed to provide all users equal access to the collection.
- Borrowers are responsible for all materials checked out in their name, knowing the due date of all checked out materials, and for returning (or renewing) materials on or before that date.
- All borrowers must present a currently valid Ai Minnesota ID card and a copy of their current class schedule in order to check out materials from the Library.
- Materials designated as "Reference" or "Reserve" materials may not leave the library.
- The most recent magazine issues do not circulate.
- Circulating books and periodicals may be checked out for 7 (seven) days, and renewed for an additional 7-day period, provided the item(s) have not been requested by another patron.
- Fines are assessed for overdue items (at the rate of 50 cents per day per item) to encourage prompt return of materials and to ensure that materials will be available to others who may need them. All students, faculty, and staff will be subject to fines.
- When fines accrued for a single item exceed \$5.00 (maximum fine for a single item), the delinquent borrower is charged for the replacement cost of the item, as well as the fine. If the item is returned, then only the fine will be charged. Unpaid fines and fees may cause delays in Registration and/or Graduation.
- No cellular phones will be allowed in the library.

REGISTRAR

The Registrar and staff are responsible for monitoring, recording, and reporting student academic performance each quarter. Additional services include:

- Maintenance of all permanent academic records
- Issuance of grade reports and/or attendance reports
- Issuance of student transcript records; the fee is \$3.00 for each transcript;
 - Please allow 48 hours processing time
 - Transcript requests must be made in writing and must be signed by the student
- Processing of student information, including but not limited to:
 - Leaves of absence/ complete withdrawal from program
 - Program/major changes
 - Veterans enrollment certifications
 - Verification of enrollment
 - Address/Name/Phone number changes

Forms to process student requests are available in the Registrar office or through the registrar online site, <http://aim.aiiresources.com/registrar/Forms> may be downloaded from this site, but hard copies with the student's signature must be turned in to the Registrar office.

Official Address/Name/Phone Numbers

The Registrar's Office must be notified by each student of any name, address, or phone number changes. Delivery of mail to the last address on record constitutes official notification to students. Student's must fill out an address change form when you move and return it to the Registrar's Office.

Military & Veteran Services

Veteran services are available to the following students:

- Currently serving in the military
- Previously served in the military
- Survivor, or dependants of a veteran
- Received military benefits in the past

The Registrar serves as the certifying official. To receive or continue to receive benefits students need to provide proper military documentation to the Registrar.

ACADEMIC PROGRESS

SATISFACTORY ACADEMIC PROGRESS

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

Milestone and Evaluation Points for Academic Standards

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%	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%	Probation
		Greater than 1.0 and 33.33%	
	End of Fourth Quarter and Every Quarter Thereafter	Less than 2.0 and 66.67%	Dismissal
Degree	End of Second Quarter	Less than 1.0 and /or 33.33%	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%	Probation
		Greater than 1.0 and 33.33%	
	End of Sixth Quarter* and Every Other Quarter Thereafter	Less than 2.0 and 66.67%	Dismissal

If a student is academically dismissed from the college an appeal process is in place. The appeal process includes a meeting between the student, the Academic Advisor, and the Academic director, and the development of a written letter of appeal. The written appeal and all academic records are submitted to the Dean of Academic Affairs for consideration. Appeals are given at the discretion of the Dean and are dependent on student extenuating circumstances and program capacity.

To monitor individual academic progress student should check degree audits and grades through their Student Portal accounts or with the Academic Advisor for the program.

ACADEMIC GRADING SYSTEM

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

Letter Grade Point Value

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

Additional Letter Codes

IP	=	In Progress (student is currently enrolled in the course)
TR	=	External Transfer Credit or Transfer Credit
P	=	Proficiency, Credit by Exam/Portfolio
W	=	Withdrawal from a course
WF	=	Withdrawal/Fail (after the 9th week)

Calculation of CGPA

A student's cumulative grade point average is calculated by

- Multiplying credits for each course by grade points associated with the grade earned;
- Totaling the grade points earned for all courses; and
- Dividing total grade points earned by the total number of quality credits. The Art Institutes use a 4.0 scale in assigning grade points.

The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth if the last digit is less than 5. For example, 1.95 is rounded up to 2.0 but 1.94 is rounded down to 1.9.

Grade Reports

The Art Institutes International Minnesota **does not** mail out grade reports; students may view grades through their Student Portal account. Access the Academic Services button, and select Academic Record for an unofficial transcript, Choose Grades for the grades by specific terms or Midterm Grades to view midterm grades by individual terms.

Grade Appeal

Students who feel they have received an erroneous grade may appeal that grade to their instructor no later than three weeks after the following quarter begins. If the student and instructor do not reach a resolution, the student should contact the Academic Director of the program. If

resolution is not reached, the student should contact the Dean of Academic Affairs who, after consultation with the Academic Director, instructor, and the student, will establish an appeals committee and review the issue. The committee will make a final determination.

Incomplete Grade Policy

Ai Minnesota does not give grades of incomplete.

STUDENT PORTAL

The Student Portal is the online student link for students. Portal usernames and passwords allow students to log onto the network drives, WIFI and internet access, library search engines, and work stations. All school announcements for closings, event, activities, study abroad trips and academic notices are sent to Ai Minnesota student email accounts.

Through Student Portal accounts students are able to:

- View unofficial transcripts, midterm grades and final grades
- Check Ai Minnesota email
- View course catalog
- Check course and fee statements
- Register for courses
- Look up other student and faculty email addresses
- Personal websites
- Link to discounted school supplies

Student Portal accounts are accessed through the following website: www.myaicampus.com

To establish an account for the first time go to the website and click on First time user. If a student needs a username or password reset they should see the Technology office in room 009.

ATTENDANCE POLICY

Regular, on-time attendance is both courteous and professional. The Art Institutes International Minnesota expects students to demonstrate professionalism by attending all classes as scheduled, arriving on time, and remaining for the full duration of the class. Excessive absences will result in attendance termination, referred to as a Time Out.

Individual faculty may determine the impact of absences on grades. The Art Institutes International Minnesota supports the attendance policy for each class as it is described in the syllabus. Each student is responsible for reading and understanding the policy for each class.

Time Out

A student will be timed out of a class for excessive consecutive absences. Excessive absence is defined as missing two consecutive weeks of class. For example, if a class meets once a week and a student misses that one day two times in a row, the student will be timed out of that class. If a class meets twice a week and a student misses that class four times in a row, the student will be timed out of that class. If a student is timed out of a class, but wishes to be reinstated, they must contact the instructor for the course. This process may be facilitated with assistance of an Academic Advisor.

Class Absence

In the event of illness or emergency, students are responsible for class material and should follow the procedures described in the course syllabus for contacting the instructor and keeping up with planned learning activities. In the case of unavoidable but planned absences, the student should communicate with the instructor and prepare assignments in advance when possible. Even with prior notification, a student may be marked absent, and the absence may still impact grades.

TRANSFER OF CREDIT

Course credit transferred from another accredited post-secondary institution is assigned a “TR” code. Proficiency credit awarded on the basis of exam is assigned a “P” code. Such credit is applied to the total credits required for graduation but has no letter point value and

is not computed in grade point average. All advanced course credit must be applied for and approved **before** the first week of the initial quarter of study. Official graded transcripts are required and, if necessary, course descriptions from the college previously attended may be requested. See official course catalog for more detailed information or discuss Transfer for Credit with an appropriate Academic Advisor.

Transfer credits from other post-secondary institutions are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum number of attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation, thus no more than 75% of credits may be transferred into a student's program.

Measurement in credit hours or the listing of credits for courses is not intended to imply transferability into college programs at other post-secondary institutions.

GRADUATION

Final Quarter

During the final quarter of enrollment at the Art Institutes International Minnesota graduates must complete course work by the end of week 10. Faculty are required to submit final graduate grades by Monday of week 11. This ensures that all graduation requirements have been met and that the student is eligible for graduation. Students should inform their faculty members during the first week of the term that they are graduating, Faculty members will then work with the student to ensure a revised timeline is developed to accommodate the shortened term. Because of the shortened term, students in their graduating quarter are not allowed to take session II online courses.

Portfolio Requirements

Graduating students from all programs must pass a required course in which a portfolio or final project is produced. The portfolio or project must meet the standards established by the school for entry-level employment. The portfolio, in some departments, may be evaluated by a committee. An outline of portfolio standards, projects, and general criteria is provided to students within each program through the required Portfolio or Capstone course. These portfolio requirements are periodically reviewed; Ai Minnesota reserves the right to alter or modify the portfolio requirements at any time it is deemed to be in the best interest of graduating students to enhance their career employment potential. Students will show their portfolio or project work at the end of the quarter in which they actually graduate.

Requirements for Graduation

In order to graduate, a student must:

1. Receive a passing grade or credit for all required course work. Benchmark classes, marked in the current academic catalog with a code of ** following the course title, require a grade of C or higher.
2. Achieve a minimum CGPA of 2.0 and ICR of 66.67%.
3. Meet portfolio or project requirements.
4. Satisfy all financial obligations with The Art Institutes International Minnesota.
5. Complete a graduation clearance form.

Honors

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

Term GPA	Honors Designation
4.0	President's Honor Roll
3.7-3.9	Dean's Honor Roll
3.5-3.6	Honor Roll

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

For the complete academic policies and procedures please refer to the current academic catalog. Hard Copies are available in the Advising office or it may be viewed online at <http://aim.aiiresources.com/registrar/forms/>

REGISTRATION PROCEDURES

Registration at the Art Institutes International Minnesota occurs on a quarterly basis and begins at 8am on week 6 of each quarter. Registration is on a first come first serve basis.

Holds

Students should ensure that they have no holds. Students are informed of holds two ways, through gold sheets handed out in classes or through their OLS account. Holds are unresolved issues with Financial Aid (SFS), Accounting (ACC), Admissions (ADM), Registrar (REG), Library (LRC), Advisors (ADV) or Academic Directors (ADD). Holds are for urgent matters that do require your attention. The department that places a student on hold is available to assist the student in resolving the issue. When a gold hold sheet is received the student should immediately contact the department to clear the hold. Holds prevents students from registering from courses, borrowing material from the LRC, checking out equipment from the Cage, and obtaining official transcripts.

Registration Steps

Students have two choices for registration; online through Student Portal accounts or in person with Academic Advisors. The following chart provides students the appropriate steps to take to ensure timely registration.

Steps for Registration:

Week 5

1. Advisors will email out a copy of the available courses for the next term. The schedule is also posted on <http://aim.aiiresources.com/>.
2. Review degree audits through Student Portal accounts to verify what required courses they need to take. Consult with the current catalog to verify that pre-requisites have been met.
3. Meet with the program Academic Advisor to plan the appropriate courses for the next quarter.
4. Check Student Portal account for any holds and resolve those holds with the appropriate department.
5. Attend a Registration workshop or see an Advisor to learn how to use the online registration system.

Week 6

1. Register for classes! Registration is offered on a “first come first served” basis; early registration allows more options for course times and availability.
2. See the program Advisor in person or log into Student Portal accounts and use the self registration tool.
3. If students choose to use the self registration tool – make sure to log out of your account and then log back in to verify that the registration was accepted. Also please verify proper course selection with the Academic Advisor for the program.

Week 7

1. Registration for online courses begins. If you are planning on taking an online course please meet with the Online Advocate to discuss your course options and the required processed for registering for an online course.

ONLINE COURSES

The Art Institutes International of Minnesota offers select courses online through a consortium agreement with The Art Institute of Pittsburgh-Online Division, a division of The Art Institute of Pittsburgh. (AiPOD)

The Plus Lead is the point person and resource for students who are interested in registering for online classes. Students are not able to register for online classes through their advisor or online as this is a separate process. The Plus Lead will provide interested students with an online packet that includes as registration clearance form and a student agreement which covers the requirements for online classes.

Students who want to register must complete the registration clearance form and student agreement acknowledging the following requirements:

- Students must not need to take Transition English or have passed Transition English before taking an online course.
- Upon registration, students must complete the **required** Art Institute of Pittsburgh-Online Division orientation before the start of the Session and must complete the quiz with a 12/12, as well as “post” in their course room once the Session begins within the first week of class to avoid being removed from the course room for non-participation | completion.
- Students must have access to the required computer equipment and software needed for the particular online.

Course(s) as listed in the Technology Agreement provided by the Plus Lead in the registration packet.

- The student must have completed admissions placement tests.
- The student must have a GPA of 2.0 or better to take an online course.
- Students are not allowed to take a course and its prerequisite in the same quarter.
- Students who take a program specific course (not General Education) must take a 1 credit on-ground “companion” course. Companion courses are scheduled on specific weekends and the hours depend on the competency outlined by the program directors. Students will find the times and dates for the companion courses in the online registration packet for that particular quarter. Students are responsible for recording and attending the companion course successfully.
- Students may not take a session I online class without either a Session II online class or an on-campus class. Session II online classes must be accompanied by either a Session I class or an on-campus class. Students are not authorized to take only a Session II class.
- Students who are planned to graduate at the end of a registered quarter must take their chosen online class in Session I. No exceptions are allowed.
- Add/Drop procedures apply to online courses. Session I or Session II courses can only be dropped during the first week of Session I.
- International students holding nonimmigrant visa status must contact the International Student Advisor before commencing online study as there are certain immigration regulations restricting participation in online courses.
- There are two online course sessions within an academic quarter as defined by The Art Institute Online. Each session will run for five and half weeks during any eleven week quarter.
- Textbooks for online courses are purchased from the AiOnline Bookstore found at: <http://bookstore.mbsdirect.net/aio.htm> NOT at The Art Institutes International Minnesota Bookstore. It is the student’s responsibility to allow adequate time for the book to get ordered and delivered. Books arriving late are not a valid reason to drop an online class for a refund.
- Tuition for an online course is the same as a standard course; however, there is a \$100 online lab fee charged per course. The fee covers 24 hour use of the eCollege Platform, tutoring services, the Online library and writing center as well as the customer service support line which is: 1-800-351-3846. Financial Aid does cover the online lab fee.

Resolution of issues in Online classes

Students who choose to issue a formal complaint regarding their online class should first contact the Plus Lead to discuss the options for the particular issue. Upon discussion, the Online Advocate will assist the student in issuing this complaint to the parties at the Art Institute of Pittsburgh (AiPOD).

COURSE SCHEDULING/COURSE SEQUENCING/COURSE TITLES

Ai Minnesota reserves the right to alter or change course titles, course content, or the sequencing of classes, subject to regulatory approval, at any time necessary for the purpose of enhancing the education program. The current Academic Course catalog holds the most current pre-requisites, course descriptions, and course titles. Hard copies of the catalog are available in the Advising office or it may be viewed online at <http://aim.aiiresources.com/registrar/forms/>

The curriculum at Ai Minnesota is organized to develop and build students' knowledge and skills in a reasonable progression. To ensure that this occurs, some courses have a prerequisite course, which is a required course that must be completed before a student is allowed to take another course. For example the prerequisite for English II is English I. That means a student must successfully complete English I before being allowed to enroll in English II. These prerequisite courses are indicated in the course catalog after the course title.

Course numbering: Each course has a 6 digit reference code. The first two digits of the code refer to the program for that course. For example, in GE2411, the GE represents General Education. For a complete list of the program abbreviations refer to the Course Catalog. The following 4 digits represent other information. The first number designates the level of the course; the range is 1-4. 1 and 2 represent lower level courses intended to be taken within the students first academic year and a half. 3-4 represent upper level courses that are intended for student to take in the second half of their education. While a course may not have a prerequisite the level does indicate a level of academic preparedness a student should have before taking a course. The Academic Director or Academic Advisor may use their best judgment in determining if a student has completed an adequate percentage of lower level course work before allowing registration for upper level courses. The 3rd number of the course code is the number of credits the course is. The last 2 digits of the course code are used to identify the specific classes.

Please note that course schedules are subject to change without notice. Classes are dependent on enrollment and may be cancelled or rescheduled. Please keep in contact with Academic Advisors as they will be in touch with students through email to reschedule a canceled class.

ACADEMIC CALENDAR

The Art Institutes International Minnesota runs on a quarter schedule.

Quarters are 11 weeks in length, and are designated Fall, Winter, Spring and Summer. It is expected that students will maintain their enrollment throughout four quarters. Breaks are scheduled between each term. The normal schedule allows three-week breaks in study following Fall and Spring Quarters, and one-week breaks in study following Winter and Summer Quarters. Students choosing to take a term off are put in an "out of school" status, which has financial aid implications.

A current academic calendar is located on the Registrar's website at <http://aim.aiiresources.com/registrar/>

COURSE LOAD

Based on credit hours, course load is defined as follows:

- Full-load: The student is enrolled in 16 credit hours in an academic quarter
- Full-time: The student is enrolled in 12 credit hours or more in an academic quarter
- Half-time: The student is enrolled in 8 credit hours in an academic quarter
- Less than half time: The student is enrolled in 4 credit hours in an academic quarter

QUARTER CREDITS

All course work at The Art Institutes International Minnesota is measured in quarter credits. One-quarter credit is awarded for each 10 classroom contact hours of lecture, 20 classroom contact hours of laboratory instruction, or 30 contact hours of internship. One classroom contact hour is defined as 50 minutes within a 60-minute period. The student is required to devote appropriate time to preparation and study outside the classroom. Measurement in credit hours or the listing of credits for courses is not intended to imply transferability into college programs at other post-secondary institutions.

REPEATING COURSES

Every course for which a student received an “F,” “W,” “WF,” “S” or C- or below in program capstone classes grade/code must be repeated and completed with a passing grade, prior to his or her final quarter of study, in order to graduate. 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/code) will be computed in the grade point average. Tuition is charged for repeated courses. When a final course grade has been established and recorded in the student’s record, the grade may only be changed, with the approval of the Academic Director and the Dean of Academic Affairs.

Students that are required to take transition courses in English or Math should note that a transitional course may only be attempted three times. If the student fails to complete the transitional course within the three attempts they will be academically dismissed from the college.

SCHEDULE ADJUSTMENT PERIOD

A student may add or drop a course up until the Monday of Week 2 of the quarter. When a student makes an adjustment during this time period, they are not charged for the course and it does not appear on an official transcript. Course changes during this time period must be made with one of the Academic Advisors. **Failure to attend a course in the first week of the term does not result in the course being dropped from a student’s schedule.** Any course remaining on the student’s enrollment registration on the Tuesday of Week 2 will be subject to a tuition charge, and the course remains on the student’s transcript.

WITHDRAWING FROM A COURSE

It is the responsibility of the student to withdraw from courses in writing using a course withdrawal form, which may be obtained from the Registrar’s Office or from the appropriate Academic Advisor. A student who withdraws from a course during the second through ninth week 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. A student who withdraws after the 9th week will receive a “WF” code. The “WF” code is calculated as an “F” into the student’s GPA. A student who drops a course after the schedule adjustment period through the end of the quarter will be charged the full course tuition rate.

Refund Policy for Online Course Withdrawal

Students who choose to withdraw from a Session I or Session II online course after the drop/add period are treated the same way as if they withdrew from an on-campus class. Session II classes begin the day after the Session I classes end and run for five weeks. The add/drop period for the second session is the same as the first session. The ending date of the second session may not coincide with the ending date of the on-ground classes. The only consideration for a refund is if the student withdraws entirely from the college.

WITHDRAWING FROM THE COLLEGE

To withdraw from the college students request a Change of Enrollment form from an Academic Advisor. The form allows the student formally state his or her intention to leave the institution, and requires the student to obtain signatures from the following departments: Academic Director, Financial Aid, Accounting, Library Technology, Readmissions, and Housing (if applicable). International Students must also meet with the International Student Advisor.

If the student drops withdraws from school completely, the federal and state refund policies are in place and the student may be refunded partial tuition. For specific information please speak with the Accounting department in room 201.

READMISSION TO THE COLLEGE

If a student who has left The Art Institutes International Minnesota for any reason wishes to re-enter, there are processes that must be followed. Students who interrupt their education for one quarter or more per academic year will be subject to any changes in curricula, tuition, and graduation requirements which may have taken effect during their time away from AiM.

If a student timed out of all their classes, was academically terminated, or left the institution in poor academic standing, that student must first contact the program Academic Advisor for to begin the process for readmission. After meeting with the Academic Advisor, the student must submit a written request to the Dean of Academic Affairs requesting re-admission and co-author an Academic Improvement Plan with the Academic Advisor. The Dean will review all relevant academic records, the student's letter, and the Academic Improvement Plan when considering the student request. Readmission to AiM is at the discretion of the Dean of Academic Affairs. Once the Dean makes the determination for readmission, the Academic Advisor will contact the student with the decision. If the student is approved for readmission, that student needs to contact the Director or Readmission. If the student request is denied by the Dean of Academic Affairs, the student must wait one calendar year to apply for readmission again.

Students taking a medical leave, bachelors leave, military leave, or who have withdrawn properly by submitting a Change of Enrollment form, and who were in good academic standing at that time, must contact the Director of Readmissions. The Director of Readmissions will facilitate the completion of enrollment agreements, meetings with a financial planner, course registration, and any other student obligations.

STUDY TRIPS

Ai Minnesota arranges study trips to local cultural and commercial sites. These visits are an integral part of each student's training and offer a chance for valuable exposure to places and events relating to the student's field of study. Out-of-town seminars and visits may be planned in individual programs. The costs related to optional study trips are not included in regular tuition or fees.

Study Abroad Program

Ai Minnesota is part of The Art Institutes Study Abroad Consortium and provides students that seek significant off-campus educational experiences the opportunity to learn through travel to selected domestic and foreign locations. While most Study Abroad Program trips are scheduled during quarter breaks, quarter abroad opportunities may also be available. These international educational adventures allow students to travel, explore, and immerse themselves in cultures and design concepts, art and architectural history, and the culinary arts studied in class. The cost of the trips is in addition to regular college tuition and fees, but in some cases, may be included in the student's overall financial plan. To qualify for participation in a Study Abroad Program trip, students usually must be full-time for two consecutive quarters prior to travel.

STUDENT AFFAIRS

Ai Minnesota provides a wide variety of support services to help students complete their academic programs and reach their career goals. Student Affairs functions as a department, which extends student learning and development beyond the classroom. Of priority is the development of the whole person via integration of the student's intellectual development, values, thoughts, emotions and actions. It is our goal not only to provide a quality environment, which meets students' basic needs, but to also provide an array of services and programs, which enhance student development and success at Ai Minnesota.

The areas within Student Affairs include student housing, counseling, disability services, student health insurance, student activities encompassing clubs and organizations, programs and activities and leadership opportunities; international student advising, study abroad, new student orientation and graduation.

Student Affairs is continually striving to provide students with critical learning experiences to help students live as responsible members of a community, and to care for their personal, physical, emotional, spiritual and social lives. The department encourages the involvement of students, faculty and staff in activities that encourage awareness, creative expression and social and professional development.

STUDENT CLUBS AND ACTIVITIES

A wide variety of student clubs and organizations are present on campus and students are encouraged to become involved. Many of the student organizations directly reflect the interests of students in their chosen field of study and provide an opportunity for networking and professional development. Student organization fundraisers require approval from the Office of Student Affairs prior to the event. Students are encouraged to approach the Student Affairs staff with new ideas for student organizations. Ai Minnesota also provides a diverse campus activities program that is designed to enhance the social, emotional, physical, and mental, well being of students. Activities offered vary by quarter, so check with the Office of Student Affairs for more information.

COUNSELING SERVICES

Counseling Services provides high quality, confidential counseling designed to help students learn how to meet their academic, personal, and professional goals. Our programs and services strive to promote a healthy, equitable, and positive community. Services include assessment, outreach, advocacy, referrals, crisis intervention, consultation and guidance related to student development and individual well being. All services are provided in a manner that is positive, empowering and respectful to the diversity of the community.

The purpose of counseling services is to provide quality, short-term, brief intervention to help students alleviate emotional problems and to assist them in recognizing and cultivating their own abilities and resources. The role of the school counselor in this framework is to facilitate self-awareness of problems that limit or prevent students from achieving academic success or personal satisfaction while promoting positive behavioral change. This can be accomplished through individual and group counseling, educational programming, community services referrals, advocacy, and crisis intervention. The counselor often takes on a role in consulting and triaging with other parties within the school and the community.

Counseling services are available at no additional cost to students enrolled in an educational program at the Art Institutes International Minnesota.

PROCEDURES FOLLOWING SUICIDE THREATS AND ATTEMPTS

The Art Institutes International Minnesota expects and encourages students to maintain a reasonable concern for their own well-being and the welfare of the campus community. Demonstrated suicidal intent or behavior are risk factors for completed suicide and are a violation of the student code of conduct. In the event that The Art Institutes International Minnesota has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, the school will generally require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student will be asked to 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 who raise the issue of suicide in the context of a counseling relationship with a school counselor will be assessed and referred for treatment by the attending counselor consistent with best practices in the field with regard to hospitalization and further assessment. In the presence of clear and imminent danger, the student will be supported through arrangements for voluntary and/or involuntary hospitalization.

Students with psychological impairments which affect the student's ability to function in the school community may opt for a medical withdrawal or a medical leave of absence. In the event that the student is functionally unable to make the request due to hospitalization, the request will be granted post facto when the student is able to execute the appropriate documentation. Students who have to be hospitalized due to a suicide attempt and/or suicidal ideation will be granted a medical leave of absence for the duration of their inpatient and subsequent treatment needs when the latter necessitates the temporary interruption of their academic program. 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.

Ai Minnesota 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.

DISABILITY SERVICES

Ai Minnesota provides academic adjustments to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate academic adjustments and in supporting their success at Ai Minnesota.

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

Students who believe they are in need of academic adjustments should contact the Student Affairs department, 209 Pence or telephone number 612-332-3361. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs in 209 Pence, telephone number 612-332-3361. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

RESIENCE LIFE AND HOUSING

The Art Institutes International Minnesota (Ai Minnesota) serves the student by establishing a solid foundation in a community environment that enhances a student's well being through opportunities for social interaction, programming, and services that provide for his/her basic needs. Studies show that time spent living in student housing increases your chances of success, both in the classroom and outside of it. In addition, a student can include the housing costs in his/her financial plan.

The Residence Life & Housing Office is dedicated to the task of helping you meet your housing needs throughout your stay at Ai Minnesota. The living arrangement you choose is important to your well being and success.

AI MINNESOTA STUDENT HOUSING

The Art Institutes International Minnesota offers student suites at The District on Delaware near downtown Minneapolis. The District offers congenial, convenient, clean, comfortable student housing. Specifically, offering private bedroom/private bathroom or shared occupancy options at The District. Included in the price per quarter are the following: all utilities, Internet, expanded cable with HBO, and furnishings.

Furnishings for the private bedroom/private bath option includes:

- A kitchen with full-sized appliances
- Full-sized beds
- Two dressers and one desk plus a chair per student
- Two wardrobe closets per student
- One dinette table with chairs per suite
- One sofa and loveseat per suite

Furnishings for the shared occupancy option includes:

- A kitchen with full-sized appliances
- Twin bunk beds
- One dresser and one desk plus a chair per student
- One wardrobe closet per student
- One dinette table with chairs per suite
- One sofa and loveseat per suite

Students interested in housing must complete the Housing Application, and submit a one-time \$150.00 Housing Application Payment. Once the Residence Life and Housing Office has received these items and the financial plan is finalized, the Residence Life and Housing Office begins the process of placing the student into a suite. Approximately two weeks prior to the

start of the quarter, the student receives notification of housing assignment placement, move-in times and dates, as well as contact information about her/his suitemate.

Students are encouraged to call suitemates in advance to coordinate sharing of the space, small appliances and electronics. Students who have a specific person they would like as a suitemate should contact the Residence Life and Housing Office at (800) 777-3643, extension 6835.

INDEPENDENT HOUSING

We have collected a number of Internet and publication resources that can assist students who are looking for housing outside of Ai Minnesota student housing. This information is available in the Residence Life & Housing office. Ai Minnesota does not endorse, screen, or recommend any specific apartment community, landlord, or apartment placement firm.

Contact Rob Anderson, Director of Residence Life at 612.656.6835 if you would like more information about student housing or independent housing.

HEALTH INSURANCE

All students are urged to carry a primary private insurance policy that covers comprehensive health care. Ai Minnesota offers a student health insurance program. This program is administered by a third party provider. Information on the plan's benefits and pricing is available in the Student Affairs Office located in 209 Pence. All international students are required to maintain health insurance at all times in case of sickness. A list of local hospitals is available in the Student Affairs office.

INTERNATIONAL STUDENT ADVISING

The Student Development Coordinator is the contact for all international students who hold student visas. This staff member provides assistance regarding procedures and policies regarding nonimmigrant student visas and serves as the designated school official to issue and sign immigration forms. Throughout the student's stay at Ai Minnesota, the coordinator 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 experience a positive one.

STUDENT COMMENT FORMS

Student Comment Forms are available in the Office of Student Affairs and various other locations. These forms provide an avenue of communication between students and administration for suggestions, comments, and/or concerns. When completed, these forms should be returned to the Dean of Student Affairs and will then be reviewed by the appropriate administrators.

BANKING

Any students planning to handle their financial transactions should consider opening an account with a local Minneapolis-area banking institution. Most banks will cash checks for their account customers, providing the customer's account balance is at least equal to the amount of the check to be cashed. Out-of-area checks generally take ten business days to clear, and a hold is usually placed for that amount in the customer's account.

CAREER SERVICES

The Art Institutes International Minnesota provides Career Services for students and graduates. Although Ai Minnesota offers no guarantee of employment, considerable effort is put forth to bring potential employers together with eligible students and graduates who have the skills employers are seeking. The Career Services office is continually seeking new employment opportunities. Career advising takes place progressively during the student's education. Extensive efforts are made during the final quarters to assist students in preparation of resumes and effective interviewing skills. Other services that are offered by the Career Services Department include assistance in the development of job search strategies and cover/thank you letter writing.

Research is done on a regular basis by Career Advisors to gain knowledge and develop job opportunities in all areas of business related to our different programs of study. The Career Advisors respond to employer needs and trends and give guidance to students on what is taking place in the industry relating to their course of study.

A major function of the Career Services office is helping student secure part-time employment while they attend Ai Minnesota. During the last few quarters of their education, emphasis is placed on gaining field-related, part-time jobs and securing freelance work in their areas of study.

At the end of each quarter, Ai Minnesota sponsors a Portfolio Show for graduating students. Employers are invited to review portfolios and meet with graduates. Career Services assists graduates in all aspects of their job search for six months following graduation.

TECHNOLOGY

IDENTIFICATION (ID) CARDS

Students will receive an ID Access Card that is used for various purposes including to:

- Check out equipment
- Grants access to the LaSalle and Pence buildings
- Participate in certain student activities and social events
- Present to some retailers, theaters, and museums that offer special student discounts

As a student at Ai Minnesota, you will be asked to show your ID card or another form of school-recognized picture ID at any time while on school premises. You should not loan your ID card to anyone for any reason as you will be responsible for its use. If your card is lost, go to the Equipment Cage on the 2nd floor to have a replacement card made. Replacement cards cost \$15.00, to be paid in the Accounting Office.

COMPUTER LAB POLICIES

It is the mission of The Art Institutes International Minnesota to make available the use of computer equipment in an environment that fosters the development of skills for students in all programs of study.

- No eating or drinking is permitted in the computer labs. Open containers are only allowed near the doorways or on drink shelves.
- Please do not touch the monitor screens.
- Open labs are designed for completion of schoolwork only. Use of school computers for playing games and completion of freelance work is prohibited.
- Students may not use lab computers, network, and peripherals to transfer data that is pornographic, vulgar, obscene, or offensive.
- No outside peripherals (other than storage devices and drawing tablets) or software may be used or installed in the school computer labs. All updates and upgrades will be performed by the lab technicians.
- Lab equipment will remain at its designated position in each lab. Do not move the equipment around. At the end of a session, log out of the computer so that it is ready for the next person to use.
- Do not unplug or rewire any equipment in any of the labs or classrooms.
- Printers are to be used for creating proofs and finished pieces for school work only, not for making large quantities of copies. Carefully prepare and proof your work before you print to avoid time consuming reprints.
- During open lab, leave the computers with specific uses open for student access. These include computers with copy stands and scanners.
- The safest place for your work is to back it up to a CD, DVD, or external drive. Each computer's hard disk and the network drives should be thought of as temporary workspace, not long term storage space. Please open files from the local machines – do not work on files on the network.

- All problems should be reported via the online tech request system. (aim.aiiresources.com/techrequest) DO NOT ATTEMPT TO CORRECT PROBLEMS YOURSELF.
- Copying software, songs, movies, or other copyrighted work is ILLEGAL. Students caught copying or possessing illegal work will be subjected to disciplinary procedures and may face prosecution by the copyright holder. Students can receive a significant discount on software through the school - see <http://www.aistudentstore.com> for details.
- Lab employees are there to assist with minor technical issues, maintain the equipment, and enforce these rules. They are not there to teach how to use the computers or software. “How to” questions should be directed to the program’s faculty.
- If the signs outside the labs say they are “Available” feel free to quietly walk in, and, if there are any available, use one of the systems. If the sign says the lab is Unavailable, then the class currently going on should not be disturbed, and anyone not in the current class will need to find another lab to use or come back another time. Please be courteous and quiet when entering or exiting any labs that classes are being held in. Anyone disturbing the class may be asked to leave.
- Access to the network and internet will be regulated and monitored through the use of Cisco Clean Access. Attempts to bypass the login or agent may result in the loss of network and internet privileges, as well as further disciplinary action.
- It is our intention to offer graduates of AIM the opportunity to update their resume as well as brush up on their skills occasionally. However, Ai Minnesota computers cannot be used for freelancing. When a lab is full, in-school students will have priority over graduates.
- Damages resulting from student intervention or violation of lab policies will result in disciplinary action and/or fines.

EQUIPMENT CAGE POLICIES

- The Equipment Cage requires a valid Ai Minnesota ID. for the checkout of all items.
- If you lose or break equipment, you will be charged for repair/replacement of that equipment. Payment can be made in the Accounting office, and checks can be made payable to Ai Minnesota.
- There are scanners for student use in Room 228 and Library. Instructions are printed and posted at each station. If you need assistance in operating the equipment, the cage staff on hand will help you.
- Late returns are subject to a fine of \$5.00 per hour (\$25.00 per day maximum) to be paid at the Accounting Office. A balance on your account will suspend your checkout privileges until the debt is cleared. Repeated offenses could result in revocation of privileges and/or disciplinary action.
- Reservations may be made in advance. Reservations are on a “first come, first serve” basis and are conditional on the assumption that the previous student has returned equipment on time. There are no guarantees. Reservations not picked up within an hour of the original reservation time are canceled.

SPECIALTY LABS

- All students who wish to use the Video Editing Lab, Digital Photography Lab, Photography Wet Lab, Print Studio, Green Screen Room, or Audio Studio just first check in at the Equipment Cage to receive an access pass.
- Any student using the room will be responsible for the items therein until they leave. When finished, the student will return the access pass and check out at the Equipment Cage.
- The equipment in the Specialty Labs is limited “specific use” equipment. Due to the nature of this equipment, please be sure you know how to correctly operate the equipment prior to using it. There is a correct usage instruction sheet above each piece of equipment to help guide you through basic tasks. Please do not make alterations to the hardware or cabling.

ADMINISTRATIVE AND FINANCIAL SERVICES

STUDENT FINANCIAL SERVICES (SFS)

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

As an accredited institution, Ai Minnesota is eligible to offer its students the opportunity to apply for a variety of financial assistance programs. These programs include loan, scholarship, grant, and work-study assistance for qualified applicants. Details regarding these programs are available in the Student Financial Services office.

Students who receive financial assistance are cautioned to remember the various responsibilities they have under these programs:

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

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

FINANCIAL AID

All eligible students may apply for financial assistance under various federal and state programs such as:

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Work Study
- State Funded Student Assistance Programs
- Federal Stafford Student Loan (subsidized and unsubsidized)
- Federal Parent Loan (PLUS)
- Vocational Rehabilitation assistance
- Veterans Administration Benefits
- Federal SMART Grant
- Academic Competitiveness Grant (ACG)

Awards under these programs are based on individual need and the availability of funds. Contact Ai Minnesota's SFS office for complete details about financial aid resources. Students receiving financial assistance must maintain satisfactory academic progress standards as outlined in this handbook.

For purposes of calculating financial aid eligibility, student status based on credit hours is defined as follows:

- 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 credit hours and 3 quarters

ACCOUNTING SERVICES

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

The Accounting Office can accept payment by cash, check, or all major credit cards. Automatic monthly charges to your credit card or direct debit from your checking or savings account can be arranged if desired.

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

RETURNED CHECKS

The Accounting office will assess a \$15 charge on all returned checks. This charge will be added to the student account and will be reflected on their monthly statement.

INTEREST CHARGES

An interest charge of 12% APR or 1% monthly will be charged to any balance carried on a student's account at the end of each calendar month.

DISTRIBUTION OF STUDENT REFUNDS

The Accounting office will follow Federal and State regulations regarding the return of excess credit for in-school students. For additional information, contact the Accounting office. This office will apply the following refund distribution in the event enrollment is interrupted at Ai Minnesota.

FEDERAL REFUND POLICY (TITLE IV FUNDS):

The return of Title IV Refund Policy applies to any student who receives Title IV funding and withdrawals. The withdrawal process is defined as occurring when a student notifies in written or oral form, the college of his or her intent to withdraw. Whether or not notification is given or whether or not the student begins the withdrawal process, the college will determine the date of withdrawal as the date the student ceased attendance. The Return of Title IV formula determines the amount of Title IV funds a student has earned at the time the student ceases attendance and the amount of Title IV funds a student must return.

The amount of Title IV funds earned by a student is based on the amount of time spent in attendance by the student for that term. The amount of Title IV funds a student earns is a proportional calculation based on the amount of time the student attends school through 60 percent of the term. If a student ceases to attend school after 60 percent of the term, the student earns 100 percent of the Title IV funds. If the amount of Title IV grant or loan funds dispersed is greater than the amount a student earned, unearned funds must be returned. If the amount the student was dispersed is less than the amount the student earned, the student is eligible to receive a post-withdrawal disbursement in the amount of earned aid not received but otherwise eligible.

TITLE IV FUNDS DISTRIBUTION POLICY:

Return of Title IV funds will be distributed as follows:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Federal PLUS Loans
4. Federal Pell Grant
5. Federal ACG Grant
6. Federal SMART Grant
7. Federal SEOG

NON FEDERAL REFUND POLICY:

Refunds for State aid programs and non-State aid programs are calculated on a proportional basis using the State mandated or institutional refund policy. To calculate the minimum refund due to the Minnesota State Grant program, the SELF Loan Program, and other Aid Programs, with the exception of the State Work Study Program, the OHE Refund Calculation Worksheet, Appendix 14, of the Minnesota State Grant manual is used.

BUYER'S RIGHT TO CANCEL:

In accordance with Minnesota State Statutes, each student will be notified of acceptance/rejection in writing. In the event a student is rejected, all tuition, fees and other charges will be refunded.

Notwithstanding anything to the contrary, if a student gives written notice of cancellation within five business days of the execution of the contract or day on which the student is accepted, then a complete refund is given regardless of whether the program has started.

If a student gives a written notice of cancellation after five business days of the execution of the contract or on which the student is accepted, but before the start of the program by the college, then all tuition, fees, and other charges, except 15 percent of the total cost of the program, not to exceed \$50.00, shall be refunded to the student.

If a student gives written notice of cancellation after the first lesson is completed, but before completion of 75 percent of the period of instruction, then the student is assessed a pro rata portion of the tuition, fees and all other charges.

Any notice of cancellation shall be acknowledged in writing within 10 business days of receipt of such notice and all refunds shall be forwarded to the student within 30 business days of receipt of such notice. This refund policy is not linked to any student conduct policy and any promissory instrument shall not be negotiated prior to completion of 50 percent of the course.

Written notice of cancellation shall take place on the date the letter of cancellation is postmarked or, in the case where notice is hand carried, it shall occur on the date the notice is delivered to the college. The date of execution of the enrollment agreement shall be presumed to the date of delivery of the notice of acceptance: and if delivered by mail, the postmark date of the letter of acceptance.

Examples of the calculations for policy are available in the Student Accounting office.

The Art Institutes International Minnesota may change the refund policy when Federal, State, or other policies change. Students will be given 60 days notice of any change.

NON-PAYMENT OF CHARGES:

Non-payment of tuition, housing, fees and/or other charges due to The Art Institutes International Minnesota will result in you being obligated for additional collection costs, collection agency costs and legal costs.

In addition, we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations and not release your academic transcript until all your debts to us are paid in full.

KIT RETURN POLICY

During the first 6 days of the student's attendance, the supply kit and individual components of the kit may be returned for a refund only if the item being returned is in good condition and able to be resold.

APPEAL PROCEDURES: REINSTATEMENT OF FINANCIAL ASSISTANCE

Students who are terminated from Ai Minnesota are ineligible for financial assistance until they re-enter and comply with satisfactory academic progress requirements. Any student who is denied financial assistance under the school's satisfactory progress policy has the right to appeal this decision.

Separate written requests for appeal and supporting documentation must be submitted to the Student Financial Services office once the student's academic appeal has been approved. Reinstatement of aid must be based on documented, exceptional, mitigating circumstances. The Student Financial Assistance Review Committee, comprised of the President and other Ai Minnesota official(s), as deemed appropriate by the President, is responsible for reviewing all such appeals of suspensions of student financial assistance. The committee will meet as needed to resolve such appeals on a timely basis.

In order for a student's appeal of a denial of financial assistance to be considered by a committee, the student must:

1. Write a letter to the Director of Student Financial Services that details all mitigating circumstances. These letters must be received within ten days following notification of financial aid denial.
2. Attach any documents that provide evidence, justification, or reasons for the student's situation, which led to financial assistance.
3. At the student's option, request personal appearance before the Student Assistance Review Committee.

The Review Committee will then:

1. Review the student's academic and financial aid records.
2. At the Committee's discretion, request the appearance of the student to clarify any materials/statements presented by the student.
3. Review all materials presented by the student and Ai Minnesota, and render final decisions regarding the student's financial assistance status.

Students whose financial assistance is reinstated as the result of appeal are required to come into compliance with the school's Academic Progress Policy by the end of the quarter of reinstatement.

SUPPLY STORE

The Supply Store is located with Print Services on the lower level. Regular store hours are posted on the Supply Store window. The Supply Store stocks a wide variety of logo apparel, art supplies, beverages, snacks and textbooks. Textbook lists are usually available two weeks before the quarter starts. However, these lists are subject to change prior to the quarter start. Please be advised to wait until the first day of class to verify which textbooks you will need.

The Supply Store also provides a number of customer services including bus passes and graduation cap and gown rental. Culinary students may special order culinary uniform pants and coats from the Supply Store. Please note that the Supply Store does not issue change without a purchase.

Since locks are not provided with the culinary lockers, it is recommended that students purchase a lock to ensure the security of their belongings. Locks can be purchased in the Supply Store.

The Supply Store is also the place to keep money set aside specifically for art supplies and textbooks.

Students receive a Supply Store credit as part of the supply kit under your Student ID number. Additional funds may be added to the supply store account at any time. Ai Minnesota offers a book buy-back program during the first week of each quarter. Check with the Supply Store for more information.

PRINT SERVICE POLICIES

Print Service is located with the Supply Store. Color prints and plots may be purchased at the front counter. Print Service offers a wide variety of printing choices and media. Please refer to the poster located on the counter for prices and services offered.

1. All color prints and plots are done on a first-come/first-serve basis. If Print Service has no prints in the queue then there is no wait.
2. Any print brought in within an hour of closing will be available for pick-up the following day by 9:00 a.m, depending on the queue in front of your request. During finals, all Print requests have a guaranteed 24-hour turn around time.

Tips:

1. General
 - a. Print Service printers all have a 1/8 inch border. Please be aware of this border when you set up documents. Any image or text that extends beyond these borders will be cut off.
 - b. Print Service printers do not do "bleed" prints (prints that extend to the exact borders of a page). If you desire a "bleed," purchase a larger print. For example: An 8.5" x 11" "bleed" is desired. Set up the document on 11"x 17" and trim the excess to achieve the "bleed."

2. When a print from Quark Xpress is required:
 - a. Include all of the desired fonts with the file to be printed.
 - b. Include all of the desired imported images with the file to be printed.
 - c. “Collect for Output” before bringing the file to be printed to insure that all images have been updated.
3. When a print from Adobe Illustrator is required:
 - a. Include all of the desired fonts.
 - b. In order to avoid font problems, it is a good idea to “Create Outlines” of all text and save the file as a different version to be printed.

When a print from Adobe InDesign is required, package the file and submit the folder containing the images and fonts along with the InDesign file.

Interior design students should convert PLT’s to Adobe PDF files so there is clarification regarding any plot colors.

STUDENT RIGHTS AND RESPONSIBILITIES

NON-DISCRIMINATION POLICY

The Art Institutes International Minnesota does not discriminate on the basis of those characteristics protected by federal, state, or local statutes such as race, color, creed, national origin, ancestry, sex, age, religion, sexual orientation, disability, genetic marker or any other characteristic protected under state, local or federal law in the administration of any of its educational programs, activities, or with respect to admission and employment.

SMOKE-FREE POLICY

Ai Minnesota provides an environment that offers the opportunity and resources to optimize the personal health and well being of the entire school community. In accordance with this philosophy, all Ai Minnesota facilities adhere to a smoke-free policy.

Smoking should not occur within 50 feet of the front entrance to the building. A designated smoking area is located outside at the rear of the building. All faculty and staff share in the responsibility of adhering to and enforcing this policy and have the responsibility of bringing it to the attention of other faculty, staff, students, and visitors.

PROPERTY RIGHTS

Ai Minnesota is not responsible for the personal property of students (such as books, supplies, equipment, or clothing). Students should place their names and student numbers on all items of value. Equipment serial numbers should be recorded and kept in a safe place. Students should review their personal property/homeowners insurance policy.

LOST AND FOUND

All lost items, including those left in classrooms and labs, should be brought to the Security Desk located on 2nd floor in the LaSalle building. Due to limited storage space, lost and found items will be kept for a limited time. All unclaimed items will become property of Ai Minnesota.

STUDENT CODE OF CONDUCT

Ai Minnesota promotes learning and the development of integrated, whole persons. Students may expect that the institution and all its members will treat them as adults and as full participants in the educational process.

Ai Minnesota strives to be a community characterized as thinking, caring, inclusive and active. Such a community requires that its members, having made a choice to join the community, strive to improve themselves, affirm others and actively involve themselves in enhancing the community. These ideals require that we have explicit, clear and high expectations for one another. These expectations are that:

- We take responsibility for our own learning and personal development,
- We challenge each other to develop intellectually and ethically,
- We practice personal and academic integrity,
- We consider and seek to understand different ideas and viewpoints
- We conduct ourselves with dignity and civility in our interactions with one another,
- We care about others' welfare and seek to be responsive to their needs,
- We strive to keep one another safe from physical and emotional harm,
- We respect the dignity and worth of all persons,
- We celebrate human differences in their many forms,
- We confront bigotry with caring and without compromise,
- We respect the rights and property of others,
- We take responsibility for our actions, bear the consequences of those actions and learn from them.
- We challenge others to take responsibility for their actions, to bear the consequences and to learn from them.

SECTION I. GUIDING PRINCIPLES

Ai Minnesota 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, Ai Minnesota 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 Ai Minnesota.

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 of Student Affairs or a delegate as appointed by the President of Ai Minnesota), 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. Ai Minnesota may sanction other conduct not specifically included on this list.

1. Academic 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

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 Ai Minnesota 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 Ai Minnesota 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 Ai Minnesota may sanction other conduct not specifically included on this list.

VI. SANCTIONS.

Ai Minnesota 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). Ai Minnesota 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 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 Ai Minnesota 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 Ai Minnesota community may file a complaint against any student for misconduct or for otherwise being in violation of Ai Minnesota 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 Ai Minnesota 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. Ai Minnesota 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 Ai Minnesota policies on the basis of the information available, and impose sanctions for such violations.

NOTIFICATION AND DETERMINATION OF VIOLATIONS THAT WARRANT DISCIPLINARY HEARING

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

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

DISCIPLINARY PANEL

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

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

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

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

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

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 Ai Minnesota policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of Ai Minnesota or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to [school name] policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

ACADEMIC INTEGRITY POLICY

Consistent with its mission and values, The Art Institutes International Minnesota seeks to guide students to develop ideas and concepts that are their own. Any student who engages in conduct that violates principles of academic integrity and honesty is subject to disciplinary proceedings under the Student Code of Conduct.

Academic integrity includes the following expectations:

1. Students shall allow others to receive credit for their work by:
 - a. Refraining from intentionally or inadvertently presenting the ideas of others as their own;
 - b. Refraining from assisting others in presenting the work of someone else as his/her own.
2. Students shall refrain from receiving or giving assistance on course assignments or tests beyond the guidelines established by the course instructor.
3. Students shall refrain from falsifying, fabricating, or distorting data through omission.
4. Students shall refrain from misrepresenting his/her personal accomplishments.

Violations of the Academic Integrity policy include:

Plagiarism: the act of representing someone else's work as the student's own regardless of the intent. The presentation of written documents, still or moving images, original ideas, research information, audio samples and music clips that are not the student's own work *without proper citation* is plagiarism.

Cheating: the act of receiving or giving assistance on written or electronic assignments, exams, or documents submitted as original pieces of work. This includes bringing unauthorized written notes, programmed material in watches, calculators, PDAs, cell phones, or laptops to in-class assignments, tests or exams, or take-home assignment or exams that exceed the guidelines set by the course instructor.

Aiding and abetting another individual in cheating and plagiarism is considered a violation of the Academic Integrity policy.

DISCIPLINARY SANCTIONS:

At The Art Institutes International Minnesota, violations of the Academic Integrity Policy are cumulative offenses throughout the student's career at the college: each act of plagiarism or cheating is documented in the student's judicial record, held in the Office of the Dean of Student Affairs, and the student's academic record in the Registrar's office. Violations of this policy will be handled in accordance with the disciplinary procedures outlined in the Student Conduct Policy.

1st Offense:

- Failure of the assignment or examination (0 points) with no opportunity to re-do or make up work that has been plagiarized or produced as a result of cheating. The faculty member should calculate a course grade as if the assignment had been submitted but received no points. Depending on the weight and timing of the assignment or exam, this may result in the student's failure of the course.
- Documentation of the plagiarism or cheating is filed in the student's judicial record in the office of the Dean of Student Affairs, and in the student's academic record in the office of the Registrar.

2nd Offense:

- Failure of the course.
- A letter of Academic Warning is sent by the office of the Dean of Academic Affairs.
- Documentation of the plagiarism or cheating is filed in the student's judicial record in the office of the Dean of Student Affairs, and in the student's academic record in the office of the Registrar.

3rd Offense:

- Failure of the course.
- Documentation of the plagiarism or cheating is filed in the student's judicial record in the office of the Dean of Student Affairs, and in the student's academic record in the office of the Registrar.
- Possible suspension/termination from The Art Institutes International Minnesota with right to appeal as per procedures set forth in the Student Code of Conduct.

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

The Art Institutes International Minnesota does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local, or federal law, in 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: Dean of Student Affairs, 15 South 9th Street, Minneapolis, MN 55402.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt, and reliable determination about whether The Art Institutes International Minnesota's 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 Dean of Student Affairs, 15 South 9th Street, Minneapolis, MN 55402 (612-656-6865) or for academic matters with Dean of Academic Affairs, 15 South 9th Street, Minneapolis, MN 55402 (612-656-6861). The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Student Affairs for non-academic affairs or Dean of Academic Affairs for academic reasons.
2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs for non-academic affairs or Dean of Academic Affairs for academic reasons.
3. The Dean of Student Affairs for non-academic affairs or Dean of Academic Affairs for academic reasons will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation at the investigator's sole discretion.
4. The Dean of Student Affairs for non-academic affairs or Dean of Academic Affairs for academic reasons will determine whether a violation of The Art Institutes International Minnesota non-discrimination policy has occurred. The Dean of Student Affairs for non-academic affairs or Dean of Academic Affairs for academic reasons will issue a written determination as promptly as practicable. If the Dean of Student Affairs for non-academic affairs or Dean of Academic Affairs for academic reasons determines that the policy has been violated, the Dean of Student Affairs for non-academic affairs or Dean of Academic Affairs for academic reasons will also recommend corrective action.
5. The decision of the Dean of Student Affairs for non-academic affairs or Dean of Academic Affairs for academic reasons may be appealed by petitioning the President's Office of The Art Institutes International Minnesota. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Student Affairs for non-academic affairs or Dean of Academic Affairs for academic reasons. 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.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found within this 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>.

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

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

Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
St. Paul, MN 55108.

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

ARBITRATION

You and The Art Institutes International Minnesota (Ai Minnesota) agree that any dispute or claim between you and Ai Minnesota (or any company affiliated with Ai Minnesota, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at Ai Minnesota, 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 Ai Minnesota's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If Ai Minnesota intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with Ai Minnesota, 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, Ai Minnesota will select one.

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

IF EITHER YOU OR Ai Minnesota 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 Ai Minnesota 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, Ai Minnesota 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 Ai Minnesota. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800-474-2371.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

I. PROCEDURE TO INSPECT EDUCATION RECORDS:

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his or her records should submit a written request to the 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. The student will be notified of the time and place where the records may be inspected. The college 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 International Minnesota 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 International Minnesota officials who have been determined by the college to have legitimate educational interests in the records. A school official is
 - a. a person employed by the college in an administrative, supervisory, academic or research, or support staff position; or
 - b. a person employed by or under contract to the college 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 International Minnesota has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a 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 Ai Minnesota will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. RECORD OF REQUESTS FOR DISCLOSURE

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to Art Institutes International Minnesota officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institutes International Minnesota 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 International Minnesota 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 International Minnesota to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institutes International Minnesota, 15 South 9th Street, Minneapolis, MN 55402. 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:

A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.

1. The Art Institutes International Minnesota 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.
2. Upon request, The Art Institutes International Minnesota 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 International Minnesota.

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.

3. The Art Institutes International Minnesota 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.
4. If, as a result of the hearing, The Art Institutes International Minnesota 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.
5. If, as a result of the hearing, The Art Institutes International Minnesota 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.
6. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institutes International Minnesota 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 International Minnesota 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

SAFETY AND SECURITY POLICIES AND PROCEDURES

EMERGENCY EVACUATION

If the fire alarm sounds or a member of the school's staff tells you to evacuate the building, for your own safety, please observe the following procedures:

1. Stay calm.
2. Stop work immediately.
3. Grab your valuables, but don't pack up work supplies or work in progress.
4. Calmly follow the directions from the nearest faculty or staff member for exiting your area.
5. Exit the building using nearest stairwell only as emergency exit signs suggest. Emergency evacuation routes are posted next to each floor's elevator. Do not use the elevators in emergency situations. An elevator may become inoperative and you may be trapped.
6. If you have mobility impairment, request assistance from those nearest to you. In the event no one renders assistance, go to the nearest stairway landing, shout for help, and wait there until help arrives.
7. Notify either safety personnel or firefighters on the scene if you suspect someone maybe trapped inside the building.
8. Stay low in smoky conditions.
9. Once evacuated, move to the St. Thomas courtyard, at least 100 ft. from our building. Someone will direct all students, faculty, and staff to the appropriate waiting area.

10. Keep all driveways clear.
11. Do not return to the building until the authorities give the “all clear.”

It is critical to the safety of each student, staff, and faculty member that they are prepared for any emergency situation that may arise. In each classroom is a listing of emergency contact phone numbers and a listing of employees trained in CPR and First Aid. Emergency preparedness includes knowledge of and/or willing participation in each of these items:

1. Participate in regularly scheduled fire drills.
2. Know two ways out of the building.
3. Know how many doorways there are to the stairwell.
4. Recognize that stairwells are safer environments than classrooms or hallways. Those students, staff, or faculty with physical disabilities should wait in stairwells for fire department staff to assist them.
5. Follow fire drill procedure and evacuation plan as posted throughout the building. Please take the time to familiarize yourself with these evacuation floor plans.

DRUG-FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institutes International Minnesota is prohibited by college regulations and is incompatible with the Art Institutes International Minnesota 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.

DRUG AND ALCOHOL POLICIES

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Ai Minnesota also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

EFFECTS OF DRUGS AND ALCOHOL

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional, and social health. This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit. 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 International Minnesota and the requirements of state and federal law, Ai Minnesota has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short Term Risks

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

Long-Term Risks

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

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

THE ART INSTITUTES INTERNATIONAL MINNESOTA SANCTIONS

The Art Institutes International Minnesota, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, The Art Institutes International Minnesota 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 International Minnesota 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.

FEDERAL AND MINNESOTA STATE SANCTIONS

Minnesota criminal statutes provide for drug offense penalties in relation to the nature of the offense, the drug involved, whether the offense is a first or subsequent offense, and in some cases, the amount of the drug involved.

- Whoever proximately causes great bodily harm by, directly or indirectly, unlawfully selling, giving away, bartering, delivering, exchanging, distributing, or administering a controlled substance classified in schedule I or II (includes cocaine, heroin, morphine, hallucinogens, etc.) may be sentenced to imprisonment for not more than ten years or to payment of a fine of not more than \$20,000, or both.

Drug trafficking (selling, manufacturing or possessing large quantities of illegal drugs) carries minimum mandatory prison terms and fines under Minnesota law as noted below:

<p>Sale of cocaine, heroin or methamphetamine (>10 grams) or any narcotic other than cocaine, heroin or methamphetamine (> 50 grams) or hallucinogens (>50 grams) or marijuana (>50 kilograms)</p> <p>Possession of cocaine, heroin or methamphetamine (>25 grams) or any narcotic other than cocaine, heroin or methamphetamine (> 500 grams) or hallucinogens (>500) grams or marijuana of (>100 kilograms)</p> <p>Manufactures any amount of methamphetamine</p>	<p>First Degree: Imprisonment not more than 30 years or to a payment of a fine not more than \$1,000,000, or both</p>
<p>Sale of cocaine, heroin or methamphetamine (>3 grams) or any narcotic other than cocaine, heroin or methamphetamine (> 10 grams) or hallucinogens (>10 grams) or marijuana (>25 kilograms)</p> <p>Possession of cocaine, heroin or methamphetamine (>6 grams) or narcotic other than cocaine, heroin or methamphetamine (> 50 grams) or hallucinogens (>50 grams) or marijuana (>50 kilograms)</p>	<p>Second Degree: Imprisonment not more than 25 years or to a payment of a fine not more than \$500,000 or both.</p>
<p>Sale of cocaine, heroin or methamphetamine or any narcotic other than cocaine, heroin or methamphetamine (> 10 grams) or hallucinogens (> 10 doses) or marijuana (>5 kilograms)</p> <p>Possession of cocaine, heroin or methamphetamine (>3 grams) or narcotic other than cocaine, heroin or methamphetamine (> 10 grams) or hallucinogens (>50 doses) or marijuana (>10 kilograms)</p>	<p>Third Degree: Imprisonment not more than 20 years or to a payment of a fine not more than \$250,000 or both.</p>
<p>Sale of any narcotic other than marijuana or sale of marijuana in a school zone, park zone, or public housing zone</p> <p>Possession of hallucinogens (>10 doses) or any narcotic other than marijuana, with the intent to sell</p>	<p>Fourth Degree: Imprisonment not more than 15 years or to a payment of a fine not more than \$100,000 or both.</p>
<p>Sale of marijuana or any controlled substance</p> <p>Possession of any narcotics</p>	<p>Fifth Degree: Imprisonment not more than 5 years or to a payment of a fine not more than \$10,000 or both.</p>

Mandatory sentences increase in proportion to quantity.

Driving under the influence of alcohol or drugs carries the following penalties:

First conviction: Fine of no less than \$300 nor more than \$1,000 and imprisonment for not less than 10 days no more than 12 months.

Second conviction: Fine of \$600 to \$1000, prison for not less than 90 days

Third or subsequent conviction: Fine of \$1000 to \$5000, prison for not less than 120 days

Additional monetary penalties may also be imposed to compensate victims.

Furnishing alcoholic beverages to, and purchase or possession of alcoholic beverages by any person under the age of 21 is prohibited by Minnesota law. The sentence for the first conviction is 30 days imprisonment, a \$300 fine, or both. In addition to criminal penalties, anyone who furnishes alcohol to an underage person, knowing that such person will soon be driving, may become liable for injuries or damages caused by the underage drinking driver.

Additional sanctions exist under Minnesota law for drug and alcohol-related offenses including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, and denial or revocation of professional licenses.

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

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

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

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

COUNSELING

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

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

TWIN CITIES AREA RESOURCES

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

ADDITIONAL SOURCES OF INFORMATION:

The Alcohol and Drug Information Line	800-729-6686
The National Institute on Drug Abuse Hotline	800-662-HELP
The National Institute on Drug Abuse Workplace Helpline	800-843-4971
The National Clearinghouse for Alcohol and Drug Information	301-468-2600
Cocaine Information	800-COCAINE
Hennepin County Addiction Clinic	612-347-7600
Minneapolis Police (non-emergency)	612-348-2345

CRISIS NUMBERS:

Crisis Connection (24-hours)	612-379-6363
Rape & Sexual Abuse Center (24-hours)	612-825-HELP
Minnesota Coalition for Battered Women (24-hours)	651-646-0994
Ramsey County Social Services (24-hour)	651-290-8999

LOCAL HOSPITALS:

Abbott Northwestern Hospital	612-863-4000
Fairview – University Medical Center:	
Riverside Campus	612-672-6000
University Campus	612-273-3000
Hennepin County Medical Center	612-347-2121

STUDENTS UNDER THE INFLUENCE

The Art Institutes International Minnesota promotes a healthy and safe educational environment. All referrals requiring immediate intervention with an intoxicated/under the influence student will be directed to appropriate person. Students who are considered to be under the influence of alcohol or mood-altering drugs will be asked to leave the premises immediately and may face disciplinary action.

The Academic Director and the counselor will assess the student's condition. If deemed necessary, the student will go before the Hearing Officer for further disciplinary action that could possibly result in suspension or termination from Ai Minnesota.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT

REPORTING CRIMES AND EMERGENCIES

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

Students and employees should promptly report all criminal actions and emergencies occurring on or around Ai Minnesota facilities to the Dean of Student Affairs either in person or by calling 612-332-3361. If the Dean of Student Affairs is not available, you may contact the Minneapolis Police Department by dialing 911 or 612-673-5701.

To report emergencies or criminal acts occurring in school-sponsored housing, students should dial 612-332-3361 to reach the Director of Residence Life and Housing, or dial 911 to report a crime or emergency requiring an immediate response.

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

In the event of fire or medical emergencies, staff and employees should contact the Minneapolis Police Department by dialing 911 and then notify the Dean of Student Affairs.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs. Reports are kept in a secure location in the Student Affairs office, which is located in 209 Pence. The annual crime report is prepared by gathering campus crime statistics and data from local and state police departments and other relevant information by the Dean of Student Affairs.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of Ai Minnesota that access to all campus facilities, including housing facilities, be limited to authorized personnel, students, and invited visitors. Students are expected to show their student ID as they enter either building. Visitors are at all times subject to Ai Minnesota policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Guests are required to check in at the front desk.

ACCESS TO ACADEMIC BUILDINGS

A Security Desk is located on the second floor in the LaSalle building and on the first floor in the Pence building to Ai Minnesota. After hours, the buildings are protected with an electronic security alarm system and devices including cameras, and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building, and parking areas. Suspicious persons are questioned and asked to leave.

SCHOOL-SPONSORED HOUSING

School-sponsored housing facilities are equipped with electric locks and a front entrance security system that allows residents to view guests at the entrance on their apartment television screen before allowing them to enter the building. Students have key card access to the building which is locked 24 hours a day. There is a security guard at the front desk of the housing facility that also makes regular rounds of the building. The Minneapolis Police Department can be reached by dialing 612-673-5701. In the event of a crime in progress, dial 911.

CAMPUS LAW ENFORCEMENT

Persons employed as security personnel are instructed in security, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to Director of Facilities, 612-332-3361.

These unarmed security personnel at the school building are there to assist students, faculty and staff of Ai Minnesota. Security personnel are on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them. They have the authority to evict unauthorized persons from the premises and/or to contact the local police for assistance. Students are required to carry their Ai Minnesota Photo ID card at all times and to present the ID upon request. Security personnel may not make arrests, but are instructed to promptly contact the Director of Facilities or the police if any illegal activity occurs.

Student residents at school-sponsored housing should contact the residence life staff who reside at the complex should an emergency arise. The residence life staff who are employees of Ai Minnesota, are trained in emergency procedures and school regulations. They will then contact the security personnel on site if necessary.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

Ai Minnesota is located in Minneapolis, Minnesota, within Hennepin County. Ai Minnesota maintains a working relationship with the Minneapolis Police Department with periodic contact initiated by Ai Minnesota personnel to ensure that Ai Minnesota is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided to the campus community via email, posters, computer/tv monitors and notices placed in faculty and staff mailboxes.

PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY AND EMERGENCY NOTIFICATION

All new students at Ai Minnesota are instructed on safety awareness, crime prevention and campus security during orientation, and encouraged to take responsibility for their own security. The orientation program, which takes place four times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at school-sponsored housing if applicable, and procedures for reporting any criminal activity or emergency. Students in school-sponsored housing are given the names and phone numbers of the residence life staff, who live on the premises, in case of an emergency. The Residence life staff discuss safety at orientation and quarterly housing meetings.

An emergency notification system, known as Ai Minnesota Alert Find is in place. This system enables authorized college officials to reach members of the Ai Minnesota community including students, faculty and staff through mechanisms other than college email and telephones. Students, faculty and staff have an opportunity to register each quarter. Promotional material is posted on a regular basis encouraging students to register for this free service. The Alert Find system is tested on a regular basis. Emails and phone calls are also made to students regarding campus emergencies.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

Ai Minnesota also provides programs designed to heighten awareness of crime and its prevention. Topics included in these informational programs are personal safety, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event that Ai Minnesota, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by email, posters and notices placed in faculty and staff mailboxes. Incidents occurring at the Ai Minnesota student housing location are announced by the distribution of notices to each student apartment and via email.

Students are requested to review the Ai Minnesota Student Handbook where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review the Ai Minnesota Employee Handbook where information regarding Standards of Conduct and Safety can be found.

DRUG AND ALCOHOL POLICIES

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

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. Ai Minnesota also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the counseling department twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available outside the Student Affairs office. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, housing personnel, security, the Dean of Student Affairs, the Executive Committee or other Ai Minnesota officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

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

It is also recommended that victims call the Rape and Sexual Abuse Center at 612-374-9077. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. At the victim's request, Ai Minnesota will assist in identifying off-campus counseling or mental health services. After

any campus sexual assaults are reported, the victims of such crimes have the right to request that Ai Minnesota personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in Ai Minnesota housing, if applicable or the transfer of classes.

OTHER RAPE CRISIS CENTERS OR MENTAL HEALTH AGENCIES AVAILABLE TO ASSIST A VICTIM OF SEXUAL OFFENSES INCLUDE:

Crisis Connection	(612) 379-6363
Hennepin County Mental Health	(612) 347-5770
Walk-In Counseling Center	(612) 870-0565
Neighborhood Involvement Program	(612) 374-4601

DISCIPLINARY ACTION AND SANCTIONS

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

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Minneapolis Police Department, located at: 350 S 5th St., Minneapolis, MN, 55415 Additional information can be obtained by calling the police department at 612-673-5701.

THE ART INSTITUTES INTERNATIONAL MINNESOTA

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

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

Criminal Offenses	Calendar Year									
	2006			2007			2008			
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	1	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
Criminal Homicide:										
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Sex Offenses:										
Forcible	0	0	0	0	1	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	2	0	0	0	0	0

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability are listed below, according to type of criminal offense and category of prejudice.

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

Hate Crimes	Calendar Year											
	2006				2007				2008			
	On Campus	Non-campus buildings and property,*	Public Property**	On Campus	Non-campus buildings and property,*	Public Property**	On Campus	Non-campus buildings and property,*	Public Property**	On Campus	Non-campus buildings and property,*	Public Property**
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary/Theft	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Bodily Injury	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Homicide:												
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses:												
Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2006			2007			2008		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Liquor Law Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	22	0	0	26	0	1	26	0
Drug Abuse Violations:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	7	0	0	1	0	0	6	0
Weapons Possessions:									
Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	1	3	0
Totals	0	29	0	0	27	0	2	35	0

* Includes school-sponsored housing

** Public property refers to the areas immediately adjacent to the school on all four sides, including the front sidewalk and the back and side alleys.

GENERAL SCHOOL POLICIES

BICYCLE PARKING

All bicycles should be secured to approved bike racks. Do NOT lock or park bicycles on or around stairwells. These stairwells are fire exits that lead outside of the building.

GUESTS ON CAMPUS

The Art Institutes International Minnesota welcomes guests to its campus as long as the guests' purposes are consistent with the educational mission and climate of Ai Minnesota and their presence does not compromise their own safety and the safety of others.

All guests must register at the front desk to receive a visitor's pass. Any children accompanying guests of registered students must not be left unsupervised in any location including student or employee lounges, hallways, libraries, classrooms, common areas and parking lots. Ai Minnesota cannot accept responsibility for the safety and supervision of children.

The presence of visitors (or others not specifically registered for a course) in a classroom can be disruptive to the teaching process. Consequently, unless specifically authorized by the course instructor, all guests may be asked to leave the classroom.

NON-FRATERNIZATION POLICY

Because of the subordinate relationship that exists between faculty and students, close social relationships can be problematic. Such relationships can result in the real or perceived problem of favoritism or they can degenerate into cases of sexual harassment that can seriously affect the educational process. A sexual relationship between faculty and the students they teach or may teach is prohibited. Students and faculty members are expected to conduct themselves in a professional manner that contributes to a proper educational and business environment. All persons covered by this policy are expected to abide by its terms. However, violations of this policy should be brought to the attention of an Academic Director, Director of Human Resources, Dean of Academic Affairs, or President. Appropriate disciplinary action will be taken based on the result of any investigation.

ANTI-HAZING POLICY

Hazing involving The Art Institutes International Minnesota 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 Ai Minnesota. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located in the Office 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.

NO HARASSMENT POLICY

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

DEFINITION OF SEXUAL HARASSMENT

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

- a. Submission to such conduct is an explicit or implicit term or condition of a person's status in a course, program or activity or in admission, or in an academic decision;
- b. Submission to or rejection of such conduct is used as a basis for an academic decision; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. At Minnesota prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

OTHER FORMS OF HARASSMENT

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

COMPLAINT PROCEDURE

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

FREQUENTLY ASKED QUESTIONS (AND ANSWERS)

1. I have financial difficulty during my stay in school. Who do I see?

You talk to a Financial Aid Officer in the Student Financial Services office – Rm. 222.

2. How often do I have to apply for financial aid?

New financial aid year starts July 1st every year and the forms must be re-done for that year. You should visit your Financial Aid Officer during Winter or Spring quarter to reapply for financial aid.

3. If I cannot make my monthly payment on time, what do I do?

Talk to the Student Accounting Office – Rm. 201.

4. If I take less or more than 16 credits, will it affect my financial aid?

In many cases – YES. Check with your Financial Aid Officer in the Student Financial Services office – Rm. 222

5. Who do I talk to if I have problems with a class?

You talk with your instructor for that class.

6. I lost my Student ID. Can I get a new one? Where do I go?

Yes, new Student IDs can be obtained at the Equipment Cage. They cost \$15.00 to replace.

7. Where is Lost & Found?

At the 2nd floor Security desk, LaSalle building.

8. Are there open computer lab times? Where are they posted?

Yes, there are open lab times. They are posted on the windows at the entrance to each lab.

9. I am interested in working in the Equipment Cage. Who should I talk to?

Talk to the Student Employment Advisor in Rm. 002.

10. Where do I get my textbooks?

You buy your textbooks at the Ai Minnesota supply store. The store is located on the lower level of the building. You are required to have your textbooks by the end of the first week of classes.

11. Where do I get my grades?

They are posted on your online account.

12. Where do I go to see how many hours of class I have missed?

The Registrar's office or talk to your instructor.

TITLE	NAME	EXTENSION
President	William Johnson	6858
Executive Assistant	Jeanne Theberath	6863
Dean of Academic Affairs	Susan Tarnowski	6860
Academic Affairs Administrative Assistant	Amber Galer	6861
Academic Directors	Jan Austad	7512
	Mike Autenrieth	6819
	Gina Carlson	7548
	Jennifer McDowell	6981
	Colleen Mullins	6852
	Dana Nybo	6901
	John Schulz	6872
	Jelena Tosovic	6966
	Dave Wilharm	6907
Director of Assessment	Terry Williams	6867
Academic Advisors	Michelle Bean	6883
	Tarah Bjorklund	7564
	Claire Hilgeman	7520
	Steve O'Brien	6815
	Bavi Weston	7560
Online Advocate	Andrea Benedict	7532
Registrar	Desiree Boie	6837
Assistant Registrar	Erin Richards	6834
Attendance Coordinator	Julie Bergeron	6880
Director of Library Services	Steve Liska	6827
Dean of Student Affairs	Pam Boersig	6865
Student Development Coordinator	Julie Kesterke	6892
Counselor/Disabilities Services	Becky Lothe	6866
Director of Residence Life and Housing	Rob Anderson	6835
Residence Life Coordinator	Teresa Hash	612.638.3050
Director of Career Services	Becky Bates	6854
Assistant Director of Career Services	Jodi Gruenwald	6851
Career Services Advisors	Alma Garza	6892
	Carrie Stankey	6855
	Susan Wirth	6850
Alumni Coordinator/Administrative Assistant	Melinda Wolff	7544
Student Employment Advisor	Sarah Mraz	6849
Director of Administrative & Financial Services	Jakki Edwards	6859
Director of Student Financial Services	Bonnie Burgoyne	6839
SFS Administrative Assistant	Jamie Gordon	6828
Associate Directors of SFS	Craig McCoy	6843
	Rebekah Martin	6879
Assistant Directors of SFS	Kimberly Steele	6876
Financial Aid Officers	Angie Anderson	6891
	Alisa Rawna	6885
	Lena Collister	6959
	Jason Twombly	6842
	Natalie Lynch	6833
	Tiffany Williams	6838

Accounting Supervisor	Jeff Lee	6846
General Accountant	Crysta Weidmann	6845
Student Accounting Assistant	Lydia Zabar	6844
Collections Clerk	Clinton Lambeth	6985
Food Service Director	Mike Autenrieth	6819
Print Service Supervisor	Erik Thompson	6824
Supply Store Manager	Barry Rosenman	6864
Director of Human Resources	Patrick Chen	6848
HR Generalist	Susie Charais	6847
Security Guards	Basher Elwagi	5555
	Momo Lawson	5555
	Gloria Robison	5555
Senior Director of Admissions	Mary Strand	6820
Director of Admissions	Deborah Andreivich	6801
	Jeff Mammenga	6803
Assistant Director of Re-Admissions	Jack May	6829
Assistant Directors of Admissions	Lena Bessas	6808
	Jason Chinander	6814
	Andy Covert	6805
	Leah Conn	6871
	Jason Edwards	6882
	Sofia Farone	7567
	Sherry Hanson	6810
	Aaron Heiner	6812
	Nick Mueller	7568
	Amanda Leininger	7540
	Danni Munro	7561
	Mike Miller	6870
	Kris Pearson	6806
	Jesse Reed	6884
	Ivy Arnett	6874
	Julie Voshel	6977
	LeAnna Wangerin	6809
Office Manager	Izy Follansbee	6817
Senior Admissions Coordinator	Melissa Giacomini	6804
Admissions Coordinators	Charla Hudlow	6802
	Angie Kukielka	6818
	Pleasant Lucas	6816
	Andrea Renaud	6823
	Hannah Hedegard	6963
Enrollment Processor	Matt Johnson	6822
Mailroom Coordinator	Amy Williams	7600
Receptionist	Anjila Kozel	6862
Director of Communications	Greg Lockhart	6841
Director of Technology	Nikki Austin	6821
Technology Support Supervisor	Mark Thomes	6826
Senior Desktop Analyst	Jim Bozic	6831
Desktop Analysts	Mike Guille	6986
	Tony Voelker	7555
Facilities Manager	Daniel Odole	6878
Maintenance Supervisor		