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## MESSAGE FROM THE PRESIDENT

Welcome to college!

This 2007-2008 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 what ever 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!

Joseph L. Marzano, Jr.  
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.

Ai Minnesota is accredited by the Accrediting Council of Independent Colleges and Schools (ACICS), an agency recognized by the U.S. Department of Education and licensed by the Minnesota Office of Higher Education as a private career college. Additionally, Ai Minnesota is governed by a variety of federal and state statutes, standards, rules and regulations.

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 provides postsecondary 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 administration and faculty members of the Academic Affairs department 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 AFFAIRS**

The Office of 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. The office achieves its mission through:

- The selection, development, and retention of exemplary faculty
- The careful, continual planning and development of a curriculum that is responsive to the needs of students and employers
- The promotion and support of an effective Learning Resource Center which provides access to materials and information supporting educational programs at Ai Minnesota

### **STUDENT READMISSION SERVICES**

For a smooth transition back into the academic mainstream, students wishing to return to Ai Minnesota should contact the Associate Director of Readmissions. Readmission is contingent upon space limitations and is at the discretion of the Dean of Academic Affairs. 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 leave.

### **REGISTRAR'S OFFICE**

The Registrar and staff are responsible for the following services:

- 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; allow 48 hours processing time; requests must be made in writing and must be signed by the student
- supervision of quarterly student registration activities
- processing of student status changes, including:
  1. leaves of absence
  2. course and program interruptions
  3. requests for program changes
  4. veterans enrollment certifications and reports
  5. social Security verification
  6. address/name/phone number changes
  7. verification of enrollment and department forms, etc.

### **ADDRESS/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. Stop by the Registrar's Office and fill out an address change form when you move. Ai Minnesota does not accept any student mail. If student mail is received by Ai Minnesota, it will be returned to the sender.

## **REGISTRATION PROCEDURES**

Students register for classes according to their program progression. All students need to meet with their academic advisor to discuss their schedules. Registration for the following quarter starts during week six of the current quarter. It is the student's responsibility to complete paperwork with Student Financial Services (SFS) and Accounting to complete their registration. Schedule is subject to change without notice.

## **COMPLIANCE WITH APPLICABLE REGULATIONS**

Students are responsible for obtaining, learning, and observing established Ai Minnesota's policies as listed in all official publications. In addition, students must comply with the legal and ethical standards of Ai Minnesota as well as those of Hennepin County and the State of Minnesota.

## **STUDYTRIPS**

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**

The Art Institutes International Minnesota is part of The Art Institutes Study Abroad Consortium and provides students seeking 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 domestic and 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.

## **COURSE SCHEDULING/COURSE SEQUENCING/COURSE TITLES**

Ai Minnesota reserves the right to reschedule students at any time to accommodate classroom needs. 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.

## **PORTFOLIO EVALUATION REQUIREMENTS**

Graduating students from all art-based/design programs must pass a required course in which a portfolio is produced. The portfolio must be to the standard 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 separately provided to students within each program. 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.

The portfolio preparation class is normally taken during the last quarter of a student's program. Successful completion of the portfolio preparation class is a requirement for graduation. Students will show their portfolio work at the end of the quarter in which they actually graduate. Students must meet Ai Minnesota's portfolio standards and participate in the portfolio show in order to pass the Portfolio Preparation class and in order to graduate.

## **PORTFOLIO SHOW**

Ai Minnesota is proud to host a portfolio show for graduating students. The show celebrates the work and accomplishments of graduating students and showcases their work for employers, family, faculty, staff and students.

## THE GALLERY

The Ai Minnesota Gallery located on first floor serves as an exhibition and reception space that reflects our campus vision for learner-centered, market-focused career education, by displaying the work of industry professionals, faculty, students and graduates in their career fields. The gallery highlights program-relevant work related, but not limited, to current educational programs at Ai Minnesota.

Students have the opportunity to have their work exhibited in the Gallery and various other spaces throughout the school. The Exhibition Committee oversees the gallery and artwork throughout the building.

## ACADEMIC POLICIES AND PROCEDURES

The academic policies and procedures of Ai Minnesota help ensure a quality education for its students and also provide some useful measurements of academic progress.

### ACADEMIC GRADING SYSTEM

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

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

#### 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
S	=	Suspension from School
T	=	Termination from School
W	=	Withdrawal from a course
WF	=	Withdrawal/Fail (after the 9th week)

**Advanced Course Credit (TR or P)** Course credit transferred from another accredited post-secondary institution is assigned a “TR” code. Proficiency credit awarded on the basis of exam or portfolio examination 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 with grade transcripts and, if necessary, course descriptions from the college previously attended.

**Withdrawal (W):** A student who withdraws from a course or from the program during the first nine weeks 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.

**Withdrawal-Fail (WF):** A student who withdraws from a course or from the program after the end of the 9th week will be assigned a “WF” code for each course. The “WF” code is calculated as an “F” in the student’s grade point average.

## **ACADEMIC PERFORMANCE MEASURES**

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

### **GRADE POINT COMPUTATION**

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

#### *1. Calculation of CGPA*

A student’s cumulative grade point average is calculated by

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

(The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth 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.

### **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.

### **DROP/ADD PERIOD AND CLASS WITHDRAWAL**

Schedule Adjustment Week

A student may add or drop a course during the first six days of the quarter. A student who drops a course in the second week of the quarter through the end of the quarter will be charged the full course tuition rate. If the student drops out of school completely, the federal and state refund policies are outlined in the Ai Minnesota Student Handbook.

### **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. 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.

## **INCOMPLETE GRADE POLICY**

At Minnesota does not give grades of incomplete.

## **APPEAL OF GRADES**

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 of the matter, the Dean of Academic Affairs, after consultation with the instructor and the student, will establish an appeals committee, review the facts and the committee will make a final determination. All finalized grade changes must be submitted to the Registrar by the end of the quarter following the course for which the grade change is being requested. Changes to student grades will not be made after the first day of the following quarter.

## **STUDENT STATUS**

Based on credit hours, status is defined as follows:

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.

## **STATUS CHANGE**

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

1. A course change, addition or deletion.
2. An enrollment change from one program of study to another program of study (internal transfer). For example, from Interactive Media Design to Graphic Design.
3. Transferring from one Art Institutes location to another Art Institutes location (termed an external transfer).
4. A change of attendance schedules For example, from part-time to full-time class attendance or vice versa.

## **REQUIREMENTS FOR GRADUATION**

In order to graduate, a student must:

1. Receive a passing grade or credit for all required course work and a C or better in capstone classes denoted with a \*.
2. Earn the minimum required credits for the program.
3. Achieve a minimum CGPA of 2.0.
4. Meet portfolio or other requirements, if applicable, and as outlined in the student handbook.
5. Satisfy all financial obligations with The Art Institutes International Minnesota.
6. Complete a graduation clearance form.
  - It is the practice of The Art Institutes International Minnesota to round GPA and CGPA points to the nearest tenth percent for the purpose of determining academic progress.
  - No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average. Culinary Arts students must successfully complete an internship near the end of their program in order to graduate.

# SATISFACTORY ACADEMIC PROGRESS POLICY

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

## CRITERIA FOR HONORS DESIGNATION

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

Term Honors Designation (at the completion of a quarter 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.

## MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS

### ACADEMIC STANDARDS FOR DIPLOMA PROGRAMS

At the end of first quarter (or the end of the third session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **probation**.

At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **dismissal**.

At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on **probation**.

At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in **dismissal**.

Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.

The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. The result of the appeal (appeal granted or appeal denied) must be catalogued in the Student Information System.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the Institute. If the student's appeal is granted, he or she will be placed on **probation** at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation

point. Failure to do so will result in a **permanent dismissal**. The student would do this through the reentry process.

Failure to complete courses successfully, for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid.

### **ACADEMIC STANDARDS FOR DEGREE PROGRAMS**

At the end of second quarter (or the fifth session for mid-session starts), students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **probation**.

At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in **dismissal**.

At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on **probation**.

At the end of sixth quarter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in **dismissal**.

While we are bound by Department of Education requirements that a student be dismissed after his or her sixth quarter if the CGPA is below 2.0 and/or the ICR is below 66.67%, we are allowed to place a student on probation in subsequent quarters if the CGPA falls below 2.0, but is at least 1.8, and/or the ICR falls below 66.67%, but is at least 60%. If the student is put on probation, the student will have to attain both a CGPA of 2.0 and an ICR of 66.67% at the end of the next evaluation point or be **dismissed** (note: evaluation points occur every other quarter after sixth quarter). This can only happen once after sixth quarter.

At any evaluation point after sixth quarter, a student with a CGPA below 1.8 and/or an ICR below 60% will be **dismissed**.

Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.

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.

Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in **dismissal**.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the Institute. If the student's appeal is granted, he or she will be placed on **probation** at the start of the term, and would be required to attain CGPA and ICR milestones by the next evaluation point. Failure to do so will result in a **permanent dismissal**. The student would do this through the reentry process.

### **OTHER STANDARDS OF ACADEMIC PROGRESS:**

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

- a. Death of an immediate family member
- b. Student illness requiring hospitalization (this includes mental health issues)
- c. Illness of an immediate family member where the student is a primary caretaker
- d. Illness of an immediate family member where the family member is the primary financial support

- e. Abusive relationships
- f. Divorce proceedings
- g. Previously undocumented disability
- h. Work-related transfer during the term
- i. Change in work schedule during the term
- j. Natural disaster
- k. Family emergency
- l. Financial hardship such as foreclosure or eviction
- m. Loss of transportation where there are no alternative means of transportation
- n. Documentation from the School Counselor and/or a Professional Counselor

The Dean of Academic Affairs is responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Student life issues and making the transition to college are not considered mitigating circumstances under this policy since students have at least two quarters in a diploma and three quarters in a degree program to adjust to college life.

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

Grades achieved in repeated classes will replace grades of 'F,' 'W,' or 'WF'. Grades of 'F,' 'W,' or 'WF' are included in the maximum allowable time frame and incremental completion rate requirements. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade. Students may also retake classes in which they received a passing grade in order to improve their CGPA. However, a student cannot receive financial aid for repeating courses in which a passing grade has already been earned.

Transfer credits from other post-secondary institutions are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum number of attempted credits for a student with transfer credit is one and one-half times the number of credits required to complete for graduation. Example: if a student transfers 36 credits to a program consisting of 180 credits, the calculation would be  $180 - 36 = 144 \times 1.5 = 216$  credits.

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

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

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

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

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

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

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

<b>Milestones and Evaluation Points</b>	<b>Evaluation Point</b>	<b>Milestones (CGPA and ICR)</b>	<b>Required Action</b>
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% Greater than 1.0 and 33.33%	Probation
	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% Greater than 1.0 and 33.33%	Probation
	End of Sixth Quarter* and Every Other Quarter Thereafter	Less than 2.0 and 66.67%	Dismissal

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

### **PROCEDURE FOR APPEALING ACADEMIC TERMINATION**

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

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

## **PROCEDURE FOR RE-ENTRY AFTER ACADEMIC TERMINATION**

- a) Termination Re-entry Process -A student terminated for violating the SAPP must appeal in writing to the Dean of Academic Affairs for re-entry before the start of the quarter in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards of the SAPP must go through the same appeal process. The appeal procedure described in the preceding section applies.

If the appeal is granted, the re-entering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the SAPP to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements. Some form of academic evaluation must be conducted by the Dean or review committee to determine that the student has the desire and the academic ability to progress satisfactorily in the program. A student who is academically terminated, who does not have mitigating circumstances, may appeal in one year from the date of academic termination.

- b) Art Institute Student Re-entry Process-Any student who has left the Institute for any time period must go through the formal re-entry process and each student's academic status must be reviewed before they can be considered for re-entry. For details, please refer to the college's procedure for readmission in the catalog.

## **GENERAL ACADEMIC INFORMATION**

### **ACADEMIC ADVISING**

All students will be assigned an Academic Advisor to guide their academic progress while at Ai Minnesota. Academic Advisors will meet with students on a regular basis beginning at orientation and continuing through their academic career. Academic Advising will be limited to issues concerning a student's academic performance. In addition to Advisors, faculty members and Academic Directors are available to assist students who have questions or concerns about their coursework or other academic matters.

Students who experience academic difficulty, as well as those who receive mid-quarter warnings from their instructors, are strongly encouraged to immediately consult with their instructor(s) and meet with their Advisor or Academic Director to develop an action plan for resolving their academic needs and concerns.

### **ACADEMIC REVIEW PROCEDURES**

When a student does not meet the requirements for the completion of a program, the student will be placed on academic probation or will be terminated by the education department. The Registrar will provide written notification to the student of probation status or termination. The student who wishes to appeal a probation status or termination must comply with the appeal procedures. Delivery of mail to the last address on record constitutes official notification to students.

### **AI MINNESOTA MERIT AWARD**

New and continuing students may apply for the Merit Scholarship program. Awards are based on both need and a cumulative grade point average of 2.5 or greater. Students should contact their SFS planner to complete a Merit Scholarship application. Eligibility is also based on availability of funds at the time of application.

### **HOLD LIST**

When a department within Ai Minnesota needs to see a student, a hold list is sent to the classroom via the attendance book. Students are required to respond to the hold list:

- A. Convenience hold requests that the student visit the department indicated at their earliest convenience at the next break between classes.
- B. An urgent hold indicates that a student is not allowed in class.

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

## **LEAVES OF ABSENCE**

Leaves of absence, including military leaves, shall be reasonable in duration and shall be for specific and acceptable purposes. The school attendance records will clearly show leaves of absence granted. A written request for leaves of absence, properly dated and signed by both the student and an authorized school official, must be placed in the individual student's file within one week of the request for such leaves of absence. If the student fails to return from a leave, the student will be automatically suspended and a refund, if applicable, will be made within thirty (30) days.

## **ONLINE COURSES**

The Art Institutes International Minnesota offers select courses via the Internet through a consortium agreement with The Art Institute Online, a division of The Art Institute of Pittsburgh.

All students new to The Art Institute Online must register for online classes with the Online Advocate. All students wishing to take an online course will first need to complete a two- to four-hour online orientation to familiarize themselves with the software that will be used in the virtual classroom. Students not completing the orientation prior to the session deadline will not be allowed to participate in the online course. To obtain a list of deadlines, please see the Online Advocate.

Requirements for participation in online courses:

- Have access to the required computer equipment and software needed for the online course
- No financial holds on student account
- Successfully completed placement tests with proficiency
- Successfully completed The Art Institute Online orientation
- Students must take a one-credit on-ground companion course at the same time they take the three credit online course.
- Students must have a minimum GPA of 2.5 in order to take online courses at The Art Institutes International Minnesota.
- In order to take a Session II online class, the student must have taken a Session I that quarter or the student must be registered for classes on-campus. There will be no Session II online only students.
- 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 will be 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.

Please be aware textbooks for online courses are NOT sold at The Art Institutes International Minnesota Bookstore. Therefore, since the book needs to be ordered and if necessary, delivered to your home, it will be your responsibility to allow adequate time for your book to be ordered and delivered. Tuition for an online course is the same as a standard course; however, there is a \$100 online lab fee per course charged. The fee covers 24 hour use of the eCollege Platform and unlimited use of customer service support line (see your financial planner for payment options).

## **REFUND POLICY FOR ONLINE COURSE WITHDRAWAL**

Students who 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 a residential class. Session II classes begin the day after the Session I classes end and runs 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.

## **TRANSFER OF CREDITS TO OTHER INSTITUTIONS**

The Art Institutes International Minnesota is licensed by the Minnesota Office of Higher Education (OHE) to offer a Certificate of Completion for The Art of Cooking and the Baking & Pastry programs, the Associate in Applied Science degree programs in Baking & Pastry, Culinary Arts, Graphic Design, Fashion & Retail Management, Hospitality Management, Interior Design, Interior Planning with AutoCAD and Interactive Media Design, Bachelor of Science degree programs in Advertising, Culinary Management, Design Management, Graphic Design, Interior Design, Interactive Media Design, Media Arts & Animation and Visual Effects & Motion Graphics, Bachelor of Fine Arts in Photography, and is accredited by the Accrediting Council for Independent Colleges and Schools (ACICS), an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

The mission of The Art Institutes International Minnesota is to help students prepare for entry-level employment in their chosen field of study. The value of Ai Minnesota degree programs is their deliberate focus on marketable skills. The credits earned are not intended as a stepping stone for transfer to another institution. For this reason, it is unlikely that the academic credits you earn at The Art Institutes International Minnesota will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar to but not identical to programs offered at another school within the system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, if you decide to transfer to another school within The Art Institutes system, not all of the credits you earn at The Art Institutes International Minnesota may be transferable into that school's program.

If you are considering transferring to either another Art Institute or an unaffiliated school, it is your responsibility to determine whether that school will accept your Ai Minnesota credits. The Art Institutes International Minnesota does not imply, promise, or guarantee transferability of its credits to any other institution.

## **LEARNING RESOURCE CENTER**

The LRC maintains a readily available collection of resources consisting of books, periodicals, audio-visual materials, and CD-ROMs (both networked and stand-alone). The LRC 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 LRC's mission includes a responsibility to foster the library and research skills, which will assure students success in their chosen field. The LRC is located on the 2nd floor and students will need their student ID in order to borrow books and materials.

## **LRC RULES**

- While anyone affiliated with an Art Institutes system school may use the Learning Resource Center (LRC), only current Ai Minnesota students, faculty, and staff may borrow materials.
- No food or beverages will be allowed in the LRC.
- The circulation policies of the LRC 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 photo ID in order to check out materials from the LRC.
- 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 LRC.

## **STUDENT 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. Outside employment should not be scheduled during class hours. The Art Institutes International Minnesota reserves the right to schedule or reschedule classes to accommodate classroom and facility usage.

Students should be aware that even if there is no “attendance grade” per se for a class, it is difficult to succeed in class without regular, on-time attendance. 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 there may still be an impact on grades.

Individual faculty may determine the impact of absences on grades. Ai 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. Students with excessive absences will be withdrawn from class.

### **EXCESSIVE ABSENCES**

Excessive absence is defined as follows: 8 consecutive hours of a lecture class, 12 consecutive hours of a lab/lecture class, or 30 consecutive hours of culinary lab class. Appeals for excessive absence withdrawal are limited in scope and rarely granted, following a presumption that a student who has missed two consecutive weeks of class is too far behind to reasonably make up the learning lost. The primary basis of an appeal should be clerical or record errors in which the student can demonstrate attendance was inaccurately recorded.

### **APPEALING ATTENDANCE TERMINATION**

Students may be readmitted by appeal to school the term following an attendance termination. The written appeal of an attendance termination must state any mitigating circumstances that contributed to the termination and must include appropriate documents in support of an appeal. Mitigating circumstances may include serious illness of the student or immediate family member, a death in the immediate family, work related emergencies, and other factors outside of the student’s control. The written appeal should also include, in detail, a discussion of how the student has changed circumstances, learning strategies, or attitudes to ensure success upon readmissions. A written appeal should be professionally prepared, not handwritten, and it should include current contact information. The complete policy may be found in the Ai Minnesota catalog.

# STUDENT AFFAIRS

## 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 and new student orientation.

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. 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

For many students, attending Ai Minnesota marks the first time they are independent of their families and friends. Students may have questions and various issues may arise. Counseling is available to help students through this time of transition and assist them in with their personal and professional growth.

There may be other students that do not experience problems with transitioning to college but encounter personal issues. Talking about issues helps alleviate stress. Sometimes an objective and unbiased person can listen effectively and help students make good decisions. All discussions with the counselor are held in confidence. Parents, faculty and others will not be notified of a student's contact with the counselor, except in the event of a student's threat to cause harm to him/herself or to someone else, or if the student chooses to sign a written consent. A list of outside counseling resources is available from the counselor.

## 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, room 002 or telephone number 612-332-3361. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs in Room 002, 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.

## **RESIDENCE LIFE**

The Residence Life department is dedicated to helping students meet their housing needs throughout their tenure at Ai Minnesota. The living arrangement students choose is important to their well-being and success while attending Ai Minnesota.

### **School-Sponsored Housing**

Student housing is an essential part of the college experience. By living with a community of students who also attend Ai Minnesota, opportunities for collaborative learning, lifelong friendships and academic success abound. Resident Assistants live with students and are trained to offer assistance in several areas. The residence life staff regularly plan a wide variety of programs and events that encourage health, well being and learning outside of the classroom.

By choosing school-sponsored housing, students avoid the hassles of searching for an apartment, struggling to find roommates and paying expensive security deposit fees. Students may also qualify for housing costs to be included in their financial plans.

### **Independent Housing**

The residence life staff also assists students looking for housing opportunities outside of school-sponsored housing. This information is available in the residence life office. Ai Minnesota does not endorse, screen, or recommend any specific apartment community, landlord, or apartment placement firm.

### **HEALTH INSURANCE**

Ai Minnesota staff encourages students to stay healthy in order to meet the many demands of college. A list of local hospitals is available in the Student Affairs office. 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 on the lower level. All international students are required to maintain health insurance at all times in case of sickness. International students must provide the school with proof of personal health insurance.

### **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.

### **STUDENT SUGGESTION BOX**

A suggestion box is located outside the Student Lounge. Students are encouraged to submit comments and/or suggestions regarding campus issues. The suggestions are collected on a regular basis and 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. Although Ai Minnesota offers no guarantee of employment, considerable effort is put forth to bring potential employers together with eligible graduates who have the skills employers are seeking. The Career Services office continually seeks new employment opportunities for students. Career advising takes place progressively during the student's education. Students also receive portfolio advising from the faculty. 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 students 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. Local and national employers are invited to review portfolios and meet with graduates. Following graduation, Career Services assists graduates in all aspects of their job search.

## TECHNOLOGY

### IDENTIFICATION (ID) CARDS

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

- Check out equipment
- Participate in certain student activities and social events
- Present to some retailers, theaters, and museums that offer special discounts to those who present a student ID card

As a student at Ai Minnesota, you may 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 or DVD or external drive. Each computer's hard disk and the network drives should be thought of as temporary, 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 to the instructor or lab monitor, who will then decide whether to refer the problem to the lab technicians. **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 your class’s or 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 I.D. 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 232 and the 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 of \$5.00 or more in fines accrued 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 from 7:00 a.m. to 11:00 p.m. 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.

## **SPECIALTY LABS**

- All students who wish to use the Video Editing Lab (Room 234), the Digital Photography Lab (Room 418), the Photography Wet Lab (Room 412), The Photography Studio (Room 318), the Green Room (Room 105), or the Audio Studio (Rooms 015/016) must 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 (FSEOG)
- Federal Work Study (FWS)
- State Work Study
- Child Care Grant
- Federal Stafford Student Loan (subsidized and unsubsidized)
- Federal Parent Loan (PLUS)
- Student Educational Loan Fund (SELF)
- Minnesota State Grant
- Vocational Rehabilitation assistance
- Veterans Administration Benefits (Note: Please check with the admissions department or the Registrar's office for further information)
- Bureau of Indian Affairs
- Federal SMART Grant
- Federal 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 processes refunds of excess credit for in-school students weekly, beginning the third week of the quarter. 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 withdraws. The withdraw 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.

## **STUDENT RIGHTS AND RESPONSIBILITES**

### **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, 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 Human Resources. 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.

## I. STUDENT CONDUCT POLICY

The Art Institutes International 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 Ai Minnesota, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institutes International 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 Art Institutes International Minnesota mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described below.

## II. VIOLATIONS

The following is a list of behaviors that violate The Art Institutes International Minnesota Student Conduct Policy; although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel
2. Assault, battery, or any other form of physical abuse of a student or school employee
3. Fighting
4. Verbal abuse of a student or school employee
5. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees

6. Any conduct that threatens the health or safety of another individual
7. 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
8. Any form of unwanted sexual attention or unwanted sexual contact
9. Violations by a guest of a student on school property. Students are responsible for the actions of their guests
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty or staff member
11. Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities)
12. Use of cell phones and pagers during scheduled classroom times
13. Unauthorized entry into, or use of, school facilities
14. Forgery, falsification, alteration or misuse of school documents, records, or identification
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials
16. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials
17. Extortion
18. 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
19. Breach of peace on school property or at any school-sponsored or supervised program
20. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property, or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property, or at any school function is also prohibited
21. Use, sale, possession, or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions
23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area
24. Failure to satisfy school financial obligations
25. Failure to comply with direction of school officials, faculty, staff, or security officers who are acting in the performance of their duties
26. Failure to identify oneself when on school property or at a school-sponsored or supervised functions upon request of school official acting in the performance of his/her duties
27. Violation of federal, state, or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions
28. 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 school

29. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institutes International Minnesota and/or its reputation
30. Any violation of the student housing contract, rules and regulations and/or the school-sponsored Housing Student Handbook
31. Any violation of the school's policies on the responsible use of technology including but not limited to:
  - The theft or abuse of computer, email, Internet or Intranet resources
  - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
  - Unauthorized transfer of a file
  - Unauthorized downloading of copyrighted materials in violation of law
  - Unauthorized use of another individual's identification and/or password
  - Use of computing facilities to interfere with the work of another student, faculty member, or school official
  - Use of computing facilities to send obscene or abusive messages
  - Use of computing facilities to interfere with normal operation of the school's computing system
32. Abuse of The Art Institutes International Minnesota disciplinary system, including but not limited to:
  - Failure to obey the summons of a disciplinary body or school official
  - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
  - Disruption or interference with the orderly conduct of a disciplinary proceeding
  - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
  - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
  - Failure to comply with the sanction(s) imposed under the student conduct policy
  - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
33. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal, or local law.

### **III. DISCIPLINARY PROCEDURES:**

#### **Complaint**

- a.) Any member of Ai Minnesota may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institutes International Minnesota policies. The complaint shall be prepared in writing and directed to the Dean of Student Affairs or his/her delegate. Complaints should be submitted as soon as possible after the alleged violation occurred.
- b.) The Dean of Student Affairs or a delegate shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations
- c.) Unless otherwise provided by law, Ai Minnesota generally will not disclose the name of the person making the complaint to the accused student ("STUDENT") unless it determines in its sole discretion that the circumstances warrant it

## Notification and Adjudication

- a.) Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or his/her delegate will notify the STUDENT of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The STUDENT will meet with the Dean of Student Affairs or his/her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or his/her delegate will render and communicate the decision to the STUDENT.
- b.) If a good faith effort has been made to contact the STUDENT to discuss the alleged violation and the STUDENT fails to appear for the meeting, the Dean of Student Affairs or his/her delegate may make a determination of violations of The Art Institutes International Minnesota policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the STUDENT.
- c.) The Dean of Student Affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation, or policy of The Art Institutes International Minnesota.

## **PROCEDURES REGARDING STUDENT DISMISSALS**

When the Administration proposes to dismiss/expel a student from The Art Institutes International Minnesota, the following procedures should apply unless the student elects to forego them.

- a.) The charges against the student shall be presented to the STUDENT in written form, including the time, place, and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the STUDENT has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate
- b.) Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer"):
  - Hearings normally shall be conducted in private
  - Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate.
  - 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
  - The complaining party (which may be a member of the Administration) and the STUDENT may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
  - Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
  - All procedural questions are subject to the final decision of the Hearing Officer
  - After the hearing, the Hearing Officer shall determine whether the STUDENT has violated the rules, regulations or policies that the STUDENT is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from The Art Institutes International Minnesota is an appropriate sanction for the offense(s)
  - The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation, or policy of The Art Institutes International Minnesota
  - The Hearing Officer shall provide the STUDENT with a copy of the determination, including information regarding the student's right of appeal.

## **INTERIM SUSPENSION**

The Art Institutes International Minnesota may immediately remove or suspend a student from school and/or school-sponsored housing without applying or exhausting these procedures when, in The Art Institutes International Minnesota sole judgment, the student poses a threat of harm to himself or herself, to others, or to property of The Art Institutes International Minnesota or a member of The Art Institutes International Minnesota.

During the interim suspension, students shall be denied access to school-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 Dean of Student Affairs or delegate may determine to be appropriate.

## **STUDENT INVOLVEMENT IN CONDUCT PROCEEDINGS**

At the discretion of the President, Dean of Student Affairs or his/her delegate, students of The Art Institutes International Minnesota may participate in the adjudication of disciplinary proceedings including hearings and appeals.

## **VIOLATIONS OF LAW**

If a student is charged with a violation of federal, state, or local laws, or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety, or welfare of The Art Institutes International Minnesota community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The Art Institutes International Minnesota will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

## **SEARCH OF STUDENT'S PROPERTY**

The Art Institutes International Minnesota reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of The Art Institutes International Minnesota staff that a serious risk to the health, safety, and welfare of students, and/or the school community exists. 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.

## **IV. SANCTIONS**

The Art Institutes International 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). The Art Institutes International 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 Dean of Student Affairs or his/her delegate defines the terms of probation.
3. **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.
4. **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 school-sponsored housing, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.

5. **Expulsion:** The student will be expelled from The Art Institutes International Minnesota immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or to school-sponsored housing at any time or for any reason.
6. **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.
7. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

The above list is only a general guideline. Some sanctions may be omitted, and other sanctions not listed above may be used.

## V. APPEAL PROCEDURES

Students have a right to appeal disciplinary actions when they believe they have been treated in an arbitrary or biased fashion or without adherence to Ai Minnesota policies and procedures:

- The student must initially obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, or 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, addressed to the President of The Art Institutes International Minnesota or his/her delegate. This letter will give the student the opportunity to indicate his/her position on the decision. It must detail all bases for the appeal. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of staff and faculty members not involved in making the initial disciplinary decision. The student making the appeal and the person bringing the charges 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 student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- 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 and communicate same to the student. The decision will be final.

## ACADEMIC INTEGRITY POLICY

Conduct for which students are subject to disciplinary actions include but are not limited to Plagiarism and Cheating or aiding and abetting another individual in cheating and plagiarism.

At Ai Minnesota, plagiarism and cheating is a cumulative offense; each act of plagiarism/cheating is documented in the student's academic record until degree completion. Violations of this policy will be handled in accordance with the procedures outlined in the Student Code of Conduct

Plagiarism is the act of representing someone else's work as your own regardless of the **intent**, and is a violation of the Student Code of Conduct. Plagiarism includes the use of any **media** within your own work without proper citation. Media includes but is not limited to: written documents, still or moving images original ideas, research information, audio samples and music clips. Examples of plagiarism include, paraphrasing an original document or piece(s) of an original document and not citing the original author's name and publishing year, using direct quotes from an original document and not citing the original author's name and year, and using written documents still or moving images original ideas, research information, audio samples and music clips and failing to cite the original author's name and publishing year.

Cheating is the action to deceive or alter the perception regarding the author or originator of student work and is a violation of the Student Code of Conduct. Cheating includes the duplication of written or electronic assignments, exams or documents either in whole or in part and submitted as an original piece of work; the exchange of answers with others either giving answers or receiving answers during an in-class assignment, test or exam, or take-home assignment or exam; if not specified by the instructor, through the use of written formulas, codes, key words, reference sheets (“cheat” notes) on your person during a test, exam or assignment, and/or if not specified by the instructor, the use of programmed material in watches, calculators or cell phones during a test, exam or assignment; also the stealing of an examination or solution key from the instructor or purchasing of an examination or solution key from another student.

Please note: If a student is found to have intentionally plagiarized and/or cheated a document, used multi-media, sound and/or text in its entirety or large portions of set document, multi-media, sound and/or text that account for 50% or more, disciplinary action may include failure of the class or expulsion from The Art Institutes International Minnesota.

### **TYPICAL DISCIPLINARY SANCTIONS:**

1st Offense:

- Failure of assignment/examination with no opportunity to re-do or make up the plagiarized/cheating work.
- Act of plagiarism/cheating filed in the student’s academic record.
- Remediation/tutoring of appropriate use of citations provided by the Academic Achievement Center.

2nd Offense:

- Failure of the course.
- Act of plagiarism/cheating filed in the student’s academic record.
- A letter of Academic Warning sent by the office of the Dean of Academic Affairs.
- Remediation/tutoring of appropriate use of citations provided by the Academic Achievement Center.

3rd Offense:

- Failure of the course.
- Act of plagiarism/cheating filed in the student’s academic record.
- A letter of Academic Dismissal sent by the office of the Dean of Academic Affairs
- Dismissal 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 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 in 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](http://www.jamsadr.com), 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arb-forum.com](http://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).

### **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.)

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 [insert title(s) of appropriate school official(s)] to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.

2. The Art Institutes 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.
3. 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.
4. 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.
5. 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.

6. 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.
7. 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 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 by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of The Art Institutes 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 (&gt;10 grams) or any narcotic other than cocaine, heroin or methamphetamine (&gt; 50 grams) or hallucinogens (&gt;50 grams) or marijuana (&gt;50 kilograms)</p> <p>Possession of cocaine, heroin or methamphetamine (&gt;25 grams) or any narcotic other than cocaine, heroin or methamphetamine (&gt; 500 grams) or hallucinogens (&gt;500) grams or marijuana of (&gt;100 kilograms)</p> <p>Manufactures any amount of methamphetamine</p>	<p>First Degree:</p> <p>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 (&gt;3 grams) or any narcotic other than cocaine, heroin or methamphetamine (&gt; 10 grams) or hallucinogens (&gt;10 grams) or marijuana (&gt;25 kilograms)</p> <p>Possession of cocaine, heroin or methamphetamine (&gt;6 grams) or narcotic other than cocaine, heroin or methamphetamine (&gt; 50 grams) or hallucinogens (&gt;50 grams) or marijuana (&gt;50 kilograms)</p>	<p>Second Degree:</p> <p>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 (&gt; 10 grams) or hallucinogens (&gt; 10 doses) or marijuana (&gt;5 kilograms)</p> <p>Possession of cocaine, heroin or methamphetamine (&gt;3 grams) or narcotic other than cocaine, heroin or methamphetamine (&gt; 10 grams) or hallucinogens (&gt;50 doses) or marijuana (&gt;10 kilograms)</p>	<p>Third Degree:</p> <p>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 (&gt;10 doses) or any narcotic other than marijuana, with the intent to sell</p>	<p>Fourth Degree:</p> <p>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:</p> <p>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, 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 the lower level of Ai Minnesota. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information 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. 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 first floor of the entrance to Ai Minnesota, 15 South 9th Street. After hours, the building is 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. 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 on the main campus at 15 South 9th Street are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Security personnel on campus report directly to Director of Human Resources, 612-332-3361.

These unarmed security personnel at the school building are there to assist students, faculty and staff of Ai Minnesota. Security Personnel is 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 Human Resources or the police if any illegal activity occurs.

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

## **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

Ai Minnesota is located in Minneapolis, Minnesota, within Hennepin County. Ai Minnesota maintains a close 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, hallway monitors, notices placed in faculty and staff mailboxes, and announcements read in class.

## **PROGRAMS TO INFORM STUDENTS ABOUT CAMPUS SECURITY**

All new employees and students of The Art Institutes International Minnesota are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place 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 Resident Assistants, who live on the premises, in case of an emergency. The Resident Assistants discuss first aid and safety at orientation and quarterly housing meetings. The program encourages students and employees to be responsible for

their own security and the security of others. Ai Minnesota has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Dean of Student Affairs in a secure location.

## **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, living in a city, 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.

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											
	2004			2005			2006			Public Property**	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	
Aggravated Assault	1	0	0	0	0	0	0	0	0	0	0	
Burglary/Theft	0	1	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0	0	0	
Arson	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	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses:												
Forcible	0	1	0	0	0	0	0	0	0	0	0	
Non-Forcible	0	0	0	0	0	0	0	1	0	0	0	
<b>TOTALS</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	

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.).*

	Calendar Year											
	2004			2005			2006					
	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
<b>Criminal Homicide:</b>												
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
<b>Sex Offenses:</b>												
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
<b>TOTALS</b>	0	0	0	0	0	0	0	0	0	0	0	0

*Arrests/Persons Referred for Campus Disciplinary Action*

	Calendar Year											
	2004				2005				2006			
	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**
Liquor Law Violations:												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	1	25	0	0	21	0	0	22	0	0	0	0
Drug Abuse Violations:												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	7	0	0	15	0	0	7	0	0	0	0
Weapons Possessions:												
Arrests	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	1	0	0	1	0	0	0	0	0	0	0
<b>TOTALS</b>	<b>1</b>	<b>33</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>0</b>	<b>0</b>	<b>29</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* 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. Ai 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?**

In the Human Resources office, Room 322.

**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.

<b>TITLE</b>	<b>NAME</b>	<b>EXTENSION</b>
<b>President</b>	<b>Joseph L. Marzano</b>	<b>6858</b>
Executive Assistant	Jeanne Theberath	6863
<b>Dean of Academic Affairs</b>	<b>Dr. Jeffrey Allen</b>	<b>6860</b>
Education Administrative Assistant	Amber Galer	6861
Academic Directors	Jan Austad	7512
	Mike Autenrieth	6819
	Dr. Kristen Brown	6872
	Shari Kagermeier	7548
	Colleen Mullins	6852
	Dana Nybo	6901
	Jelena Tosovic	6966
	Dave Wilharm	6907
Online Advocate	Becca Griffith	7532
Chef Director	John Cappellucci	6960
Director of Institutional Effectiveness	Terry Williams	6867
Director of Academic Achievement	Dr. Kristen Brown	6872
Academic Advisors	Michelle Bean	6883
	Claire Hilgeman	7520
	Steve O'Brien	6815
	Bavi Weston	7560
Registrar	Desiree Boie	6837
Assistant to the Registrar	Erin Richards	6834
Records Assistant	Cassie Pershern	6880
Director of Library Services	Steve Liska	6827
<b>Dean of Student Affairs</b>	<b>Pam Boersig</b>	<b>6865</b>
Student Development Coordinator	Melissa Grosso	6892
Director of Residence Life	Rob Anderson	6835
Counselor	Becky Lothe	6866
<b>Director of Career Services</b>	<b>Becky Bates</b>	<b>6854</b>
Assistant Director of Career Services	Jodi Gruenwald	6851
Career Services Advisors	Alma Garza	6892
	Miranda Kulis	6855
	Susan Wirth	6850
Student Employment Advisor	Sarah Marz	6849

<b>Director of Administrative &amp; Financial Services</b>	<b>Jeff Swenson</b>	<b>6859</b>
Director of Student Financial Services	Bonnie Burgoyne	6839
SFS Administrative Assistant	Jamie Weber	6828
Associate Director of SFS	Craig McCoy	6843
Assistant Directors of SFS	Natalie Lynch	6833
	Rebekah Martin	6879
Financial Aid Officers	Danielle CF Baxter	6840
	Sara Lueben	6838
	Kimberly Steele	6876
	Jason Twombly	6842
	Crysta Weidmann	6832
Operations Coordinator	Ellen Pactor	6891
Accounting Supervisor	Corrie Burns	6846
General Accountant	Jeff Lee	6845
Student Accounting Assistant	Melissa Green	6844
Student Accounting Assistant Collections	Steve Jerdee	6985
Food Service Director	Mike Autenrieth	6819
Print Service Supervisor	Erik Thompson	6824
Supply Store Manager	Barry Rosenman	6864
Supply Store Assistant	Clinton Lambeth	6877
<b>Director of Human Resources</b>	<b>Patrick Chen</b>	<b>6848</b>
Assistant Director of Human Resources	Susie Charais	6847
Security Guards	Basher Elwagi	5555
	Gloria Robison	5555
	Connor Siegel	5555
<b>Director of Admissions</b>	<b>Mary Strand</b>	<b>6820</b>
Second Director of Admissions	Jennifer Sorenson	6801
Managing Associate Directors of Admissions	Jason Edwards	6882
	Sherry Hanson	6810
	Jesse Reed	6884
Associate Director of Re-Admissions	Jack May	6829
Project Associate Director of Admission	Clint Hutchings	6836

Assistant Directors of Admissions	Sherry Anderson	6805
	Deborah Andreivich	6803
	Christa Benedict	7562
	Lena Bessas	6808
	Jason Chinander	6814
	Erik Colbjornsen	6801
	Leah Conn	6871
	Jill Galles	6931
	Molly Green	6890
	Aaron Heiner	6812
	Mike Miller	6870
	Kris Pearson	6806
	Robin Tierney	6889
	Julie Voshel	6977
LeAnna Wangerin	6809	
Associate Manager of Admissions Coordination	Izy Follansbee	6817
Admissions Coordinators	Melissa Giacomini	6804
	Charla Hudlow	
	Angie Kukielka	6818
	Andrea Renaud	6823
Enrollment Processor	Lora Murtha	6963
Admissions Administrative Assistant	Lisa Hales	6816
Mailroom Coordinator	Kerry Julian	6822
Receptionist	Amy Williams	6800
Director of Communications	Anjila Kozel	6862
Director of Technology	Chad Ness	6831
Technology Support Supervisor	Greg Lockhart	6841
Lab Technicians	Nikki Austin	6821
	Mark Thomes	6826
Media Resources Coordinator	Shari Robinson	6807
Maintenance Supervisor	Tonyan Harris	6878
	Joel Dean	6878

