



**The Art Institute
of New York City®**

CREATE TOMORROW

STUDENT HANDBOOK 2011-2012

11 Beach Street
New York, NY 10013

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

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CREATE TOMORROW

I. INTRODUCTION

STUDENT HANDBOOK NOTICE REGARDING POLICIES

The Art Institute of New York City reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect, however, The Art Institute of New York City will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate.

WELCOME FROM THE PRESIDENT

Welcome to The Art Institute of New York City. We're glad you're here!

The Art Institute of New York City is a part of The Art Institutes, a system of over 45 schools located throughout North America. The Art Institutes have a rich tradition and history, with thousands of outstanding alumni in the professional and creative fields. Art Institutes students are the beneficiaries of this strong legacy.

The Art Institute of New York City is located in the SoHo/TriBeCa area of Manhattan in New York City—a global epicenter of art and culture. Here you will find unsurpassed opportunities for the further enrichment of your classes and college experience. We encourage you to take advantage of these resources during your college career.

Learning works best when you are an active participant. That means attending all of your classes, meeting deadlines, arriving to class on time, taking full advantage of faculty expertise, and asking a lot of questions. If you study and give your best effort, you have the opportunity to receive all you hoped for from your education. So be involved, actively participate, and get to know your instructors, staff, and fellow students. By giving your all, you ensure that you will have a rich learning experience that will help you in your life and in your career.

Well-prepared travelers bring a map when they go on a journey. Think of this handbook as your guide to one of the most important trips you will ever take. On behalf of the faculty and staff, I hope you will have an exciting, enriching and successful experience at The Art Institute of New York City.

Tad Graham-Handley

President

MESSAGE FROM THE DEAN OF STUDENT AFFAIRS

Welcome to The Art Institute of New York City! This Student Handbook introduces and serves as a roadmap to services, programs, and student conduct policies at The Art Institute of New York City. It will serve as a guide to how you can best become involved and take advantage of the many opportunities that await you at The Art Institute of New York City.

A successful experience at The Art Institute of New York City is in part based on your involvement in your education. So get involved! I encourage you to join a student club, participate in activities and take the time to get to know your instructors, staff, and fellow students. One of the major benefits of higher education and membership in our community is greater knowledge of, and genuine appreciation for, individual differences.

You will find that there is a direct correlation between the quality of your collegiate experience and the level of your active participation.

As a student you are expected to contribute to the maintenance of a caring, supportive environment by following the school's rules and policies that, by design, seek to promote an atmosphere of learning. If you experience any difficulties with a member of our community, feel free to stop by my office in the Beach Street Building at any time. I try, whenever possible, to be in my office during the scheduled class breaks so I am available to meet with you without an appointment.

As a commitment to you, Student Affairs will also address a wide range of general questions and concerns as we administer student life policies and procedures and serve as an advocate for students to the faculty, administration and other Art Institute constituencies. We want to do everything we can to make your experience here a successful and productive one. Please contact me at 212-625-6342.

Joseph J. Pirrello

Dean of Student Affairs

THE ART INSTITUTE OF NEW YORK CITY VALUES

The values of The Art Institute of New York City provide the foundation for our educational institution. From these values flow, our school vision and institutional mission.

- We believe in an accessible educational environment that places the student at the center of our efforts.
- We believe that all members of our community should approach their roles with honesty, integrity, and respect for others.
- We believe in creating a diverse community of learners for whom education can be a transformational experience.
- We believe in the value of a career-focused education that encourages mastery of outcomes-rooted in the needs of the business communities we serve.
- We believe in the value of excellence as demonstrated by the employment outcomes of our graduates.

VISION

The vision of The Art Institute of New York City is to be a preeminent provider of career-oriented art and design education to a diverse population of learners from the New York Metropolitan area.

MISSION

The mission of The Art Institute of New York City is to provide career-focused higher education in art and design, complemented by a strong liberal arts core, to a diverse student body. Our industry-driven curricula, subjected to continuous process review, combine theory and practice to help students become successful contributors to the creative community.

II. CAMPUS INFORMATION

WHO'S WHO AT THE ART INSTITUTE OF NEW YORK CITY

President	Tad Graham-Handley
Dean of Academic Affairs	David Moughalian
Dean of Student Affairs	Joseph Pirrello
Senior Director of Admissions	Mary Ann Grillo
Director of Human Resources	Camille Bateman
Director of Administrative and Financial Services	Nathan Fields
Director of Student Financial Services	Fred Hamilton
Director of Career Services	Marc Scoleri

ACADEMIC AFFAIRS

Department Chair, Liberal Arts and Sciences	John Mancuso
Department Chair, Interior Design	Anthony Caradonna
Department Chair, Digital Filmmaking	Genevieve Okupniak
Department Chair, Fashion Design, Fashion Merchandising & Marketing	Amanda Lovell
Assistant Department Chair, Fashion Design, Fashion Merchandising & Marketing	Vikki Nulman
Department Chair, Graphic Design, Web Design & Interactive Media	Myles Tanaka
Registrar	Giovanni Palomo
Academic Advisors	Gene Tolan Paul Henkel David Nash

ADDITIONAL STAFF

Director of Library Services	Betsy Nichols
Director of Residence Life & Housing	Tavis Young
Student Support & Disabilities Coordinator	Katie Nekiunas
Technology Support Supervisor	Micah Gauntlett

YOUR FREQUENTLY ASKED QUESTIONS

What is the status of my loans?

Financial Aid, Ext. 6073

Where do I get a copy of my official transcript?

Registrar's Office. Ext. 6074

How do I register for classes?

Your Department Chair, Academic Advisors, or online at www.myaicampus.com

Who would I talk with about a personal problem?

Student Support & Disabilities Coordinator, 7th Floor, Room 727

Where do I go if I need a tutor?

Your Academic Advisor

How do I get help with my resume?

Career Services, Ext. 6072

Where is the lost and found?

See Security, 1st Floor

Who do I talk to about a problem with a class?

Talk to your Instructor or Department Chair

Where do I find my instructor during office hours?

Check your syllabus and/or call the instructor

What if I get injured on campus?

Call Security at Ext. 6099

How do I find a part-time job?

Career Services, Ext. 6072

Where do I get supplies?

Bookstore, 1st Floor

Where do I get information on student health insurance?

Student Affairs, 7th floor

Where do I go if I have a technology concern?

The Technology office on the sixth floor or email ainychelpticket@aii.edu

ONLINE SERVICES/STUDENT PORTAL/EMAIL ACCOUNT

Using any internet-connected computer, students have access to their Art Institute of New York City email address, grades, unofficial transcripts, class schedules, and “holds” preventing registration or graduation, as well as a Student Directory. Students can gain access to online services through their student portal account at www.MyAiCampus.com by using their ID number to create a login username and password. Students can also access eCompanion, a course management system, used by faculty, from their student portal account. For any technical issues with eCompanion, students can contact the help desk at 1-866-642-2711 or campus_support@aii.edu.

ANIMALS ON CAMPUS

Only Approved Service Animals are permitted in the building, please see Disabilities Coordinator

DRESS CODE

Employers take into account your appearance when considering you for a job. Appearance plays a key role in how others perceive you as a responsible and employable professional in today's competitive environment. During your time at The Art Institute of New York City, including during your internship, you are expected to maintain a professional level of dress.

The following attire is unprofessional and, therefore, unacceptable: tank tops; tee shirts with blatant and/or offensive text, including text of a derogatory nature referencing racial, ethnic, or religious groups; tattered, torn jeans; provocative clothing, such as see-through or transparent items; very short shorts and skirts, and skin-tight clothing.

Students not appropriately attired will not be admitted to class.

CHILDREN ON CAMPUS

Children of students are not permitted to attend classes or utilize labs.

PHOTO IDENTIFICATION CARDS

A photo ID card is issued to each student. Students are required to scan their ID card at the security check point upon entering the campus. The reader is located on the wall next to the security guards. Uses of the card include the following: Checking out training equipment, participating in certain student activities, checking out library materials, and registering for classes. ID cards should not be loaned to anyone for any reason; the card is the personal responsibility of the student whose name appears on it. The cost for a replacement card is \$15.00. Please take note that listed on the back of your I.D. are important telephone numbers. You can contact a number of individuals via the extension listed on the back of your identification card. The ID card office is room 642.

PROPERTY OF THE SCHOOL

Students are responsible for any schoolbooks or equipment they use or check out. Students are responsible for the cost of repair and replacement of lost items.

PROPERTY RIGHTS

The school is not responsible for the loss or damage of any student's personal property. We encourage students to take measures to safeguard their property on the school premises, including lockers. Students should record equipment serial numbers and keep them in a safe place. Students also should review their personal property, homeowners', and automobile insurance policies (or their families' policies) to determine whether equipment and personal items of value are covered in the event of theft or loss.

CELL PHONE AND OTHER ELECTRONIC DEVICES USAGE

The use of cell phones and other electronic devices that emit an audible sound for calls and text messaging are prohibited in all Art Institute of New York City classrooms and business offices. Devices with an audio silent alert mode can be used with discretion, but not to disturb the classroom or business environment.

STUDENT POSTING POLICY AINYC

- 1) Students and staff must obtain approval for posting signs of any type in the building. Submissions can be approved by the Dean of Student Affairs, Joe Pirrello rm. 730 or by the Academic Advisors.
- 2) Postings may be hung or displayed in the student lounge (5th floor) and on walls adjacent to elevators ONLY. Blue masking tape must be used to hang postings on any painted surface.
- 3) Unapproved postings and ripped or unsightly hangings will be removed continuously by maintenance and Student Affairs personnel.

SOLICITATION GUIDELINES

Definition: Solicitation is defined as the requesting of an Art Institute of New York City community member's time or resources for the betterment of another individual or group. Solicitation may involve both on and off-campus individuals or groups engaging in direct sales, recruitment, placing of signs and posters, and other activities resulting in the anticipated benefit of the individual or group.

Such anticipated benefits may be tangible or intangible. Tangible benefits could be, but are not limited to, the change in possession of goods or the exchange of services in kind or for items of material value. Intangible benefits could be, but are not limited to, a desired change in the solicited's behavior, joining the solicitor's organization or the acknowledgement of the solicitor's beliefs.

For the purposes of this policy, a member of The Art Institute of New York City's community is defined as any student, faculty member or staff member of The Art Institute of New York City. Visitors to The Art Institute of New York City can be considered as outside parties or third parties.

Scope: This policy applies to solicitation activities on the grounds of The Art Institute of New York City.

Intent: The intent of this policy is to create an atmosphere conducive to the pursuit of academic excellence, free of extraneous outside interference, yet retaining the needed and beneficial attributes of the marketplace.

Policy: It is against the policy of The Art Institute of New York City to freely solicit the students, faculty, staff and departments of The Art Institute of New York City. Certain solicitation activities are allowed on a regulated basis following the guidelines set forth by this policy.

Acceptable activities:

1. Recruitment of students for part-time and full-time employment opportunities
2. Fundraising events by recognized student organizations. Each student organization will be allowed one (1) fundraising event per quarter.
3. Literature available for passers-by to pick up from table. (Solicitor is not to hand the literature directly to passers-by.)
4. Selling of items that do not compete with items sold at school store, school culinary lab or deli/cafeteria.

Prohibited activities:

1. Sale or free distribution of alcohol, cigarettes, prescription and non-prescription drugs, medication or other substances that can be considered mind altering.
2. Sale or free distribution of any item that is not sanctioned by The Art Institute of New York City.
3. Sale or free distribution of food or beverages except by the deli, school culinary lab, the Student Council and other recognized student organizations.
4. Exchange of political or religious materials or propaganda

5. Direct distribution of literature
6. The use of audio, amplified sound or video equipment without the prior consent of the Dean of Student Affairs Office.
7. Hanging of banners and/or signs on the walls without prior approval of the Director of Public Relations. (Banners or signs may be hung on the solicitor's table.)
8. Consecutive sales by outside parties (student organizations will be allowed to conduct a sale for a maximum of two business days.)
9. Solicitation of students, staff, and faculty by collective bargaining organizations.

Cost:

There will be no cost for the following activities:

1. Recognized student organizations that are fundraising
2. Employers that are recruiting students for part-time and full-time work.
3. Community agencies that are invited to The Art Institute of New York City by Student Affairs Department. (Students, faculty or staff wishing to invite community agencies on campus must have prior consent of the Dean of Student Affairs.)

There will be a cost for outside parties wishing to profit from the sale of allowable items. The funds generated by these monies will go directly to the Student Activities fund and will be used for school sponsored student activities.

Solicitors that distribute literature or information that leads Art Institute of New York City community members to store fronts or internet sites that sell products and may directly benefit from their solicitation will also be charged the amount quoted above.

Procedures:

Student organizations wishing to solicit on-campus must speak with the Dean of Student Affairs prior to announcing the event. It is recommended that consent for the event must be obtained 14-21 days prior to the event. Student organizations as well as individual students shall be responsible for any damages caused to school property or equipment and shall be required to sign a hold harmless agreement. Additionally, students will be expected to abide by all school policies and procedures during the event.

Outside vendors must make their request in writing to the Dean of Student Affairs at least 3-5 business days prior to their event. Vendors will also be asked to sign a hold harmless agreement and are responsible for any damage they cause to school property. Vendors will bring with them a check made out to The Art Institute of New York City for the amount specified above.

The Student Services Department will inform the School's Executive Committee of any community organizations they invite for approval.

The Career Services Department will inform The President of The Art Institute of New York City when employers are invited for on-site recruitment.

SMOKING POLICY

Smoking is not permitted at any campus location, including residence halls as outlined in The New York City Local Law 47

VISITORS ON CAMPUS

Visitors must produce government issued ID cards and sign the guest registry at the front desk upon sign in. Visitors must be accompanied by student host at all times.

LOST AND FOUND

The Lost and Found is housed in the Security Department. If you have lost an item on campus, please contact security at the front reception area. To contact security by telephone, please call (212) 625-6099 or (212) 625-6039.

III. STUDENT SERVICES AND RESOURCES

STUDENT AFFAIRS

The Student Affairs Office is located on the 7th floor. Student Affairs is responsible for providing student life opportunities, administers the school-sponsored housing program and providing general support for students. Student Affairs helps in enhancing your experience at The Art Institute of New York City. Please come by if you have any personal or academic concerns. Student Affairs hosts various events throughout the year; events are advertised throughout the campus and on the closed circuit television system with monitors located outside of elevator entrances.

Student Affairs is the responsibility of the Dean of Student Affairs. The Dean of Student Affairs is primarily responsible for conduct problems and will determine disciplinary action for students who violate the school's code of conduct. Student Affairs also houses the Student Support and Disability Services, and Residence Life for The Art Institute of New York City.

SCHOOL SPONSORED HOUSING

Student housing provides students with an environment that is conducive to learning, academic growth and many opportunities to meet new people and have fun.

Located in the Brooklyn Heights area of Brooklyn, NY, 67 Livingston offers a wealth of amenities, including a fitness center, a lounge with a patio on the 25th floor, computer center and much more. There are a number of restaurants, shops and services within a one block radius of the facility. Student housing offers a safe and secure environment with a 24 hour locked building, 24 hour security desk, concierge service, professional live-in staff and nightly security patrol.

Rates are between \$3885.00 and \$4995.00 per quarter. A regular double is \$4995.00, efficiency double is \$3885.00, a quad is \$3995.00, and singles are \$7275.00 (limited availability). 67 Livingston Street is in Brooklyn Heights and is a 20 minute commute to The Art Institute of New York City's Manhattan classroom location. Subway access to the campus from the Borough Hall Jay Street station is via the 2, 3, A, C or 4, 5 lines, giving several easy commuting options.

Student housing is cost effective and in most cases can be included in your financial aid plan.

For additional information and or building tours contact:

Ms. Layle Gregory
Property Manager
347-410-5337
877-309-8097 (answering machine)

Mr. Tavis Young
Director of Residence Life
11 Beach Street, 7th Floor
212-625-6350
tayoung@aii.edu

New students should apply as soon as possible and will be accepted on a first come first served basis until all spaces are filled. The reservation fee is \$400. The \$400.00 reservation fee will be applied to the first quarter housing charges. The \$400 reservation fee is only refundable if you cancel 30 days prior to check-in. After check in reservation fees are applied to the student's account. There is no security deposit.

Space is limited. Please see Tavis Young, Director of Residence Life & Housing for application or additional information if interested.

STUDENT SUPPORT SERVICES

Counseling is provided by the Student Assistance Program, also known as The Wellness Corporation. They can be reached **24 hours a day, 7 days a week by calling 1 800 326 6142**. As a student, face-to-face counseling is available at no additional charge. Please call the Wellness Corporation or visit the Student Support & Disabilities Coordinator, in room 727 for more information.

The Wellness Corporation is a confidential and voluntary counseling referral service offered at no additional charge to students. Help is just a phone call away regarding concerns including, but not limited to: anxiety, stress, depression, anger management, drug or alcohol abuse, abusive relationships, life balance, and more. Information on local agencies that provide low-cost or sliding scale fees for counseling can be obtained from the Student Support & Disabilities Coordinator.

DISABILITY SERVICES

The Art Institute of New York City provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of New York City.

The Art Institute of New York City is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services office. If you have a concern or complaint in this regard, please contact the school's Student Support and Disability Coordinator, Katie Nekiunas in 727 or call 212-625-6700. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

STUDENT CLUBS AND ORGANIZATIONS

The current active Club and Organization list with Co-Curricular activities can be obtained from the Dean of Student Affairs Office Rm. 730. Students interested in starting a new club or organization should also see the Dean of Student Affairs for assistance and new club application forms.

INTERNATIONAL STUDENT SERVICES

International Student Services are provided by Ms. Jackie Gerrity 212-625-6011. Ms. Gerrity's office is located on the third floor of the Beach Street building. International students should meet with her each quarter to review visa status, obtain orientation information and available programs throughout each academic quarter.

HEALTH INSURANCE

Student health insurance is available through an independent provider, National Collegiate Underwriters and Administrators. Contact the Student Affairs Office for more information. Additionally, New York City Residents are eligible for personal Health Insurance policies through *Healthfirst* - call 1-866-463-6743 for additional information and eligibility. The Student Support and Disabilities Coordinator can also provide additional information about other health insurance options.

Our student health insurance provider, Collegiate Insurance Resources, has developed a new student friendly portal page that allows students to navigate available health insurance options. This new site allows us to offer further services that assist our students in their overall health.

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

REGISTRAR'S OFFICE

The Registrar's Office is responsible for attendance records, transcripts, student login information, and verification of enrollment and houses all student schedules. The Registrar's Office is located on the 3rd floor and the hours of operation are:

Monday – Thursday	7:30am – 6:00pm
Friday	7:30am – 5:00pm
Saturday	10:00am – 5:00pm

CHANGE OF ADDRESS

In the event of a change of address, the student must complete a "change of address" form with the Registrar's Office. In order for a student's address change to register throughout departments, it **MUST** be formally changed with the Registrar.

CAREER SERVICES

A staff of professionals, including the Director of Career Services and Career Service Advisors, assist students in their job search. While the Career Services department does not guarantee employment or any particular level of compensation, the department provides individualized job search assistance to its students. The department also assists students who are looking for internships as well as part-time positions while students are in school.

Career Services Week is held every day on week 4 during lunch break (12:15pm – 1:15pm) and consists of employer panel discussions, seminars, workshops, alumni presentations, networking opportunities, prizes and much more! Internship seminars for your major are held each quarter to give students appropriate expectations and tools in obtaining an internship before registering for the class. Please check with your Career Advisor for more information about future internship seminars for your major.

Career Services is located on the 3rd floor and the hours of operation are Monday – Friday 8:00am – 6:00pm. Students can call 212.625.6762 to make an appointment.

STUDENT ACCOUNTING AND STUDENT FINANCIAL SERVICES

Accounting and Financial Services are available 7:30am – 8pm Monday – Thursday and from 7:30am – 6pm on Friday. Counselors are available by appointment. Students seeking assistance should contact the receptionist on the third floor.

BOOK STORE

The school book store is located on the first floor. The hours of operation are Monday-Friday 9am-5pm. The book store has the necessary hard copy textbooks for classes in addition to many supplies to support your program.

- At the beginning of each Quarter books will be distributed on the 7th floor.

THE CAGE/TECHNOLOGY DEPARTMENTS

The Cage, part of the Technology Department, is located on the 2nd floor. The Cage houses all technical and digital equipment available for borrowing. All students and staff must adhere to the borrowing guidelines put forth by the Technology Department.

The Technology Department is located on the 6th floor and supports all of the classroom technology activities in the school. A staff of professionals is available to help you either in person, or through ainychelp@aii.edu

SCHOOL CLOSING

In the event of inclement weather, call the school's main number, (212) 625-6097 to hear a message regarding early dismissals and school closings.

SURVEILLANCE CAMERAS

Surveillance Cameras are installed throughout The Art Institute of New York City campus to help ensure the safety of the community and to protect the school's property. Surveillance footage cannot be accessed for the purpose of locating lost or stolen personal items, i.e., electronics, wallets and school work unless requested by the New York City police department. Please contact the Dean of Student Affairs, Joseph Pirrello, if you have any questions or access requests.

IV. ACADEMIC SERVICES

ACADEMIC AFFAIRS

Academic Affairs is overseen by the Dean of Academic Affairs. The department oversees all of the educational programs at The Art Institute of New York City including Graphic Design, Web Design & Interactive Media, Digital Filmmaking, Fashion Design, Fashion Merchandising & Marketing, and Interior Design. Each department has its own department chair who can help guide you through your program.

LIBRARY

Library resources, facilities, and services are shared with Metropolitan College. The Main Library is located two short blocks away from 11 Beach Street, on the **12th floor of 431 Canal Street**. The Art Institute of New York City's Director of Library Services, Betsy Nichols, and the Metropolitan College staff provide the library services.

The Art Institute of New York City's students are entitled to the same library services available to Metropolitan College students, including: use of the library facility, access to the subscription databases, and inter-library loans.

The Main Library contains approximately 30,000 volumes, an extensive collection of electronic databases, 40 computer terminals with internet access and free unlimited printing, and a large study area that is open until 10pm on weeknights. The Library Annex, in Room 221 at 11 Beach Street, houses an additional, small collection of design books and course textbooks, as well as all of the DVDs for the school. The Art Institute of New York City's collection contains specialized subject matter in the areas of graphic design, web design, fashion, interior design and digital filmmaking. For more information, please contact the Director of Library Services, Betsy Nichols, at benichols@aii.edu.

COMPUTER LABS

We encourage you to use the computer labs while studying at The Art Institute of New York City. The technology team at The Art Institute of New York City is here to ensure your access to the hardware and software required to successfully complete your education. The computer labs are located on the 2nd, 5th and 6th floors and are overseen in a combined effort by the Technology Department and the Department of Academic Affairs.

The labs are available to current students with a valid school ID. Graduates are also invited to utilize labs, but are considered guests of The Art Institute of New York City and are required to register with security in order to gain access. Graduates are not allowed to use the labs the final two weeks of the quarter. All Art Institute of New York City faculty and staff have access to computer labs and equipment.

Due to the volume of students enrolled in classes, current students will be given priority access to equipment at the discretion of the school.

COMPUTER LAB SOFTWARE AND HOURS

The Art Institute of New York City purchases computer hardware and software in conformity with a standard established by The Art Institutes system. In conjunction with the Technology Support Supervisor, the Faculty recommends hardware and software needs based on curriculum adopted by the school.

Unless otherwise announced, computer lab hours are:

Monday-Friday **7:00am-11:00pm**

Saturday **8:00am-6:00pm**

Sunday **11:00am-6:00pm**

Additional lab hours are provided beginning mid quarter and labs will be open the last three Sunday's of each quarter. Extended lab hours and exceptions will be posted, as they made available and closing times are strictly enforced. Please use the labs throughout the quarter. Computer labs are closed on school holidays and quarter breaks. **Misuse and/or abuse of the Internet at The Art Institute of New York City can lead to expulsion and or legal action against you in compliance with the student code of conduct policy.**

ACADEMIC ADVISEMENT

Academic Advisement is a supportive relationship between you and an advisor which helps you fulfill your academic potential. It is our philosophy that students are more likely to succeed in school when they know where to go to get help.

Advisement begins at orientation and continues until your graduation. Using the resources of an Academic Advisor can help you to reach your academic goals. They will help you select classes, explain your program requirements and curricula, review completed and outstanding assignments, develop academic and life plans, clarify personal goals, and refer you to an appropriate tutor when necessary. They also host lots of events on and off campus throughout the year.

GRADE CHALLENGES – STUDENT PROTOCOL

Students have the right to discuss their grades with the instructor of their class. Grading criteria for each class is outlined in the syllabus, which is distributed Week 1 of the quarter for each class. If a student has a dispute regarding their grade for a class, all Art Institute of New York City students are asked to follow the following protocol. Students are asked to check their grades through their online account twice a quarter, Mid Terms (Week 6) and Finals (Week 12, break week). Grade disputes must be handled before the start of the next quarter in order to prevent academic and financial aid problems. The official deadline for a grade change is the end of the drop/add period during the following quarter. No extensions or exceptions are permitted.

1. After a student checks their grade using their student portal account (www.MyAiCampus.com), and they feel their grade was not correctly calculated, it is the responsibility of the student to communicate with the instructor immediately. It is important to note that the deadline for an instructor to submit a grade change is the last day of the add/drop period of the following term.
 - a) Review the syllabus for grading breakdown, class policies, and contact information for the instructor.
 - b) E-mail the instructor to request a detailed grade breakdown to determine grade calculation.
 - c) Or schedule a personal appointment with the instructor to discuss grade breakdown

2. If the student still has an issue, the student can request the instructor to set up a meeting with the department chair, instructor, and student. The instructor will communicate with the student the time and date of the meeting.
 - a) The purpose of this meeting is to have a mediator present. The department chair's job is to assess the performance of both the student and the instructor.
 3. If the meeting does not produce a conclusion, the student may request for the department chair to schedule a third meeting with the Dean of Academic Affairs and a panel of instructors from the student's department.
 - a) The purpose of this meeting is having the student's case reviewed by the Dean and department instructors to determine the final grade.
 - b) After this meeting, the grade is final. There is no further action beyond this point.
- Please contact the department chair for any questions or concerns regarding this policy.

V. STUDENT RIGHTS AND RESPONSIBILITIES

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES

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

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

SECTION II. SCOPE

This Student Conduct Policy applies to all students and student organizations at The Art Institute of New York City.

SECTION III. REACH

The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms, at College-sponsored activities, student organization sponsored events or in College Housing. At the discretion of the Dean of Student Affairs or a delegate as appointed by the President of The Art Institute of New York City, the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP.

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

SECTION V. DISCIPLINARY OFFENSES

The offenses listed below are given as examples only. The Art Institute of New York City may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty

- a) Plagiarism
- b) Cheating on assignments or examinations
- c) Engaging in unauthorized collaboration on academic work
- d) Taking, acquiring or using test materials without faculty permission
- e) Submitting false or incomplete records of academic achievement;
- f) Altering, forging or misusing a College academic record;
- g) Fabricating or falsifying data, research procedures, or data analysis;
- h) Deceiving the College and/or its officials

2. Illegal or Unauthorized Possession or Use of Weapons

- a) Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.

3. Sexual Assault or Nonconsensual Contact

- a) Any form of unwanted sexual attention or unwanted sexual contact

4. Threatening, Violent or Aggressive Conduct

- a) Assault, battery, or any other form of physical abuse of a student or college employee
- b) Fighting or physical altercation
- c) Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
- d) Any conduct that threatens the health or safety of another individual one's own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student

5. Theft, Property Damage and Vandalism

- a) Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
- b) Extortion
- c) Setting fires, tampering with fire safety and/or fire fighting equipment

6. Disruptive or Disorderly Conduct

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

- a) Disruptive Classroom Conduct, such as,
 - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
 - ii. Use of cell phones and pagers during scheduled classroom times
- b) Disorderly Conduct, such as,
 - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials

- ii. Breach of peace on college property or at any college-sponsored or supervised program
- iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of New York City and/or its reputation

7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol

- a) Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on college property or at any function sponsored or supervised by the college.
- b) Being under the influence of illegal or controlled substances on college property, or at any college function
- c) Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
- d) Being under the influence of alcohol on college property or at any college function is also prohibited

8. Verbal Assault, Defamation and Harassment

- a) Verbal abuse of a student or college employee
- b) Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
- c) Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

9. Hazing

- a) Any form of “hazing” and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. “Hazing” includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

10. Falsification

- a) Willfully providing college officials with false, misleading or incomplete information
- b) Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

11. Abuse of The Art Institute of New York City disciplinary system, including but not limited to:

- a) Failure to obey the summons of a disciplinary body or college official
- b) Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
- c) Disruption or interference with the orderly conduct of a disciplinary proceeding
- d) Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
- e) Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
- f) Failure to comply with the sanction(s) imposed under the student conduct policy
- g) Influencing or attempting to influence another person to commit an abuse of the disciplinary system

12. Unauthorized Use or Misuse of College Facilities

- a) Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.

13. Violation of Federal or State Laws

- a) Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions

14. Insubordination

- a) Persistent or gross acts of willful disobedience or defiance toward college personnel
- b) Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
- c) Failure to exit during fire drill,
- d) Failure to identify oneself when on college property or at a college- sponsored or supervised functions, upon request of college official acting in the performance of his/ her duties

15. Violations of College Rules

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area
- d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
- e) Any violation of the institutions policies on the responsible use of technology including but not limited to
 - i. The theft or abuse of computer, email, Internet or Intranet resources
 - ii. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - iii. Unauthorized transfer of a file
 - iv. Unauthorized downloading of copyrighted materials in violation of law
 - v. Unauthorized use of another individual's identification and/or password
 - vi. Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - vii. Use of computing facilities to send obscene or abusive messages
 - viii. Use of computing facilities to interfere with normal operation of the school's computing system
- f) Failure to satisfy school financial obligations

The above list is illustrative only, and The Art Institute of New York City may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS.

The Art Institute of New York City may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute of New York City reserves the right to immediately impose the most severe sanction if circumstances merit.

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

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Dean of Student Affairs or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. Expulsion: The student will be expelled from The Art Institute of New York City immediately. The student will not be permitted to continue his or her studies at the college and may not return to the college or to college-sponsored housing or activities at any time or for any reason.
7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

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

SECTION VII. DISCIPLINARY PROCEDURES:

Complaint

Any member of The Art Institute of New York City community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of New York City policies.

1. The complaint shall be prepared in writing or in an incident report and directed to the Dean of Student Affairs or his/her delegate.
2. The written complaint or incident report should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints or incident reports should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

The Dean of Student Affairs or a delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the student conduct policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art Institute of New York City determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

Students have no expectation of privacy in their personal property while on campus. The Art Institute of New York City reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

Notification and Determination of violations that warrant Disciplinary Meeting

1. The Dean of Student Affairs or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Dean of Student Affairs or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.
2. The Dean of Student Affairs or his/her delegate will determine whether it is more likely than not that a violation occurred, may a render and communicate the decision to the student in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Dean of Student Affairs determines that there was no violation, that decision may be documented in writing to the student as well.
 - a. If a student fails to appear for the meeting, the Dean of Student Affairs or his/her delegate may make a determination of violations of The Art Institute of New York City policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of violations that warrant Disciplinary Hearing

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

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

Disciplinary Panel

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

Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

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

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

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

SECTION VIII. APPEAL PROCEDURES.

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of New York City policies and procedures.

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

ACADEMIC INTEGRITY

All academic work must be wholly the product of an identified individual or individuals. Violations of academic integrity include copying from or giving assistance to others on an examination, plagiarizing all or portions of an assignment, using forbidden material on an examination, using a purchased term paper, and/or altering a graded examination for the purposes of re-grading. Faculty who believe that violations have occurred should immediately contact the Dean of Student Affairs. Students who suspect other students are involved in actions of academic dishonesty should speak to the course instructor. The first violation may result in mandatory expulsion from the school for one or more quarters and the student receives an “F” on the assignment or test in question. The “F” will be averaged with the other grades in the course to yield the final grade. Students must apply to the President for readmission consideration

THE ART INSTITUTE OF NEW YORK CITY STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

The Art Institute of New York City 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: The Director of Human Resources, 11 Beach St. 3rd Floor, New York, NY 10013, 212-625-6004.

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 Institute of New York City 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 Joseph Pirrello, Dean of Student Affairs, 7th Floor, 212-625-6342 or for academic matters with David Moughalian, Dean of Academic Affairs, 3rd Floor, 212 625-6008. 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 or Dean of Academic Affairs.
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 or Dean Academic Affairs.
3. The Dean of Student Affairs or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator’s sole discretion.
4. The Dean of Student Affairs or Dean of Academic Affairs will determine whether a violation of The Art Institute of New York City non-discrimination policy has occurred. The Dean of Student Affairs or the Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Student Affairs or Dean of Academic Affairs determines that the policy has been violated, the Dean of Student Affairs or Dean of Academic Affairs will also recommend corrective action.

5. The decision of the Dean of Student Affairs or Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of New York City. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Student Affairs or Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

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

VI. HEALTH AND SAFETY

ALERTFIND

The Art Institute of New York City uses the AlertFind emergency notification system. This is a mass notification system that allows The Art Institute of New York City students, faculty, and staff, to receive instant information in case of emergency evacuation is required through cell phone, text message and/or emails. Sign up is voluntary. Instructions can be obtained from the Dean of Student Affairs, Joseph Pirrello in room 730. Students may also sign up for AlertFind through www.MyAiCampus.com, by clicking on the Student Support tab.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, occurring on the campus, the security guards or an Executive Committee Member will notify the Dean of Students or the Dean of Academic Affairs to activate the AlertFind System. Either one of the Deans or their designee will confirm that there is a significant emergency or dangerous situation. They will determine the content of the notification and initiate the automated AlertFind system. It will be sent to the appropriate community members.

People responsible for carrying out these actions are:

Joseph Pirrello, Dean of Student Affairs

Dave Moughalian, Dean of Academic Affairs

This information is provided annually on-line and in the Student Handbook. The system is tested at least once annually during a scheduled fire drill. Tests are unannounced.

CRIME STATISTICS – THE ART INSTITUTE OF NEW YORK CITY

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Report, May 2010.

INTRODUCTION

The Art Institute of New York City is providing the following information to all of its employees and students as part of The Art Institute of New York City commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the Dean of Student Affairs, Joseph Pirrello, 11 Beach St., New York, New York 10013, 212-625-6342.

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of New York City Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy via their mailboxes. The report is distributed to all students through the Student Handbook.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs, Mr. Joseph Pirrello, 212-625-6342. Reports are kept in a secure location in the Dean of Student Affairs Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of New York City 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 The Art Institute of New York City facilities to the Dean of Student Affairs, Mr. Joseph Pirrello either in person or by calling 212-625-6342. If the Dean of Student Affairs is not available, you may contact any other member of The Art Institute of New York City's Executive Committee or Campus Security at 212-226-6099 and the New York City Police Department by dialing 911.

To report emergencies or criminal acts occurring in school-sponsored housing, students should dial Mr. Tavis Young at 212-625-6350 email tayoung@aii.edu 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 The Art Institute of New York City, 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 New York City Police 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 Dean's Office. The annual crime report is prepared by gathering campus crime statistics and data from local police departments and other relevant information by the Dean of Student Affairs.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of The Art Institute of New York City 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 The Art Institute of New York City policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to show their valid identification card to gain access to campus facilities.

ACCESS TO ACADEMIC BUILDINGS

A Security desk is manned at all times, during operating hours at the entrance of 11 Beach Street. All persons entering must show identification and validate card at entry card reader locations. Non- Art Institute of New York City students or employees must sign in on the visitor log. Security may request to search any bags or cases carried in or exiting the facility. All entrances and exit are maintained under video surveillance at all times.

SCHOOL-SPONSORED HOUSING

Resident students must show identification to enter the building at all times. Guests and visitors must show identification and be entered into the guest log.

CAMPUS LAW ENFORCEMENTS

Persons employed as security personnel at The Art Institute of New York City and security officers at school-sponsored housing off-site, 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 Mary McNicholas at (212) 625-6027 or 6099.

Unarmed security personnel at the school building are there at the direction of the Security Supervisor and are to assist students, faculty and staff of The Art Institute of New York City. Someone 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, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Art Institute of New York City Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Ms. McNicholas or the Dean of Student Affairs if any illegal activity occurs.

Student residents at school-sponsored housing should contact the Resident Advisor who resides at the complex should an emergency arise. The Resident Advisors, who are employees of The Art Institute of New York City, are trained in emergency procedures and school regulations. They will then contact the security personnel on site if necessary.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of New York City maintains a close working relationship with the New York City police department with periodic contact initiated by The Art Institute of New York City personnel to ensure that The Art Institute of New York City 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 by posters, notices placed in faculty and staff mailboxes.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Art Institute of New York City employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place 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 and employees are also given a list of names of First Aiders and their phone numbers. Students in school-sponsored housing are given the names and phone numbers of the Resident Advisors, who live on the premises, in case of an emergency. The Resident Advisors 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. The Art Institute of New York City 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

The Art Institute of New York City also provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by the Student Affairs staff, please check with the Dean of Student Affairs for dates. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety. 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 The Art Institute of New York City, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices and notices read by instructors in classrooms. Incidents occurring at The Art Institute of New York City student housing location are announced by the distribution of notices to each student mailbox or residence hall room.

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

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of New York City does not have any off-campus student organizations.

DRUG AND ALCOHOL POLICIES

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

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of New York City 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 Art Institute of New York City's Student Support and Disabilities Coordinator. 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 in The Art Institute of New York City's Student Support and Disabilities 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 Art Institute of New York City 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 New York City Rape Crisis Hotline at 212-267-7273. 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. If the victim requests, The Art Institute of New York City 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 The Art Institute of New York City personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in The Art Institute of New York City 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: Victim Services of NYC 212-577-7777.

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with The Art Institute of New York City's 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 Art Institute of New York City 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 New York City Police Department, located at:

1st Precinct

16 Ericsson Place

New York, New York 10013

Additional information can be obtained by calling the police department at 212-334-0611.

CRIME AWARENESS AND SCHOOL SECURITY

The Art Institute of New York City's faculty, staff, and administration are concerned that every student enjoys a safe and secure environment. Crime awareness and campus security are matters for which every student must take personal responsibility. The Art Institute of New York City Student Conduct Codes strictly prohibit the possession of weapons and the unlawful use of alcohol, controlled substances, and drugs on the campus or in school sponsored housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion. Pursuant to the Crime Awareness and Campus Security Act of 1990, the School Security Policy and Report is available to prospective students upon request to the Director of Public Relations. The report discusses among other things, the importance of prompt reporting of crimes to school officials and local police, The Art Institute of New York City security procedures which encourage students and employees to be responsible for their own security and the security of others, counseling, and other assistance available from the school to any student who may be the victim of a crime.



CREATE TOMORROW

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

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

Criminal Offenses	Calendar Year									
	2008				2009				2010	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	
Robbery	0	1	0	0	0	1	0	1	0	
Aggravated Assault	0	3	0	0	1	0	1	3	0	
Burglary	2	3	0	3	1	0	3	1	0	
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	
Criminal Homicide:										
Murder & Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	
Sex Offenses:										
Forcible	0	0	0	0	0	0	0	0	0	
Non-Forcible	0	0	0	0	0	0	0	0	0	
Totals	2	7	0	3	2	1	4	5	0	

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

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year									
	2008		2009		2010					
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	
Liquor Law Violations:										
Arrests	0	0	0	0	0	0	0	1	0	0
Disciplinary Action	2	4	0	0	5	0	0	6	0	0
Drug Abuse Violations:										
Arrests	0	0	0	0	1	0	0	0	0	0
Disciplinary Action	4	2	0	0	4	0	1	4	0	0
Weapons Possessions:										
Arrests	0	0	0	0	0	0	0	0	0	0
Disciplinary Action	0	0	0	0	0	0	0	0	0	0
Totals	6	6	0	0	10	0	1	11	0	0

* Includes school-sponsored housing

** Public property is the sidewalks immediately adjacent to the entrance of 11 Beach Street, Manhattan, NY 10013

Please Note: Statistics provided for 2008 through August 2009 are for both 75 Varick Street and 11 Beach Street

FIRE EVACUATION POLICY

College Policy on Reporting of Fires: Any member of the community who becomes aware of any active or past fire must notify the New York City Fire Department immediately by calling 911 for active fires or the Dean of Student Affairs 212-625-6342 for past events.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. The Beach Street Academic Building has one interior and one partly exterior stairwell for fire evacuation purposes, NEVER USE ELEVATORS. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or Executive Committee members of the College's administration. No occupant will re-enter a building until clearance is given by fire and/or school officials

Prohibited Items in School Sponsored Housing:

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

- Candles, incense, open flames
- open heating coils
- smoking pipes
- grills
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings by New York City Law.

Community Responsibilities

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

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of Residence Life / Housing personnel or fire officials during a drill or an actual alarm. In 2010, there were four fire drills performed at 67 Livingston.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Department of Residence Life and Housing services. Current Director, Tavis Young 212-625-6350.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

What should I do if I discover a fire?

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

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

School Sponsored Housing Fire Safety and Sprinkler Systems

Below is a listing of housing fire safety systems

Residential Fire Systems Building	Smoke Detectors	Heat Detectors	Carbon Monoxide Detectors	Sprinkler System
67 Livingston Street	X	X	X	Selected exit locations

ALCOHOL AND DRUG POLICY

DRUG-FREE WORKPLACE AND CAMPUS

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

EFFECTS OF DRUGS AND ALCOHOL

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

This price can be paid in a number of ways. The risk of contracting sexually transmitted diseases, including AIDS, is increased through unwanted or unprotected sex when one is under the influence of drugs or alcohol. Drugs can be the trigger for violent crime. Economic and legal problems usually follow directly when one tries to support a drug habit by resorting to crime. The dependence, illness, loss of job, and loss of family or friends that can result from drug or alcohol use and abuse can be tragic.

In keeping with the mission of The Art Institute of New York City and the requirements of state and federal law, The Art Institute of New York City 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

Deliriant (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

The Art Institute of New York City Sanctions

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

State of New York and Federal Sanctions

Enacted in 1973, with the active support of then Governor Nelson Rockefeller, the capital New York State drug laws institute harsh prison sentences for a wide range of drug offense. The punishments required by this law for the possession or sale heroin, cocaine, and other hard drugs still rank among the most severe in the nation.

The following is a summary of first offense penalties for some of the drug offenses in New York State. (Article 220 of the New York Penal Code):

POSSESSION

Narcotics and Cocaine (pure mixture containing)

- 0-1/8 oz- up to 1 year, \$1000 fine
- 500mg. = of pure weight cocaine – up to 7 years
- 1/8 oz,-1/2oz –up to 15 years
- ½ oz-2oz – min. 1 year, max 25 years
- 2 oz-4 oz. - min. 3 years, max life
- 4 oz.+ - min. 3 years, max life

LSD

- 0-1mg. - up to 1 year
- 1-5 mg. – up to 15 years
- 5-25 mg – min. 1 year, max. 25 years
- 25 mg + - min. 3 years, max. life

PCP

- 0-50 mg. – up to 1 year
- 50-250 mg. – up to 7 years
- 250-1250 mg. – min. 1 year, max. 25 years

Marijuana

- 25 grams or less: Non-criminal violations; \$100; 2nd offense, \$200
- Subsequent offenses: \$250; 0-15 days
- 25 grams or any amount possessed in public and the marijuana is burning or open to public View: 0-3 months; \$500 fine
- 2oz. or less: 0-1 year; \$1,000 fine
- 8oz or less: 0-4 years; \$5,000 fine
- 1lb.: 0-7 years; \$5, 000 fine
- 10 lbs: 0-15 years; \$5,000 fine

SALE

Narcotics and Cocaine

0-1/2 oz – min. 1 year, max. 25 years

1/2 -2oz. – min. 3 years, max life

2 oz. + - min. 15 years, max life

LSD

0-5 mg. – up to 7 years

5 mg. + - min. 3 years., max life

PCP

0-50 mg. – up to 7 years

50-250 mg. – up to 15 years

250 mg. + min. 1 year, max 25 years

Marijuana

2 grams or less for no consideration:0-3 months; \$500 fine

25 grams or less: 0-1year; \$1,000 fine

25 grams +: 0-4 years; \$5,000 fine

4 oz +: 0-7 years; \$5000 fine

1 lb. +: 0-15 years; \$5, 000 fine

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.

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NEW YORK CITY AREA RESOURCES

There are also organizations that may be contacted for help. Phoenix House (212) 831-1555 or (718) 789-4616. The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

A list of emergency and sliding-fee scale resources is available from the Student Support and Disabilities Coordinator, Katie Nekiunas, in room 727.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by The Art Institute of New York City's Student Support and Disabilities Coordinator. 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 in The Art Institute of New York City's Student Support and Disabilities 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 Art Institute of New York City 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.
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THE PROBLEM OF SUICIDE

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

Symptoms

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

Depression and suicide have many common warning signs including:

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

Specific signs of potential suicide include:

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

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

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

- stressful events, such as a failed exam or failure to get a job
- crises in significant social or family relationships
- interpersonal losses
- changes in body chemistry
- high levels of anger or anxiety

How to help a friend

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

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

Resources

If you or a friend needs help, please contact 9-1-1. The Art Institute of New York City's Student Support and Disability Coordinator and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

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

National Mental Health Association 1-800-969-6642 or www.nmha.org/index.cfm

National Institute of Mental Health 1-800-421-4211 or www.nimh.nih.gov

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

Wellness Center Student Assistance program which provides 24/7 Free and Confidential student counseling 1 800 326 6142

Procedures following suicide threats and attempts

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

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

The Art Institute of New York City cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student's parents or other support person(s) may be contacted by the school and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits school officials to contact parents without the student's consent, "if knowledge of the information is necessary to protect the health and safety of the student or other individuals." If circumstances indicate further harm may come to a student by contacting family members, other options may apply. Failure to adhere to the guidelines outlined herein may result in disciplinary action.

MISSING PERSON NOTIFICATION POLICIES AND PROCEDURES

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to the Dean of Student Affairs, Joseph Pirrello 212-625-6342 or the Senior Director of Security. It is the policy of The Art Institute of New York City that the Dean of Student Affairs will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with information that indicates the person is missing. The Dean of Student Affairs will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

The Dean of Student Affairs will check student's class schedules, interview fellow students and faculty, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure she/he is safe.

Each student at The Art Institute of New York City can identify, through student records database and or emergency contact cards at residence halls to designate a person or persons that the College can contact in the event that the student is reported missing. This person would be contacted within 24 hours of a missing person report being filed with the Dean of Student Affairs Office. Note that this contact information is confidential and is shared only with College administrators who would have responsibility for making connections with emergency contacts in the event of a determined emergency. The contact information will also be disclosed to the local law enforcement agencies in furtherance of a missing person investigation.

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

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

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

THE ART INSTITUTE OF NEW YORK CITY ANTI-HAZING POLICY

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

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

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located on the 7th floor. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

FIRE ARM POLICY

Fire arms are not permitted at The Art Institute of New York City.

VII. SCHOOL SPECIFIC APPENDIX

Consumer Information

Diversity of Our Student Body

According to regulations published by the Department of Education, as part of the Higher Education Act, we have provided the chart below demonstrating the diversity of our student body as of fall 2009.

These statistics below include all enrolled, full-time students for our campus.

Total Undergraduate Enrollment	Number of Students	Percentage of Student Body
	1,100	

By Gender:	Number of Students	Percentage of Student Body
Men	470	43%
Women	630	57%

By Race/Ethnicity (if disclosed):	Number of Students	Percentage of Student Body
Hispanic/Latino	130	12%
American Indian or Alaska	3	0%
Asian	26	2%
Black or African American	102	9%
Native Hawaiian or Other	--	N/A
White	113	10%
Two or more races	--	N/A
Nonresident alien	--	N/A
Race and ethnicity unknown	726	66%

By Grant/Loan Recipients:	Number of Students	Percentage of Student Body
Pell Recipients (Fall 2008-First Time, Full)	242	63%

Consumer Information

Retention Rate

According to regulations published by the Department of Education, the retention rate of certificate or degree-seeking first time, full time undergraduate students is 54%.

The retention rate is calculated based on the number of first time, full time students who entered school in fall 2008 and were still enrolled as of fall 2009.

Student-Right-to-Know Act

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the Student Right-to-Know (SRTK) Graduation Rate is described as follows:

It is based upon students who entered as full-time, first-time freshmen and graduated within 150% of the length of their program. For example, in regards to associate degree-seeking freshmen, this 150% measure describes students graduating from a two-year program within three years.

The graduation/completion rates for the cohort of first-time, full-time students who entered school in fall 2006 and who graduated/completed within 150 percent of the normal time to complete the longest program between September 1, 2006 to June 30, 2009:

	Cohort	Graduates/ Completers	Rate
Overall Rate	213	588	36%

By Gender:	Cohort	Graduates/ Completers	Rate
Men	78	229	34%
Women	135	359	38%

By Race/Ethnicity (if disclosed):	Cohort	Graduates/ Completers	Rate
Hispanic/Latino	59	161	37%
American Indian or Alaska	0	0	N/A
Asian	24	38	63%
Black or African American	35	125	28%
Native Hawaiian or Other	0	0	N/A
White	51	137	37%
Two or more races	0	0	N/A
Nonresident alien	0	0	N/A
Race and ethnicity unknown	44	127	35%

By Grant/Loan Recipients:	Cohort	Graduates/ Completers	Rate
Pell Recipients	131	340	39%
Subsidized Stafford Recipients (No Pell)	75	177	42%
No Pell or Subsi- dized Stafford	7	71	10%

FINANCIAL AID

www.fafsa.ed.gov

<http://www.fastweb.com/>

HELPFUL CONTACTS

LIFENET 24 hr Hotline.

English

1-800-LIFENET (5433638)

Spanish

1-877-298-3373

Chinese

1-877-990-8585

Other Languages available through

1-800-543-8585

Alcoholism Council of Greater New York

AA (Alcoholics Anonymous)

(212) 252-7022

NA (Narcotics Anonymous)

(212) 929-NANA (6262)

MA (Marijuana Anonymous)

1-800-766-6779

VICTIM SERVICES

(24 hrs)

212-577-7777

The Legal Aid Society of NYC

212-577-3300

VOCATIONAL EDUCATION REHABILITATION SERVICES FOR PERSONS WITH DISABILITIES (VESID)

Manhattan

212-630-2300

Bronx

718-931-3500

Brooklyn

718-722-6701

Queens

718-271-8315

NYC Gay & Lesbian Anti-Violence Project

212- 807-0197

Lesbian & Gay Community Center

212-620-7310

Emergency Housing

Women Emergency Assessment Unit

1-800-994-6494

Men's Intake Center

212-481-0771

ACADEMIC CALENDAR

Summer 2011 Quarter

Independence Day	Monday, July 4
First Day of Classes	Monday, July 11
Last Day to Drop/Add Classes	Monday, July 18
Registration for Next Quarter	Monday, August 8 – Fri. August 12
Mid Term Start	Thursday, August 18 – Sat. September 24
Labor Day	Monday, September 5 (School Closed)
Last Day of Quarter	Saturday, September 24

Fall 2011 Quarter

First Day of Classes	Monday, October 3
Yom Kippur	Saturday, October 8 (No Classes)
Last Day to Drop/Add Classes	Monday, October 10
Registration for Next Quarter	Monday, October 31 - Fri. Nov. 4
Mid Term Start	Thursday, November 10 - December 17
Thanksgiving Holiday	Thurs., November 24 & Fri., November 25 (School Closed)
Last Day of Quarter	Saturday, December 17
Graduation	Monday, December 19
Christmas Eve	Saturday, Dec 24
Christmas Day	Sunday, Dec 25

Winter 2012 Quarter

New Year's Eve	Saturday, December 31, 2011
New Year's Day	Sunday, January 1
First Day of Classes	Monday, January 9
Dr. Martin Luther King, Jr. Day	Monday, January 16 (School Closed)
Last Day to Drop/Add Classes	Tuesday, January 17
Registration for Next Quarter	Monday, February 6 – Friday, February 10
Mid Term Start	Thursday, February 16 – Saturday, March 24
Free Application for Federal Student Aid (FAFSA)	Monday, March 19
Last Day of Quarter	Saturday, March 24

Spring 2012 Quarter

First Day of Classes	Monday, April 2
Good Friday	Friday, April 6 (School Closed)
Passover	Saturday, April 7th (No Classes)
Easter	Sunday, April 8
Last Day to Drop/Add Classes	Wednesday, April 11
Registration for Next Quarter	Monday, April 30 – Fri. May 4
Mid Term Start	Thursday, May 10 – Saturday, June 16
Memorial Day	Monday, May 28 (School Closed)
Last Day of Quarter	Saturday, June 16
Graduation	Monday, June 18

Summer 2012 Quarter

Independence Day	Wednesday, July 4
First Day of Classes	Monday, July 9
Last Day to Drop/Add Classes	Monday, July 16
Registration for Next Quarter	Monday, August 6 – Fri. August 10
Mid Term Start	Thursday, August 16 – Sat. September 22
Labor Day	Monday, September 3 (School Closed)
Rosh Hashanah	Monday, September 17 (No Classes)
Last Day of Quarter	Saturday, September 22

Fall 2012 Quarter

First Day of Classes	Monday, October 1
Last Day to Drop/Add Classes	Monday, October 8
Registration for Next Quarter	Monday, October 29 - Fri. Nov. 2
Mid Term Start	Thursday, November 8 – December 15
Thanksgiving Holiday	Thursday, November 22 & Friday, Nov. 23 (School Closed)
Last Day of Quarter	Saturday, December 15th
Graduation	Monday, December 17th
Christmas Eve	Monday, December 24th
Christmas Day	Tuesday, December 25th

**All dates are subject to change.

FACULTY AND STAFF DIRECTORY

Graham-Handley, Tad*	President	212 219-6334
Bateman, Camille*	Director of Human Resources	212 625-6004
Moughalian, David*	Dean of Academic Affairs	212 625-6008
Grillo, Mary Ann*	Senior Director of Admissions	212 625-6080
Fields, Nathan*	Director of Administrative and Financial Services	212 625-6002
Scoleri, Marc*	Director of Career Services	212 625-6006
Pirrello, Joseph*	Dean of Student Affairs	212 625-6342
Gauntlett, Micah	IT - Campus Technology Manager	212 625-6784
Chow, Rebekah	Director of Institutional Effectiveness	212 625-6951
Hamilton, Fred	Director of Student Financial Services	212 625-6007
Gabris, Stephanie	Executive Assistant to President	212 219-6334

Other Numbers

Fire/Medical Police	911
Police non-emergency	212-334-0611
Security	212-625-6099
Maintenance Dept.	212-625-6039
Copy Center	212-625-6060

*EC: Executive Committee

ACADEMIC AFFAIRS		
Moughalian, David	Dean of Academic Affairs	6008
Palmer, Roz	Executive Assistant	6048
Altamura, Marissa	Administrative Assistant	6084
Caradonna, Anthony	Dept. Chair, Interior Design	6752
Lovell, Amanda	Dept. Chair, Fashion Design; Fashion Merchandising & Marketing	3778
Nulman, Vikki	Asst. Dept. Chair, Fashion Design; Fashion Merchandising & Marketing	6052
Mancuso, John	Dept. Chair, Liberal Arts and Sciences	6341
Okupniak, Eve	Dept. Chair, Digital Filmmaking	6077
Tanaka, Myles	Dept. Chair, Graphic Design; Web Design & Interactive Media	6750
Nichols, Betsy	Director of Library Services	6088

REGISTRAR		
Giovanni Palomo	Registrar	6071
Febrez, Laura	Assoc. Registrar	6070
Shiao, Dilys	Transfer Credit Coordinator	6053
Front Desk		6074

ADMISSIONS		
Grillo, Mary Ann	Senior Director of Admissions	6080
Bagala, Rita	Associate DOA	6708
Levoyer, Gabriela	ADA	6359
Lindberg, Wendy	ADA	6741
Ogullukian, Tania	ADA	6015
Jones, Tandrie	Director of Admissions	6759
Boxer, Laurie	ADA	3712
Cote, Blanche	ADA	6019
Fahmy, John	ADA	6738
Ferguson, Delbert	ADA	3771
Hummel, Brendan	ADA	6353
Jones, Greg	ADA	6344
Krueger, Kaley	ADA	6782
McCoy, John	ADA	6348
Nieves, Landon	ADA	6050
Reese, Beloved	ADA	6955
Singh, Sangita	ADA	6746
Valdes, Maria	ADA	6731
Henson, Rick	Director of Admissions	6005
Brown, Tonya	Assoc. DOA	6059
Ciccarella, Holly	ADA	6743
Fernandez, Francis	ADA	3776
Giorgio, Michael	ADA	6069
Guillen, Adriana	ADA	6033
Katsilometes, Nikaline	ADA	6026
Latifi, Hekuran	ADA	6944
Lawrence, Aldwyn	ADA	6328
Montanez, Desiree	ADA	6736
Smith, Thomas	ADA	6029
Lebel, Richard	Director of Admissions	6083
Capra, Brooke	ADA	6324
Davis, Sandra	ADA	6081
Della Casa, Brenda	ADA	6357
Falcinelli, Mary-Ellen	ADA	6082
Guerre, Claire	ADA	6339
Konah, Saye	Assoc. DOA	6739
Libby, Haley	ADA	3719
Muscianisi, Francine	ADA	6706
Thompson, Parris	ADA	6358
White, Geneva	ADA	6757
Gerrity, Jackie	Assoc. Dir. of Re-admiss./Int'l Stdt Adv.	6011
DeJesus, Jannine	Receptionist 1st Floor	6762
Lopez, Jeanette	Receptionist 3rd Floor	6001

SUPPORT STAFF		
Clarke-Boyd, Michell	Mailroom Spvsr.	6701
Vakarchuk, Valerie	Mailroom Coord.	6064
Lapinski, Jean	Administrative Assistant	6028
Nandkishore, RosyAnna	Associate Manager	6023
Cotto, Martha	Sr. Admissions Coord.	6020
Conaughty, Marin	Admissions Coord.	6761
DeLashmit, Ilene	Admissions Coord.	6012
Duran, David	Admissions Coord.	6327
Wong, Andrew	Admissions Coord.	6354
Hunte, Emilly	Enrollment Processor	6042
Chiarello, Ashley	Enrollment Processor	6338
ACCOUNTING		
Fields, Nathan	DAFS	6002
Casterlin, Liz	Student Accountant	6076
Wanda, Perez	Accounting Supervisor	6075
Duncan, Henry	Assistant Accounts Payable	6345
Lopez, Rudy	Accounts Payable Assistant	6766
Reed, Millie	Collector	6722
Gilbert, Larry	Manager of Supply Store	6009
Front Desk		6072

STUDENT FINANCIAL SERVICES		
Hamilton, Fred	Director of Student Financial Services	6007
Martinez, Cathy	Associate Director of SFS	6045
Dilligard, Cekina	FAO	6061
Dubinsky, Lyudmila	FAO	6047
Griffith, Maria	FAO	6046
Ifill, James	Assistant Director of SFS	6041
Richards, Kimberly	Administrative Assistant	6044
Mitchell, Dawn	FAO	6756
Shah, Harisiddhi	FAO	6063
Spriggs, Sherie	FAO	6351
Ramos, Garrett	FAO	6347
Thompson, Lorraine	FAO	6343
Vazquez, Jessenia	FAO	6352
Mourad, Ashraf	FAO/Re-Admissions FAO	6043
SUPPLY STORE		
Gilbert, Larry	Manager of Supply Store	6009
Anderson, Norma	Sales Assistant	6009
	SECURITY	6099

CAREER SERVICES		
Scoleri, Marc	Director of Career Services	6006
Belardinelli, Brenna	Student Employment Advisor	6035
Holder, Donna	Career Services Advisor GD	6024
TBD	Career Services Advisor WDIM/ DFM	6079
Pokidaylo, Regina	Senior Career Services Advisor/ FD/FMM	6037
Reynal, Carmen	Career Services Advisor / ID	6038
Rodriguez, Maribel	Administrative Assistant	6036
STUDENT AFFAIRS		
Pirrello, Joseph	Dean of Student Affairs	6342
Nekiunas, Katie	Student Support and Disability Coord.	6700
Young, Tavis	Director of Residential Life & Housing	6350

TECHNOLOGY		
Gauntlett, Micah	Asst. Director of Technology	6784
Mullings, Calixte	Senior Desktop Analyst	3755
Cruz, Richard	Desktop Analyst	3743
Charles, Sherdwin	Desktop Analyst	6942
Maxime, David	Supervisor-IT Media & Resource Services	3716
Orozco, Fred	Cage Manager Asst.	3716
Feliciano, Juan	Print Services Assistant	6321
Acosta, Luis	Copy Center	6060
AINYC	HELP DESK	6321

INTERIOR DESIGN		
Caradonna, Anthony	Dept. Chair of Interior Design	6752
Gates Jr, William F.	Faculty	6711
Jones, Tory	Faculty	6734
Wilkins, Lauren D.	Faculty	6775
Lima, Pedro	Faculty	6772

DIGITAL FILMMAKING		
Okupniak, Genevieve	Dept. Chair of Digital Filmmaking	6077
Fischer, Ian	Faculty	6935
Graf, Susi	Faculty	6781
Hayashi, Ryo	Faculty	6717
Larkins, George	Faculty	6748
Moore, Jason	Faculty	6753
Sohnen, Roz	Faculty	6937
Vargas, Francisco	Faculty	3715
Williams, Ross	Faculty	6336

FASHION DESIGN		
Lovell, Amanda	Dept. Chair of Fashion Design; Fashion Merchandising & Marketing	3778
Nulman, Vikki	Asst. Dept. Chair of Fashion Design; Fashion Merchandising & Marketing	6052
Bradley, Warren	Faculty	6714
Enayati, Sanam	Faculty	6709
Iosilevich, Larisa	Faculty	6725
Martin, Lois	Faculty	3713
McCoy, Patricia	Faculty	6749
Moore, Jennifer	Faculty	6707
Nugent, Laura	Faculty	8035
Rutter, Anne	Faculty	6768
Spence, Monica	Faculty	6760
LIBERAL ARTS AND SCIENCES		
Mancuso, John	Dept. Chair of Liberal Arts and Sciences	6341
Aronson, Joan	Faculty	6718
Bandman, John	Faculty	6714
D'Onofrio, Toni	Faculty	6733
Gilmore, John	Faculty	6078
Goldberg, David	Faculty	6726
Gonzalez, Belinda	Faculty	6068
Hernandez, Louis	Faculty	6051
Kadko, Sam	Faculty	6723
Keller, Kathryn	Faculty	6333
Levitt, Steve	Faculty	6049
Lloyd, Marcia	Faculty	6720
Miller, John	Faculty	6086
Orr, Diane	Faculty	6066
Peltomaa, Karl	Faculty	6087
Wheeler, Britta	Faculty	6031
Wine, Gordon	Faculty	6089
Henkel, Paul	Academic Advisor	3746
Nash, David	Academic Advisor	6337
Duffy, Jesse	Academic Support Spec.	6355
Tolan, Gene	Academic Advisor	6954

GRAPHIC DESIGN

Tanaka, Myles	Dept. Chair Graphic Design; Web Design & Interactive Media	6750
Armstrong, Gary	Faculty	6737
Epstein, Ira	Faculty	6949
Hadel, Andy	Faculty	3752
Imperiale-Warner, Daniele	Faculty	6330
Kraja, Violeta S.	Faculty	6778
Martinez, Miguel	Faculty	6957
Melgarejo, Isobel	Faculty	6732
Prives, Simona	Faculty	6940
Silanee, Soosan	Faculty	6771
Sinclair, Amy	Faculty	6329
SuZen	Faculty	6325

STAFF		
Acosta, Luis	Copy Center	212 625 6060
Altamura, Marissa	Administrative Assistant-Academics	212 625 6084
Anderson, Norma	Sales Assistant	212 625 6009
Bateman, Camille	Director of Human Resources	212 625 6004
Bagala, Rita	Assoc. DOA	212 625 6708
Belardinelli, Brenna	Student Employment Advisor	212 625 6035
Boxer, Laurie	ADA	212 965 3712
Brown, Tonya	Assoc. DOA	212 625 6059
Capra, Brooke	ADA	212 625-6324
Caradonna, Anthony	Dept. Chair, Interior Design	212 625 6752
Casterlin, Liz	Student Accountant	212 625 6076
Charles, Sherdwin	IT Technician	212 625 6942
Chiarello, Ashley	Enrollment. Proc.	212 219 6338
Ciccarella, Holly	ADA	212 625-6743
Chow, Rebekah	Director of Institutional Effectiveness	212 625 6951
Clarke, Melanie	ADA	212 625 6096
Clarke-Boyd, Michell	Mailroom Spvsr.	212 625 6701
Cote, Blanche	ADA	212 625 6019
Conaughty, Marin	Admissions Coord.	212 625 6761
Cotto, Martha	Sr. Admissions Coord.	212 625 6020
Cruz, Richard	IT Technician	212 625 3743
Davis, Sandra	ADA	212 625-6081
DeJesus, Jannine	Receptionist	212 625-6762
DeLashmit, Ilene	Admissions Coord.	212 625 6012
Dilligard, Cekina	FAO	212 625 3740
Dubinsky, Lyudmila	FAO	212 625 6047
Duncan, Henry	Assistant Accounts Payable	212 219 6345
Duran, David	Admissions Coord.	212 219 6327
Fahmy, John	ADA	212 625 6738
Falcinelli, Mary Ellen	ADA	212 625 6082
Febrez, Laura	Assoc. Registrar	212 625 6070
Ferguson, Delbert	ADA	212-625-3771
Fernandez, Francis	ADA	212 965 3776
Fields, Nathan	DAFS	212 625 6002
Gabris, Stephanie	EA to President	212 219 6334

Gauntlett, Micah	IT Campus Technology. Manager	212 625 6784
Gerrity, Jackie	Assoc. Dir. of Re-admiss./Int'l Stdt Adv.	212 625 6011
Gilbert, Larry	Manager of Supply Store	212 625 6009
Giorgio, Michael	ADA	212 625 6069
Guerre, Claire	ADA	212 625 6339
Guillen, Adriana	ADA	212 625 6033
Graham-Handley, Tad	President	212 625 6003
Griffith, Maria	FAO	212 625 6046
Grillo, Mary Ann	Senior Director of Admissions	212 625 6080
Hamilton, Fred	Director of Student Financial Services	212 625 6007
Harper, Dianna	HR Generalist	212 625 6727
Henkel, Paul	Academic Advisor	212 965 3746
Henson, Rick	DOA	212 625 6005
Holder, Donna	Career Advisor GD/WDIM	212 625 6024
Hummel, Brendan	ADA	212 625 6353
Hunte, Emily	Enrollment Processor	212 625 6042
Ifill, James	Asst. Dir. Of Student Finance	212 625 6041
Jones, Tandrie	Director of Admissions	212 625 6759
Jones, Gregory	ADA	212 625 6344
Katsilometes, Nikaline	ADA	212 625 6026
Konah, Saye	Assoc. DOA	212 625 6739
Lapinski, Jean	Adm. Asst.	212 625 6028
Latifi, Hekuran	ADA	212 625 6944
Lawrence, Aldwyn	ADA	212 625 6359
Richard Lebel	Director of Admissions	212 625 6083
Levoyer, Gabriela	ADA	212 625-3719
Libby, Haley	ADA	212 219 6328
Lindberg, Wendy	ADA	212 625 6741
Lopez, Jeannette	Receptionist	212 625 6001
Lopez, Rudy	Accounts Payable Assistant	212 625 6766
Lovell, Amanda	Dept. Chair, Fashion Design; Fashion Merchandising & Marketing	212 965 3778
Mancuso, John	Dept. Chair, Liberal Arts and Sciences	212 625 6341
Martinez, Cathy	Asst. Dir. Of Student Finance	212 625 6045
Maxime, David	Supervisor-IT Media & Resource Services	212 625 3716

McCoy, John	ADA	212 625 6348
Mitchell, Dawn	FAO	212 625 6756
Montanez, Desiree	Assoc. DOA	212 625 6736
Moughalian, David	Academic Dean	212 625 6008
Mourad, Ashraf	FAO/Re-Admission FAO	212 625-6043
Mullings, Calixte	Senior IT Technician	212 965 3755
Muscianisi, Francine	ADA	212 625 6706
Nandkishore, RosyAnna	Assoc. Mgr. of Admissions Coord.	212 625 6023
Nash, David	Academic Advisor	212 219 6337
Nichols, Betsy	Librarian	212 625 6088
Nekiunas, Katie	Student Support and Disabilities Coordinator	212 625 6700
Nieve, Landon	ADA	212 625-6050
Nulman, Victoria	Asst. Dept. Chair Fashion Design; Fashion Merchandising & Marketing	212 625 6052
Ogullukian, Tania	ADA	212 625 6015
Okupniak, Genevieve	Dept. Chair Digital Filmmaking	212 625 6077
Palmer, Roz	Executive Assistant	212 625 6048
Palomo, Giovanni	Registrar	212 625 6071
Perez, Wanda	Accounting Supervisor	212 625 6075
Pirrello, Joseph	Dean of Student Affairs	212 625 6342
Pokidaylo, Regina	Senior Career Advisor/FD	212 625 6037
Ramos, Garrett	FAO	212 625 6355
Reed, Millie	Collector	212 625 6722
Reese, Beloved	ADA	212 625 6955
Reynal, Carmen	Student Employment Advisor, CSA/ ID	212 625 6038
Richards, Kimberly	Administrative Assistant	212 625 6044
Rodriguez, Maribel	Administrative Assistant	212 625 6036
Scoleri, Marc	Director of Career Services	212 625 6006
Shah, Harisiddhi	FAO	212 625 6063
Singh, Sangita	ADA	212 625 6746
Smith, Thomas	ADA	212 625 6029
Spriggs, Sherie	FAO	212 625 6351
Shiao, Dilys	Transfer Credit Coordinator	212 625 6053
Tanaka, Myles	Dept. Chair – Graphic Design; Web Design & Interactive Media	212 625 6750

Thompson, Lorraine	FAO	212 625 6343
Thompson, Delbert	ADA	212 625 6358
Tolan, Gene	Academic Advisor	212 625 6954
Vakarchuk, Valerie	Mailroom Coordinator	212 625 6064
Valdes, Maria	ADA	212 625 6731
Vazquez, Jessenia	FAO	212 625 6352
White, Geneva	ADA	212 625 6757
Wong, Andrew	Admissions Coordinator	212 625-6354
Young, Tavis	Director of Residential Life & Housing	212 625 6350



CREATE TOMORROW