



## Student Handbook 2009/2010

75 Varick Street, 16th Floor  
New York, NY 10013

11-17 Beach Street  
New York, NY 10013

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## 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.

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# THE ART INSTITUTE OF NEW YORK CITY VALUES

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

- We believe in an accessible educational environment that places the student at the center of our ethics.
- 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 values of career-focused education that encourages mastery of outcomes, rooted in the needs of the business communities we service.
- 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, design education to a diverse population of learners.

## MISSION

The mission of The Art Institute of New York City is to provide career-focused education that meets the needs of the business community through an industry driven curriculum, subjected to continuous process review.

## MESSAGE FROM THE PRESIDENT

Welcome to The Art Institute of New York City. We're really glad you're here! You are now a part of an educational family nationally known for excellence in creative education.

We are part of The Art Institutes, a system of over 40 colleges throughout the United States and Canada. We have a rich tradition and history, with thousands of outstanding alumni in the professional and creative fields. Art Institute 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—the 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, utilizing faculty expertise, and asking questions. If you study and give your best effort, you will receive all you hoped for from your education. So be involved, actively participate, and get to know your instructors, staff, and fellow students. If you do your part, you will have a rich learning experience that will prepare you for a career in your field of study.

It's likely that travelers would bring a map on a long trip. Think of this handbook as a guide for one of life's most important journeys. On behalf of the faculty and staff, my very best wishes for a successful and rewarding year.

Dr. David Warren, 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. 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 Varick 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 212-226-5500 Ext. 6342.

Joseph J. Pirrello, Dean of Student Affairs

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

|  |                  |
|--|------------------|
| <b>President</b>   | Dr. David Warren |
| <b>Dean of Academic Affairs</b>                          | David Moughalian |
| <b>Dean of Student Affairs</b>                           | Joseph Pirrello  |
| <b>Director of Human Resources</b>                       | Camille Bateman  |
| <b>Director of Administrative and Financial Services</b> | Nathan Fields    |
| <b>Director of Student Financial Services</b>            | Fred Hamilton    |
| <b>Director of Career Services</b>                       | Marc Scoleri     |
| <b>Director of Admissions</b>                            | Mary Ann Grillo  |

## ACADEMIC AFFAIRS

|                                    |                  |
|------------------------------------|------------------|
| <b>Associate Dean of Education</b> | Kenneth Goldberg |
| <b>General Education</b>           | John Mancuso     |
| <b>Interior Design</b>             | Erin Cantor      |
| <b>Video Production</b>            | Karen Dillon     |
| <b>Fashion Design</b>              | Amanda Lovell    |
| <b>Graphic Design/IMD</b>          | Dr. Stephen Pite |
| <b>Registrar</b>                   | Giovanni Palomo  |
| <b>Academic Advisors</b>           | Gene Tolan       |
|                                    | Paul Henkel      |
|                                    | David Nash       |

## **ADDITIONAL STAFF**

**Director of Library Services**

Betsy Nichols

**Director of Public Relations**

Midge Elias

**Counselor & Disabilities Coordinator**

Laurie Vesalo

**Alumni Coordinator**

Marifrances Boccia

**Technology Support Supervisor**

Micah Gauntlett

**Registrar**

Giovanni Palomo

## **YOUR FREQUENTLY ASKED QUESTIONS**

**What is the status of my loans?**

Financial Aid, 16th Floor, Varick St.

**Where do I get a copy of my official transcript?**

Registrar's Office, 16th Floor, Varick St.

**How do I register for classes?**

Your Department Chair or Academic Advisors at Beach or Varick Sts.

**Who would I talk with about a personal problem?**

Counselor 7th Floor, Beach St.

**What happens if I need a tutor?**

Student Success Center, 5th Floor, Beach St.

**How do I get help with my resume?**

Career Services, 16th Floor, Varick

Academic Advisors, 5th Floor, Beach St.

**Where is the lost and found?**

Security, 16th Floor, Varick St. and 1st Floor, Beach St.

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

Talk to your Instructor or Department Chair of the department at Beach or Varick Sts.

**Where do I find my instructor during office hours?**

Check your syllabus and/or call the instructor

**Where do I get a kitchen schedule?**

Registrar's Office, 16th Floor, Varick St.

Academic Advisors 5th Floor, Beach St.

**What if I get injured on campus?**

Call Security at Ext. 6073

**How do I find a part-time job?**

Career Services, 16th Floor, Varick St.

**Where do I get supplies?**

Bookstore, 1st Floor, Beach St.

**Where do I get information on student health insurance?**

Student Affairs, 16th Floor, Varick St. or 5th floor Beach St.

**Where do I go if I have a technology concern?**

The Technology office on the sixth floor of Beach Street or email [ainychelpticket@aii.edu](mailto:ainychelpticket@aii.edu)

# **CAMPUS RESOURCES, OFFICES AND SERVICES**

## **ACADEMIC ADVISORS/THE STUDENT SUCCESS CENTER**

The Student Success Center links you up with Academic Advising. **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 address transitional concerns early and know where to go to get help.

Advisement begins from the first moment you register as an incoming student and continues until your graduation. Using the resources of an Academic Advisor will help you to reach your academic goals. Academic Advisors connect you with resources on and off campus that can facilitate important academic decisions. We will help you select classes, review completed and outstanding assignments, develop academic and life plans, clarify personal goals, and link you up with the help you need. Together, we will review the courses you need to meet your program requirements.

Advisors help you get the most from your experience at The Art Institute of New York City! Services include: access to peer mentoring, resume writing, financial planning, time management, organization skills, study plans, and more. The Student Success Center is located on the 5th floor of Beach St. Drop in, and let us help you on your road to success!

## **ACADEMIC AFFAIRS**

Academic Affairs is overseen by the Dean of Academic Affairs. The department oversees all of the educational programs at The Art Institute including Graphic Design, Interactive Media Design, Video Production, Fashion Design and Interior Design. Each department has its own Department Chair who can help guide you through your program.

## **BOOK STORE**

There is a school book store located on the first floor of 11-17 Beach St. The hours of operation are Monday-Friday 8am-7pm and Saturdays 10am-4pm. The book store has all the necessary textbooks for classes in addition to many supplies to support your program.

## **THE CAGE/TECHNOLOGY DEPARTMENTS**

The Cage, part of the Technology Department, is located on the 2nd floor of Beach St. 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 6<sup>th</sup> floor of Beach Street 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 [ainychelpicket@aai.edu](mailto:ainychelpicket@aai.edu)

## **CAREER SERVICES**

A staff of professionals, including the Director of Career Services, Alumni Placement Coordinator, and Career Service Advisors, assist students in their job search. The school 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.

## **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. We have found that most successful students plan their time well and increase their skill and proficiency by working on the computers as much as possible. The computer labs are located on the 2<sup>nd</sup>, 5<sup>th</sup> and 6<sup>th</sup> floors in the Beach St. building 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.

## SOFTWARE AND HOURS

The Art Institute of New York City purchases computer hardware and software in conformity with a standard established by The Art Institute 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:

|                      |                       |
|----------------------|-----------------------|
| <b>Monday-Friday</b> | <b>7:30am-10:30pm</b> |
| <b>Saturday</b>      | <b>9:00am-3:30pm</b>  |
| <b>Sunday</b>        | <b>Closed</b>         |

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.**

## COUNSELING SERVICES

The counselor provides confidential counseling on personal and school related matters, and assists students with special needs, provides referrals for outside agencies and services where deemed necessary. Counseling is overseen by the Student Affairs department. The Counselor's Office is on the 7th floor of Beach Street.

## 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 a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Disability Services office. If you have a concern or complaint in this regard, please contact the school's Counselor on the 7 th floor of Beach Street or telephone number 212-625-6700. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

## 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.

## LIBRARY

Library resources, facilities, and services are shared with Metropolitan College. The Library is located on the **12th floor of 75 Varick Street**. The Art Institute Librarian and the Metropolitan College staff, through an agreement with The Art Institute of New York City, provides the library services.

The Art Institute of New York City's students are entitled to the same library services available to Metropolitan College students, which include use of the library facility, access to the computerized information retrieval services and inter-library loans.

The library contains approximately 30,000 volumes, including bound periodicals and government publications, as well as materials in other formats, including an extensive collection of electronic databases. The Art Institute of New York City's collection is housed within the Metropolitan College Library, and contains specialized subject matter in the graphic design, web design, fashion, interior design and video production are also available. Digital media covering all of the above subjects and a wide range of industry journals and periodicals are also accessible.

## **LOST AND FOUND**

The Lost and Found is housed in the Security Department. If you have lost an item on campus, please contact the security personnel in the respective building. At Varick St., Security is located in the student lounge area of the 16th floor and 1st floor of Beach St., near the reception area. To contact security by telephone, please call (212) 625-6073.

## **ONLINE SERVICES**

Online services at The Art Institute of New York City are available at <http://www.stu.aii.edu> and are specifically designed for current students and faculty to use. To gain access to web services, a student must:

- pick up login at the Technology Department or Registrar's office
- have a current student I.D

Using any internet-connected computer, students have access to The 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.

## **PHOTO IDENTIFICATION CARDS**

A photo ID card is issued to each student. 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.

## **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 16th floor of Varick St., and the hours of operation are Mondays, Wednesdays and Fridays 7:30am-4pm, and Tuesdays and Thursday's 7:30am-7pm. (For registration information see page 15).

## **SCHOOL CLOSING**

In the event of inclement weather, call the school's main number to hear a message regarding early dismissals and school closings. The number to call is (212) 226-5500 and press 3.

## **SECURITY OFFICES**

The main office for security is located on the 16th floor of Varick St. Security personnel regularly patrol the campus and can be contacted at Ext. 6073 from any campus phone. Security personnel are supervised by the Director of Human Resources, (212) 625-6004.

## **STUDENT AFFAIRS**

The Student Affairs Office is located on the 16th Floor of Varick St. Student Affairs is responsible for providing student life opportunities, offering support for finding independent housing, 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 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 Counseling and Disability Services, Academic Advising, Residential Life, and International Student Programs for The Art Institute of New York City.

## STUDENT FINANCIAL SERVICES

### Refund Policy

#### Refund Policy Prior to Matriculation

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

1. The Art Institute of New York City will notify the student, in writing, of his/her acceptance or rejection. In the event that a student is not accepted by The Art Institute of New York City, all tuition, fees, and other charges shall be refunded.
2. The applicant may cancel this contract and receive a full refund of all monies paid to date if cancellation is made in writing to the Senior Director of Admissions and mailed or delivered to the Art Institute of New York City at the address stated herein with six (6) business days after this Enrollment Agreement is accepted.
3. An applicant requesting cancellation more than six days after the Enrollment Agreement is accepted and prior to the beginning of class will receive a refund of all monies paid, less the \$50 application fee, and a charge for any books and supplies given to the student and not returned.
4. Refunds will be made within 30 calendar days after the applicant /student's request or within 30 days after his/her first scheduled class day, whichever is the earlier date.

#### Refund Policy After Matriculation

When a student withdraws from school on or after the first day of class, a refund and repayment is calculated based on the last recorded (actual) date of attendance as determined by the school, or if the student officially withdraws, the date set forth by the student. Refunds will be made within 30 calendar days of the date of notification that the student is no longer enrolled.

### Return of Federal Title IV Aid

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The Art Institute of New York City will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60%, then that percent of the Federal Title IV Aid received is the amount that can be retained. The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SEOG. If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, the student may need to return some of those funds. If the student needs to return funds, The Art Institute of New York City will notify the student regarding how much is owed, and how it is to be returned.

#### Adjustment of Charges

In accordance with school policy, if a student withdraws from school, the school will earn tuition and fees as follows, based on the week in which the student withdraws:

#### First Quarter

|                 |      |
|-----------------|------|
| Week one        | 0%   |
| Week two        | 25%  |
| Week three      | 50%  |
| Week four       | 75%  |
| After Week Four | 100% |

#### Second and subsequent Quarters

|                  |      |
|------------------|------|
| Week one         | 25%  |
| Week two         | 50%  |
| Week three       | 75%  |
| After week three | 100% |

The school will first calculate how much needs to be returned under the Federal Return of Title IV Aid Policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The Art Institute of New York City will then calculate how much of the

charges can be retained based on the school policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded from Federal funds after calculating the return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's written authorization, to the Federal Loan program(s) in the following order, up to the amount received, for the term of the withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance made up on non- Title IV funds, it will be refunded in the following order, up to the amount received, for the term of the withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student. If kits, components of the kit, or supplies, are returned to the bookstore in re-salable condition within 10 days of withdrawal from current quarter, a credit will be given. All refunds and return of funds will be made within 30 calendar days of the date that the student notifies The Art Institute of New York City of the withdrawal. Examples of the calculations for this new policy are available in the Student Accounting office.

### **Non-Payment of Charges**

Non-payment of tuition, housing, fees and/or other charges due to The Art Institute of New York City will result in your being obligated for additional collection costs, collection agency cost, and legal costs. In addition, we reserve the right to report your failure to pay amounts owed to one or more national credit bureau organizations and not release your academic transcript until all your debts to The Art Institute of New York City are paid in full.

### **Financial Assistance**

The Art Institute of New York City is approved as an eligible Title IV funding institution. All students who receive federal or state-sponsored financial assistance must maintain satisfactory academic progress for financial assistance eligibility. Suspension and Reinstatement of Financial Assistance: All Programs Students who are suspended from a program of study or terminated from the school are ineligible for financial assistance until they regain admission and comply with satisfactory academic progress requirements.

## **ACADEMIC POLICIES**

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

### **Criteria for Honors Designation**

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

Term Honors Designation (at the completion of a quarter or semester) – Students who enroll for and complete 12 credits or more and meet the following criteria may receive the corresponding designation:

| <u>Term GPA</u> | <u>Honors Designation</u> |
|-----------------|---------------------------|
| 4.0             | President's Honor Roll    |
| 3.7-3.9         | Dean's Honor Roll         |
| 3.5-3.6         | Honor Roll                |

Honor Designation at Graduation – Students who achieve a CGPA of 3.5 or better are designated as Honor Graduates.

Transitional studies classes are not considered when evaluating honors designations.

## MINIMUM STANDARDS FOR ACADEMIC PROGRESS

A. Minimum Academic Standards to maintain academic progress, Each student must meet the required minimum standards of the following three criteria:

- Maintain a minimum acceptable cumulative grade point average of 2.0 or better.
- Achieve the minimum incremental completion rate of 66%; and
- Complete the program within a maximum allowable time frame.

All grades except "W," "P," "K," and transitional studies courses are calculated into the CGPA. The "W" grade is included in the maximum allowable credit calculation and incremental rate requirements. Grades "P" and "K" will reduce the maximum allowable time frame. A student who withdraws in the first nine weeks of the quarter may return the next quarter in a probationary status.

B. Incremental Completion Rate (ICR) To continue enrollment in an academic program, a student must also:

- Successfully complete at least 60% of the cumulative attempted course credits at the end of the fourth quarter and any subsequent quarter through the seventh quarter, and
- At the end of the student's eighth quarter and thereafter, the student must have successfully completed at least 66.66% of the cumulative attempted course credits.

C. Maximum Allowable Time Frame

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

- Students in a 36-credit program can attempt no more than 54 credits.
- Students in a 48-credit program can attempt no more than 72 credits
- Students in a 93-credit program can attempt no more than 154 credits.
- Students in a 105-credit program can attempt no more than 157 credits. Note: The trigger for the student's academic progress is evaluated at the end of each quarter.

D. Cumulative Grade Point

Average (CGPA) Requirement Certificate Program

- At the completion of the program, a minimum CGPA of 2.0 will be required to graduate with a certificate.
- Students must maintain a minimum CGPA of 2.0 or higher to avoid probation or termination. See probation or termination status. Please note that a student may be terminated for academic reasons without probation notification. All students must have successfully attempted 66.6% of their credit hours attempted by the end of their third quarter of attendance.

E. Maximum Allowable

Time Frame – Attempted Credits Hours Students must complete their programs within a maximum 150% of the credits it would take to complete the program.

Example:

- Students in a 105 credit program can attempt no more than 157 credits, unless they have transfer credits in which case that number of attempted credits is reduced.

All other components of the satisfactory academic policy apply to the certificate programs.

## CONSEQUENCES FOR FAILING TO MEET THE MINIMUM STANDARDS

A student failing to achieve any of the minimum standards of the three criteria as described in the preceding section will face the corresponding administrative actions or corrective actions.

A. Academic Probation

Academic Probation for any student who withdraws in the first nine weeks of the quarter. The student may return on a probationary status. A student may be terminated for academic reasons without previous academic action.

**B. Denial of Graduation with a Degree**

Any student failing to achieve a CGPA of 2.0 at the completion of all required program credits will not be allowed to graduate with a degree.

**C. Procedure for Appealing Academic Termination**

Any student wishing to appeal an academic termination may do so in writing to the Dean of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the termination. The written appeal must be supported with appropriate documentation of the mitigating circumstances with explanation of how the circumstances have been remedied or changed. A committee will review a student's appeal and will determine whether the student's circumstance(s) and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the Dean or the Committee. A student who is granted an appeal may be reinstated and, if otherwise eligible, receive financial aid; however, the student will be placed on probation for that quarter.

**Procedure for Reentry After Academic Termination**

- A. Termination Reentry Process - A student terminated for violating the SAPP must appeal in writing to the Dean of Education for reentry before the start of the quarter in which he/she wishes to return. In addition, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards of the SAPP must go through the same appeal process. The appeal procedure described in the preceding section applies. If the appeal is granted, the reentering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the SAPP to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements. Some form of academic evaluation must be conducted by the Dean or review committee to determine that the student has the desire and the academic ability to progress satisfactorily in the program. A student is allowed one and only one reentry appeal after being academically terminated.
- B. Student Reentry Process - Any student who has left The Art Institute of New York City for any period must go through the formal reentry process and each student's academic status must be reviewed before he/she can be considered for reentry. For details, please refer to The Art Institute of New York City procedure for readmission.

**GRADE POINT AVERAGE**

**Academic Grading System**

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

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

Additional Letter Codes

W = Withdrawal

WF= Withdrawal/Fail from Course after week 9

F = Failure

K = Transfer Credit (Used prior to Fall 2004)

P = Proficiency Credit by Exam or Portfolio

TR= Transfer credit (used after the Fall 2004 quarter)

IP= In Progress (the student is enrolled in the class at the time the transcript is created)

The lowest passing grade for any course is "D" except for transitional studies classes for which the lowest passing grade is a "C". A student who fails a course will be permitted to repeat the course at the prevailing charge for tuition and fees.

#### A. Calculation of CGPA

A student's cumulative grade point average is calculated by 1.) Multiplying credits for each course by grade points associated with the grade earned; 2.) Totaling the grade points earned for all the courses and 3.) Dividing total grade points earned by the total number of quality credits. The Art Institute of New York City uses a 4.0 scale in assigning grade points. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is five or greater. It is rounded down to the nearest tenth of the last digit if less than five. Ex: 1.95=2.0, Ex: 1.94=1.9)

A student's GPA is calculated by dividing the total points earned by the total number of credit hours attempted. Points earned for a particular course are calculated by multiplying the grade points by the number of credits. For instance, a grade of "B" in a three-credit course is worth nine points. A sample calculation is shown below. The cumulative GPA is derived by dividing the total number of hours taken while at School into the total number of points earned for those courses. Grades of "WF" and "I" are calculated in the GPA as a failure. Grades of "K" are not included in GPA calculation.

#### Sample GPA calculation

| <u>Course</u>                    | <u>Course Grade</u> | <u>Letter Grade Points</u> | (Times) | <u>Credit Hours Attempted</u> | (Equals) | <u>Grade Points</u> |
|----------------------------------|---------------------|----------------------------|---------|-------------------------------|----------|---------------------|
| GD101 Drawing and Perspective    | B                   | 3                          | X       | 3                             | =        | 9                   |
| GD102 Fundamentals of Design     | A                   | 4                          | X       | 3                             | =        | 12                  |
| GD103 Survey of Media and Design | B-                  | 2.7                        | X       | 3                             | =        | 8.1                 |
| GE101 English I                  | C+                  | 2.4                        | X       | 3                             | =        | 7.2                 |
| GE151 Computer Applications      | B+                  | 3.4                        | X       | 3                             | =        | 10.2                |
| FS100 Freshman Studies           | Pass                | 0                          | X       | 0                             | =        | 0                   |
|                                  |                     |                            |         | 15                            |          | 46.5                |

Student's Average =  $46.5 / 15 = 3.1$

#### B. Transitional Studies Courses

Based on the results of the academic placement test, students may be required to take transitional studies (also known as remedial or Basic Skills) courses. Students must successfully complete such courses in order to progress in the program. Transitional studies course credits do not count toward the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failure to do so will result in termination. The minimum passing grade for a transitional studies course is a "C".

#### C. Repeated Courses and Grades

Grades achieved in repeated classes will replace the "F," "W," or "WF." Grades of "F," "W," or "WF" are included in the maximum allowable time frame and incremental completion rate requirements in attempted hours. The grade "I" indicates Incomplete and is calculated as if it is an "F" until it is changed to another grade. Students may also retake a class in which they received a passing grade in order to improve their CGPA.

#### D. Remediation of Academic Deficiencies

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

#### E. Transfer Credits from an External Institution

Credits from transfer courses are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit are one and one-half times the number of credits required to complete for graduation. Grades for credits transferred from any post-secondary institution will be recorded as "TR" and will not affect the student's CGPA.

1. College transcripts must be addressed to The Art Institute of New York City, must be in a still-sealed envelope, and should be received before the student matriculates.
2. Only "official" transcripts can be accepted for appraisal.
3. The Registrar (or designated appointee) will stamp the envelope with the date and time received.
4. The registrar will then meet with the Dean (or designated appointee) to review the transcript for credit transferability. Note: if a translation is required, appropriate action will be taken to procure the understanding of the document.
5. The following requirements must be met for credit transfer to be given:
  - a. It must be apparent that the course is the equivalent of a course at The Art Institute of New York City. (If necessary, a catalog of the former school will have to be provided.)
  - b. The course must have received a grade of "C" or better. (e.g., Grades of "P" or "D" will not be accepted.)

#### F. Transfer Credit from The Art Institute of New York City

If a student at The Art Institute of New York City transfers from another Art Institute of New York City program, grades from the classes that have been completed will be recorded and will affect the student's CGPA.

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

#### G. Change of Program of Study

Students will be allowed only one change of program of study. Note: Changing from a day program to an evening program of the same program is not considered a change of program of study.

#### H. Transfers

A student must be in satisfactory academic standing to be allowed the opportunity of transferring from The Art Institute of New York City to another Art Institute.

#### I. The Art Institutes Merit Award

Students earning a CGPA of 2.5 or greater are eligible to apply for the Merit Award.

#### J. Extended Enrollment Status

While ACICS allows for an extended enrollment status, The Art Institutes does not.

### Class Size

The maximum number of students per lecture course is 36. The maximum number of students per lab course is 25. The average class size or student to teacher ratio is 18:1.

### DEFINITION OF QUARTER CREDITS AND CLOCK HOURS

All course work at The Art Institute of New York City is measured in quarter credits. One-quarter credit is awarded for each 10 classroom contact hours of lecture, 20 classroom contact hours of laboratory instruction, or 30 contact hours of externship. One classroom contact hour is defined as 50 minutes of instruction in a 60-minute period. It is assumed that the student will devote appropriate time to preparation and study outside the classroom. Measurement in credit hours or the listing of quarter credits for courses is not intended to imply transferability into college programs at other postsecondary institutions.

#### Student Status

Based on credit hours, status is defined as follows:

|                      |  |
|----------------------|--|
| Full-time:           | enrolled in 12 credit hours or more in an academic quarter |
| Three-quarter time:  | enrolled in 9-11 credit hours in an academic quarter       |
| Half-time:           | enrolled in 6-8 credit hours in an academic quarter        |
| Less than half-time: | enrolled in 1-5 credit hours in an academic quarter        |

Academic year: three quarters and 36-quarter credit hours

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

The first six scheduled days of the quarter for programs are designated as add/drop period. Beginning on the seventh day of programs students who receive special permission from the A department Chair, Advisor, or Dean to withdraw from a course(s) prior to the last day of the ninth week of the quarter will receive a "W" grade. "W" grades are included in the maximum timeframe calculation and incremental completion rate requirements for satisfactory academic progress. All class withdrawals after the ninth week of the quarter will be calculated as "WF" grade.

## **DISMISSAL**

If the student does not meet the minimum standards during the probationary quarter, the student will be dismissed from the School at the end of the quarter. See the Satisfactory Academic Progress Policy for additional information relating to dismissal. Verified medical, psychological, or personal reasons directly contributing to the student's academic failure may be considered by the Dean of Academic Affairs for a waiver of dismissal. A student may receive only one waiver of dismissal.

## **TERMINATION**

The School may decide to terminate a student's enrollment for the following reasons: theft of property; disruptive behavior in the School during School related activities; gambling or other illegal activities; possession or use of alcohol, drugs, or weapons while on school property; failure to maintain satisfactory academic progress; absence that violates the attendance policy; cheating, plagiarism, or academic dishonesty; and failure to keep current with financial obligations to the School.

## **ATTENDANCE POLICY**

Because of the intensive nature of the programs at The Art Institute of New York City, absences jeopardize a student's ability to successfully complete his or her studies. If, for some critical reason, a student finds it necessary to be absent, late, or leave early it is the student's responsibility to notify the Department Chair and/or instructor, and make up all work missed.

Accumulated absenteeism in any one course will affect performance and grades. Absenteeism can be accumulated through missing class entirely or by being tardy or leaving class early. Instructors record tardiness and people leaving early in increments of 15 minutes.

Excessive absenteeism will result in the student having to repeat the course. For the specific requirements of individual courses, refer to the course outline provided by the instructor. Students will receive either a "W" or "WF" for the course and will be rescheduled as soon as possible to retake it. Students who miss 10 consecutive class days may have their enrollment automatically terminated.

## **REQUIREMENTS FOR GRADUATION**

The Art Institute of New York City awards an Associate of Occupational Studies degree to graduates of its Culinary Arts & Restaurant Management, Graphic Design, Web Design & Interactive Media, Fashion Design, Video Production, and Interior Design, a certificate in Culinary Arts, Pastry Arts, and Restaurant Management programs. Associate's degree students in Culinary Arts & Restaurant Management must complete 93 quarter-credits, and Graphic Design, Web Design & Interactive Media, Fashion Design, Video Production, and Interior Design must complete 105 quarter-credits within the program to be eligible for graduation. Certificate students in Culinary Arts and Restaurant Management must complete a 48-credit program and students in the Pastry Arts certificate program must complete 36 credits. No more than 75% of the total required credits for graduation may be transferred from another institution. Transfer credits are not used to determine grade point average. To be qualified to graduate, an Art Institute of New York City student must:

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

It is the practice of The Art Institute to round to the nearest tenth percent GPA and CGPA calculations for the purpose of determining academic progress and continued financial aid eligibility.

## **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

## **STUDENT AFFAIRS POLICIES AND PROCEDURES**

### **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

### **Deliriants (Aerosols, Lighter Fluid, Paint Thinner)**

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

### **Depressants (Barbiturates, Tranquilizers, Methaqualone)**

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

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

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

### **Intravenous Drug Use**

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

### **Marijuana and Hashish**

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

### **Stimulants (Cocaine)**

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

### **Narcotics (Heroin, Morphine, Codeine, Opium)**

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

## **SANCTIONS**

### **The Art 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: 0-1 year; \$1,000 fine

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

4 oz +: 0-7 years; \$5,000 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.

## **CONVICTIONS FOR DRUG-RELATED OFFENSES**

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

## **DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM**

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

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

## **COUNSELING**

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

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

## **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 counselor.

## **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.

## **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 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, School 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.

## **THE CRIME STATISTICS ART INSTITUTE OF NEW YORK CITY**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Report, May 2009

### **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 President, Dr. David Warren, 75 Varick Street, New York, New York 10013, 212-226-5500.

### **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- 226-5500. 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 212-226-5500. 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 212-226-5500 and the New York City Police Department by dialing 911.

To report emergencies or criminal acts occurring in school-sponsored housing, students should dial Ms. Cristi Gaitly at 718-425-3460 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 and state police and sheriff departments and other relevant information by the Dean of Student Affairs.

## **SECURITY AND ACCESS TO THE INSTITUTE**

It is the policy of 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 11-17 Beach Street and the 16th Floor of 75 Varick Street. All persons entering must show identification. Non-community members 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**

The School-Sponsored Housing program located at 100 Henry Street, Brooklyn, NY, maintains 24 hour security at all entrances. 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 11-17 Beach Street and 75 Varick Street 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 Security Supervisor at (212) 625-6073.

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 Institute. 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 Institute Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact 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, 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 is located in Manhattan, NYC. 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 Institute 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 two times per year. 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 Institute, 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 Institute student housing location are announced by the distribution of notices to each student mailbox or residence hall room.

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

## **EMERGENCY EVACUATION NOTIFICATION SYSTEMS**

The Art Institute of New York City uses the ALERT FIND 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.

## **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 Institutes Counselor twice a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the Institute's Counselor's 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 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 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.

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

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

| Criminal Offenses                   | Calendar Year |                                    |                   |           |                                    |                   |           |                                    |                   |           |                                    |                   |
|-------------------------------------|---------------|------------------------------------|-------------------|-----------|------------------------------------|-------------------|-----------|------------------------------------|-------------------|-----------|------------------------------------|-------------------|
|                                     | 2006          |                                    |                   |           | 2007                               |                   |           |                                    | 2008              |           |                                    |                   |
|                                     | On-Campus     | Non-campus buildings and property* | Public Property** | On-Campus | Non-campus buildings and property* | Public Property** | On-Campus | Non-campus buildings and property* | Public Property** | On-Campus | Non-campus buildings and property* | Public Property** |
| Robbery                             | 0             | 0                                  | 1                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 1                                  | 0                 |
| Aggravated Assault                  | 2             | 0                                  | 0                 | 3         | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 3                                  | 0                 |
| Burglary/Theft                      | 1             | 2                                  | 0                 | 6         | 0                                  | 0                 | 2         | 0                                  | 0                 | 3         | 0                                  | 0                 |
| Motor Vehicle Theft                 | 0             | 0                                  | 1                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 |
| Atsion                              | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 |
| Criminal Homicide:                  |               |                                    |                   |           |                                    |                   |           |                                    |                   |           |                                    |                   |
| Murder & Non-negligent Manslaughter | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 |
| Negligent Manslaughter              | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 |
| Sex Offenses:                       |               |                                    |                   |           |                                    |                   |           |                                    |                   |           |                                    |                   |
| Forcible                            | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 |
| Non-Forcible                        | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  | 0                 |
| <b>Totals</b>                       | 3             | 2                                  | 2                 | 9         | 0                                  | 0                 | 2         | 9                                  | 0                 | 0         | 7                                  | 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 |                                    |                   |           |                                    |                   |           |                                    |
|------------------------|---------------|------------------------------------|-------------------|-----------|------------------------------------|-------------------|-----------|------------------------------------|
|                        | 2006          |                                    |                   | 2007      |                                    |                   | 2008      |                                    |
|                        | On Campus     | Non-campus buildings and property* | Public Property** | On Campus | Non-campus buildings and property* | Public Property** | On Campus | Non-campus buildings and property* |
| Liquor Law Violations: | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  |
| Arrests                | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  |
| Disciplinary Action    | 0             | 0                                  | 0                 | 2         | 0                                  | 0                 | 2         | 4                                  |
| Drug Abuse Violations: | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  |
| Arrests                | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  |
| Disciplinary Action    | 0             | 0                                  | 0                 | 4         | 0                                  | 0                 | 4         | 2                                  |
| Weapons Possessions:   | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  |
| Arrests                | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  |
| Disciplinary Action    | 0             | 0                                  | 0                 | 0         | 0                                  | 0                 | 0         | 0                                  |
| <b>Totals</b>          | 0             | 0                                  | 0                 | 6         | 0                                  | 0                 | 0         | 6                                  |

\* Includes school-sponsored housing

\*\* Public property is the sidewalks immediately adjacent to the entrances of 75 Varick Street and 11-17 Beach Street, Manhattan, NY 10013

## 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 externship, 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.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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

**I. Procedure to Inspect Educational Records:** Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Dean of Academic Affairs, Director of Administrative and Financial Services, Registrar, or an Academic Department Director.

The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time, but in no case more than 45 days after the request was made, and the student will be notified of the time, and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student's record.

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

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

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

**1.** To The Art Institute of New York City officials who have been determined by the school to have legitimate educational interests in the records. A school official is:

- a.** A person employed by the school in an administrative, supervisory, academic or research, or support staff position; or
- b.** A person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of New York City has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
  3. In connection with the student's request for, or receipt of, financial aid if necessary to determine the eligibility, amounts, or conditions of financial aid, or to enforce the terms and conditions of the aid.
  4. To organizations conducting certain studies for or on behalf of the school.
  5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
  6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
  7. To comply with a judicial order or lawfully issued subpoena.
  8. To appropriate parties in health or safety emergencies.
  9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
  10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
  11. To persons in addition to the victim of a crime of a violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator – not the name of any other student, including a victim or witness – without the prior written consent of the other student(s).
  12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
  13. Directory information (see Section IV below).
- III. Record of Requests for Disclosure:** Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of New York City officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of New York City will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. The student may inspect this record.
- IV. Directory Information:** The Art Institute of New York City designates the following information as directory information.
- (Directory information, personally identifiable information that which may be disclosed without the student's consent):
1. Student's name
  2. Address: Local, email and website
  3. Telephone number (local)
  4. Date and place of birth
  5. Program of study
  6. Participation in officially recognized activities
  7. Dates of attendance
  8. Degrees and certificates awarded
  9. Most recent previously attended school
  10. Photograph of the student, if available
  11. Enrollment status (i.e., enrolled, continuing, future enrolled student, re-entry, leave of absence, etc.)

Notice of these categories and of the right of an individual in attendance at The Art Institute of New York City to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of New York, 75 Varick Street, 16th Floor, New York, NY 10013. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above designated categories of personally identifiable directory information.

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

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

## **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 of \$tbd/day or \$tbd/half day 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 and the Director of Public Relations when **employers** are invited for on-site recruitment.



# FACILITY USE AGREEMENT BETWEEN

The Art Institute of New York City and \_\_\_\_\_

This letter of agreement is entered into as of the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.  
It is a binding agreement among the Parties set out below with respect to facility usage at The Art Institute of New York City.

## PARTIES

The Parties are The Art Institute of New York City, 75 Varick St. New York, NY 10013 and \_\_\_\_\_

## COMPENSATION FOR USE

\_\_\_\_\_ will, in exchange for each facility use, compensate The Art Institute of New York City in the amount of \_\_\_\_\_ per day - 1/2 day.

## EXCLUSIVE USE/SCHEDULING

Subject to this agreement, The Art Institute of New York City reserves its right to have exclusive use of the facility and can refuse usage by any party at anytime. \_\_\_\_\_ agrees that its agents and employees who are provided with use of the facilities under this agreement will comply with all policies and procedures of The Art Institute of New York City while they are on its premises.

## NO HARM AGREEMENT

Since any agreements shall be made by, and between the parties involved in the arrangement, The Art Institute of New York City, its faculty and staff, and its parent companies, whether individually or in a group, will not be held responsible and will not assume any liability for claims, damages, or any other consequences which may arise from this arrangement that may take place on or off the premises of The Art Institute of New York City, unless caused solely by the negligent acts or omissions of The Art Institute of New York City.

## REPLACEMENT CLAUSE

\_\_\_\_\_ will agree to either repair or replace any equipment that is damaged, not as a result of normal wear and tear or normal usage, during their use of the facility.

I assume all responsibility for my actions in providing and receiving service(s). I have read, understood, and agree with the above statement.

IN WITNESS WHEREOF, the Parties have executed this letter agreement as of the date first set forth above.

By: \_\_\_\_\_

By: \_\_\_\_\_

The Art Institute of New York City



## **POSTING POLICY**

All postings on school property must be approved by the Office of Student Affairs and will require an approval stamp before being mounted. Failure to receive appropriate approval will result in a posting being removed and individuals responsible may be subject to disciplinary action.

## **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 Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of <Insert Campus Name>.), 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 or at college sponsored functions, except where possession is required by law. [For example, Florida has a law that prohibits employers from barring employees from storing lawfully registered firearms in their cars on employer property]

#### **3. Sexual Assault or Nonconsensual Contact**

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

#### **4. Threatening, Violent or Aggressive Conduct**

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

#### **5. Theft, Property Damage and Vandalism**

- a) Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
- b) Extortion

#### **6. Disruptive or Disorderly Conduct**

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

- a) Disruptive Classroom Conduct, such as,

Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or Use of cell phones and pagers during scheduled classroom times

- 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

### **Willfully providing college officials with false, misleading or incomplete information**

- a) Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.
- b) Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- c)

## 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
- 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.**

## **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. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student will be required to complete an educational service, attend counseling, or have restricted privileges.
4. Removal from Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. Expulsion: The student will be expelled from The Art 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 and directed to the Chief Conduct Officer or his/her delegate.
2. The written complaint should include the nature of the offense, date, approximate time and location of incident. The name of the victim, offender and any witness/s may be included.
3. Complaints should be submitted within 48 hours after the alleged violation occurred unless there are extenuating circumstances requiring a longer timeframe.

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

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art 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 Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The Chief Conduct Officer or his/her delegate may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
  - a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute Of New York City policies on the basis of the information available, and impose sanctions for such violations.

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

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

## Disciplinary Panel

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

## Administrative Interim Suspension

Students may be administratively suspended on an interim basis when:

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

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

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

## V. 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 [school name] policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President his/her delegate with its recommendation following it's 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.

*\*The Student Code of Conduct applies to all schools in the EDMC school system.*

## **Complaint Procedure**

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

### **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, 75 Varick St. 16th Flr., 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's non-discrimination policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Dean of Student Affairs, 75 Varick St., 16th Flr., New York, NY, 10013, (212) 625-6342 or for academic matters with The Dean of Academic Affairs, 75 Varick St. 16th Floor, New York, NY, 10013, (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 the 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 the Dean of 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 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 Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.

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>.

## **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 college counselor and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

**If you or someone you know is contemplating suicide, call 1-800-SUICIDE (1-800-784-2433) or [www.hopeline.com](http://www.hopeline.com).**

**National Mental Health Association** 1-800-969-6642 or [www.nmha.org/index.cfm](http://www.nmha.org/index.cfm)

**National Institute of Mental Health** 1-800-421-4211 or [www.nimh.nih.gov](http://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](http://www.nmha.org/index.cfm)

### Procedures following suicide threats and attempts

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

## PROPERTY 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.

## SMOKING POLICY

Smoking is not permitted at any campus location as outlined in The New York City Local Law 47.

## LINKS OF INTEREST

Here you will find a list of websites that may be beneficial to you as a student.

### Software Discounts

<http://www.journeyed.com>

### Computer Discounts

<http://www.saytek.com/aistudents>

## HOUSING

The Art Institute of New York City offers Residence Hall Living in Brooklyn. This 12 month program provides traditional Residence Hall rooms at two locations, the St. George Residence and the Othmer Residence Hall at Polytechnic University. Both Residence Halls are located within a convenient 15 minute trip by subway to the Art Institutes of New York City. The cost of this program, which requires a twelve month contract starts at \$3780 per quarter for a standard double in all facilities. Larger rooms are at additional cost. Non-traditional apartment style living for students over 21 or students in our housing program for more than one quarter are available on a limited basis at Stuyvesant Town .

### ***The St. George Residence*** (100 Henry Street, Brooklyn, NY 11201, Brooklyn Heights)

The St. George residence provides traditional Residence Hall double rooms and includes, private bathrooms, high speed internet connections, incoming telephone service and free local calling to 212, 646, 718, 347, and 917 area codes. Furnishings include, refrigerator, desk, chair, Captains Bed and nightstand, color television with remote and basic cable station service. Kitchen facilities are located on every other floor. All rooms are air conditioned and the front desk is staffed 24 hours a day and includes security personnel. Additional information is available on-line at [www.studenthousing.org](http://www.studenthousing.org). Students at the St. George are also provided with professional health club membership located on Clark Street next to the St. George. **The St. George will be the Primary location for student housing beginning July 2008.**

### ***The Othmer Residence Hall*** (101 Johnson Street, Brooklyn NY 11201, Metro Tech)

The Othmer Residence Hall operated by Polytechnic University features fully furnished suites (two bedrooms, 1 bathroom) which house four students. Amenities include air conditioning and rooms that are fully wired for laptops, cable TV and Telephone access. Othmer also has study rooms; student lounges; 24-hour security and laundry facilities. Additional information is available on-line at [www.poly.edu](http://www.poly.edu). Students assigned to Othmer receive a declining balance meal plan which can be used in the University dining facility located 1 block from the Residence. **This program is not available for students starting Summer 08.**

### ***Stuyvesant Town Luxury Apartments*** (14th Street and 1st Ave, Manhattan 10009)

Two bedroom luxury apartments, housing four students, offering independent student living for returning and new students over 21yrs old. Apartments offer modern kitchens and baths come furnished and provide east village community living. Telecommunication services including unlimited national telephone calling, high speed internet services and cable TV connection included in living room. Students must provide room lighting and all computer, phone and tv equipment if desired. Cost is \$4200.00 per quarter. Conveniently located next to the 1st avenue stop on "L" subway line. This is not a student residence hall and buildings are occupied by the general public. Students are responsible for maintaining and cleaning their apartments which undergo health and safe inspections each month by Housing staff. Additional information at [www.Stuytown.com](http://www.Stuytown.com).

### ***Additional Information:***

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 \$800. The \$800.00 reservation fee will be applied to the first quarter housing charges. The \$800 reservation fee is only refundable if you cancel 30 days prior to check-in. Space is limited. Please see Tavis Young, Housing Coordinator, 7th Floor Beach street, 212-625-6350 for application or additional information if interested.

**Directions to Residence Halls:**

**St. George Residence (100 Henry Street, Brooklyn, NY 11201)**

**Via 1 Subway**

Take 1 train from canal to Chambers street switch to the 2 or 3 train.

Take the 2 or 3 train to the Clark Street Station. Exit at Henry Street side and the St. George will be to the left.

**Via A or C Subway**

Take A or C to High Street Cadman Plaza East walk west across Cadman plaza to Henry street make a left on Henry to 100 Henry Street. It's best if you are in the back of the train. Go out the escalator exit. Make a right and through the Cadman plaza alleyway and you will hit Henry Street. Make a left on Henry Street (follow traffic) and you will hit the St. George hotel. The entrance is right before the St. George Marquee.

*Tours are available daily at the following times only. Appointments are required.*

*Monday – Friday 1:30pm-3:30pm*

*Saturday and Sundays at 3:30pm only*

*St. George Building Residence Manager Yolanda Cruz 718-425-3460*

**The Othmer Residence Hall (101 Johnson Street, Brooklyn, NY 11201)**

**Via A, C Subway**

Take A or C train to Jay Street-Borough Hall one block north to Johnson Street make right building will be on left.

*Tours are available during normal business hours by appointment.*

*Polytechnic Office of Residence Life 718-260-4160*

**FINANCIAL AID**

[www.fafsa.ed.gov](http://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

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|--|----------------------|
| <b>NYC GAY &amp; LESBIAN ANTI-VIOLENCE PROJECT</b> | <b>212- 807-0197</b> |
| <b>LESBIAN &amp; GAY COMMUNITY CENTER</b>          | <b>212-620-7310</b>  |
| <b>EMERGENCY HOUSING</b>                           |                      |
| Women Emergency Assessment Unit                    | 1-800-994-6494       |
| <b>MEN'S INTAKE CENTER</b>                         | <b>212-481-0771</b>  |

## **ACADEMIC CALENDAR**

### **2009 - 2010 HOLIDAY SCHEDULE:**

|                      |                          |
|----------------------|--------------------------|
| Labor Day            | September 7, 2009        |
| Rosh Hashannah       | September 18, 2009       |
| Yom Kippur           | October 27, 2009         |
| Thanksgiving Holiday | November 26 and 27, 2009 |
| Christmas Eve        | December 24, 2009        |
| Christmas Day        | December 25, 2009        |
| New Year's Day       | January 1, 2010          |

### **SUMMER QUARTER 2009**

|                             |                                    |
|-----------------------------|------------------------------------|
| New Student Orientation     | July 9, 2009                       |
| First Day of Summer Quarter | July 13th, 2009                    |
| Mid-Summer Orientation      | August 19, 2009                    |
| Last Day of Summer Quarter  | September 26th, 2009               |
| Summer Break                | September 27th – October 4th, 2009 |

### **FALL QUARTER 2009**

|                           |                                       |
|---------------------------|---------------------------------------|
| New Student Orientation   | September 30th and October 1st, 2009  |
| First Day of Fall Quarter | October 5, 2009                       |
| Last Day of Fall Quarter  | December 19th, 2009                   |
| Fall Break                | December 20, 2009 –January 10th, 2010 |

### **WINTER QUARTER 2010**

|                             |                            |
|-----------------------------|----------------------------|
| New Student Orientation     | January 7, 2010            |
| First Day of Winter Quarter | January 11, 2010           |
| Last Day of Winter Quarter  | March 27, 2010             |
| Winter Break                | March 28, –April 4th, 2010 |

### **SPRING QUARTER 2010**

|                             |                         |
|-----------------------------|-------------------------|
| New Student Orientation     | April 1, 2010           |
| First Day of Spring Quarter | April 5, 2010           |
| Last Day of Spring Quarter  | June 19, 2010           |
| Summer Break                | June 20-July 11th, 2010 |

### **SUMMER QUARTER 2010**

|                             |                              |
|-----------------------------|------------------------------|
| New Student Orientation     | July 8, 2010                 |
| First Day of Summer Quarter | July 12, 2010                |
| Last Day of Summer Quarter  | September 25, 2010           |
| Summer Break                | September 26–October 3, 2010 |

The Art Institute of New York City calendar dates are subject to change.

# FACULTY AND STAFF DIRECTORY

| <b>ACADEMIC AFFAIRS</b>  |                      |             |
|--------------------------|----------------------|-------------|
| Cantor, Erin             | Dept. Chair, ID      | 6752        |
| Chow, Rebeka             | AA, Acad Affairs     | 6951        |
| Dillon, Karen            | Dept. Chair, VP      | 6077        |
| Henkel, Paul             | Acad. Advisor        | 3746        |
| Lovell, Amanda           | Dept. Chair, FD      | 3778        |
| Mancuso, John            | Dept. Chair, GE      | 6341        |
| <b>Moughalian, David</b> | <b>Academic Dean</b> | <b>6008</b> |
| Nash, David              | Student Advisor      | 6337        |
| Nichols, Betsy           | Librarian            | 6088        |
| Palmer, Rosalyn          | EA                   | 6048        |
| Shiao, Dilys             | Admin. Assistant     | 6053        |
| Pite, Stephen            | Dept. Chair, GD      | 6346        |
| Thompson, Keith          | Ac.Support Spec.     | 6355        |
| Tolan, Gene              | Acad Advisor         | 6954        |

| <b>ACCOUNTING</b>     |                  |             |
|-----------------------|------------------|-------------|
| Casterlin, Elizaebeth | Student Acct.    | 6076        |
| Duncan, Henry         | Collector        | 6322        |
| <b>Fields, Nathan</b> | <b>DAFS</b>      | <b>6002</b> |
| Lopez, Rudy           | Acctg. Asst.     | 6766        |
| Perez, Wanda          | Acct. Supervisor | 6075        |
| Reed, Millie          | Collector        | 6722        |

| <b>ADMISSIONS</b>       |                     |             |
|-------------------------|---------------------|-------------|
| Bagala, Rita            | Associate DoA       | 6708        |
| Bisceglie, Joseph       | ADA                 | 6743        |
| Boxer, Laurie           | ADA                 | 3712        |
| Brown, Tonay            | ADA                 | 6059        |
| Chiarello, Ashley       | Enrollmt Proc.      | 6338        |
| Clarke-Boyd, Michelle   | Mailroom Spvsr.     | 6701        |
| Conaughty, Marin        | Adm. Coord.         | 6761        |
| Corrente, Kara          | ADA                 | 6738        |
| Cotto, Martha           | Associate Mgr.      | 6020        |
| DeLashmit, Ilene        | Adm. Coord.         | 6012        |
| DeLeon, Marta           | ADA                 | 6019        |
| Drinkwater, Greg        | ADA                 | 6746        |
| Duran, David            | Adm. Coord.         | 6327        |
| Fernandez, Francis      | ADA                 | 3776        |
| <b>Grillo, Mary Ann</b> | <b>Sr. Director</b> | <b>6080</b> |
| Helms, Austin           | ADA                 | 6026        |
| Henson, Rick            | Associate DoA       | 6005        |

|                       |                  |      |
|-----------------------|------------------|------|
| Hunte, Emily          | Reception        | 6762 |
| Jones, Tandrie        | Director         | 6759 |
| King, Joey            | Adm. Asst.       | 6028 |
| Konah, Saye           | ADA              | 6739 |
| Krueger, Kaley        | ADA              | 6782 |
| Latifi, Hekuran       | ADA              | 6944 |
| Lawrence, Aldwyn      | ADA              | 6328 |
| Lezama, Hermina       | ADA              | 6757 |
| Lindberg, Wendy       | ADA              | 6741 |
| McCoy, John           | ADA              | 6348 |
| Montanez, Desiree     | Associate DoA    | 6736 |
| Moonsammy, Jean       | Reception        | 6001 |
| Nandkishore, RosyAnna | Associate Mgr.   | 6023 |
| Nikaj, Vilma          | ADA              | 6354 |
| O'Kie, Frank          | ADA              | 6324 |
| Ogullukian, Tania     | ADA              | 6015 |
| Quizhip, Cristian     | ADA              | 6706 |
| Taylor, Loren         | ADA              | 6030 |
| Tycenski, Robert      | ADA              | 6033 |
| Vakarchuk, Valerie    | Admin. Assistant | 6956 |
| Vales, Maria          | ADA              | 7764 |
| Zimmerman, Gary       | ADA              | 6764 |

| <b>CAREER SERVICES</b> |                  |             |
|------------------------|------------------|-------------|
| Boccia, Marifrances    | Alumni Coord.    | 6018        |
| Holder, Donna          | Career Advisor   | 6024        |
| TBD                    | Asst. Director   | 6034        |
| Pokidaylo, Regina      | Career Advisor   | 6037        |
| Reynal, Carmen         | St. Emp. Advisor | 6038        |
| Rodriguez, Maribel     | AA               | 6036        |
| Rosell, Lisette        | Career Advisor   | 6035        |
| <b>Scoleri, Marc</b>   | <b>Director</b>  | <b>6006</b> |

| <b>FACILITIES</b>      |                 |             |
|------------------------|-----------------|-------------|
| Espinoza, Luis         | Supervisor      | 6039        |
| <b>Richichi, Hugie</b> | <b>Director</b> | <b>6349</b> |
| Varick Maintenance     | All             | 6039        |
| 1st Floor Beach        | Maintenance     | 5301        |
| 7th Floor Beach        | Maintenance     | 5302        |

| <b>FOOD PURCHASING</b> |                |             |
|------------------------|----------------|-------------|
| <b>Kady, Bob</b>       | <b>Manager</b> | <b>6074</b> |
| Pena, Julie            | Food Pur.      | 6074        |

| <b>GENERAL ADMINISTRATION</b> |                    |             |
|-------------------------------|--------------------|-------------|
| Elias, Midge                  | Director of PR     | 6027        |
| Gabrtis, Stephanie            | EA to Pres.        | 6011        |
| TBD                           | Dir. Inst. Effect. | 6779        |
| <b>Dr. David Warren</b>       | <b>President</b>   | <b>6003</b> |

| <b>HUMAN RESOURCES</b>  |                 |             |
|-------------------------|-----------------|-------------|
| <b>Bateman, Camille</b> | <b>Director</b> | <b>6004</b> |
| Harper, Dianna          | HR Coordinator  | 6727        |

| <b>REGISTRAR</b>        |                  |             |
|-------------------------|------------------|-------------|
| Febrez, Laura           | Assoc. Registrar | 6070        |
| <b>Palomo, Giovanni</b> | <b>Registrar</b> | <b>6071</b> |

| <b>SECURITY</b> |               |      |
|-----------------|---------------|------|
| Colon, Manuel   | Lead Security | 6073 |

| <b>SFS</b>            |                 |             |
|-----------------------|-----------------|-------------|
| Dilligard, Cekina     | FAO             | 3740        |
| Dubinsky, Lyudmila    | FAO             | 6047        |
| Griffith, Maria       | FAO             | 6046        |
| <b>Hamilton, Fred</b> | <b>Director</b> | <b>6007</b> |
| Ifill, James          | Assistant Dir.  | 6041        |
| Ivonnnet, Yvonne      | Assistant Dir.  | 6043        |
| Jarrell, Kimberly     | Receptionist    | 6044        |
| Martinez, Cathy       | Associate Dir.  | 6045        |
| Mitchell, Dawn        | FAO             | 6756        |
| Ramos, Garrett        | FAO             | 3774        |
| Thompson, Lorraine    | FAO             | 3756        |
| Vazquez, Jessenia     | FAO             | 6351        |

| <b>STUDENT AFFAIRS</b>  |                  |             |
|-------------------------|------------------|-------------|
| Gerrity, Jackie         | ISA              | 6799        |
| <b>Pirrello, Joseph</b> | <b>Dean</b>      | <b>6342</b> |
| Vesalo, Laurie          | Counselor        | 6700        |
| Young, Tavis            | Res. Life Coord. | 6350        |

| <b>SUPPLY STORE</b>  |                 |             |
|----------------------|-----------------|-------------|
| <b>Colon, Manuel</b> | <b>Manager</b>  | <b>6009</b> |
| Cooper, Gerrod       | Sales Assistant | 6009        |
| Montanez, Norma      | Sales Assistant | 6009        |
| Paige, Ronald        | Sales Assistant | 6009        |

| <b>TECHNOLOGY</b>       |            |             |
|-------------------------|------------|-------------|
| Bender, Jordan          | Technician | 6942        |
| <b>Gauntlett, Micah</b> | <b>TSS</b> | <b>6784</b> |
| TBD                     | A/V Tech.  | 3716        |
| Melega, Bryan           | Technician | 3743        |
| Mullings, Calixte       | Technician | 3755        |

| <b>AREA NUMBERS</b> |        |      |
|---------------------|--------|------|
| Accuplacer          | Beach  | 6954 |
| Conference Room     | Varick | 6255 |
| 6th Floor Hallway   | Beach  | 6730 |
| 7th Floor Hallway   | Beach  | 6216 |

| <b>FAX MACHINES</b> |              |        |
|---------------------|--------------|--------|
| Admissions          | 212-625-6065 | Varick |
| Admissions          | 212-431-9784 | Beach  |
| Admissions          | 212-965-3742 | Varick |
| Adm. - Room 634     | 212-965-3754 | Beach  |
| Career Services     | 212-625-6704 | Varick |
| Financial Aid       | 212-625-6013 | Varick |
| Financial Aid       | 212-965-3753 | Beach  |
| General Admin.      | 212-966-0706 | Varick |
| Human Resources     | 212-966-2143 | Varick |
| Registrar           | 212-625-6947 | Varick |
| Student Affairs     | 212-625-6093 | Varick |
| Tech Services       | 212-965-3754 | Beach  |

| <b>EC OFFICE</b> |       |      |
|------------------|-------|------|
| Room 519         | Beach | 6335 |
| Room 519         | Beach | 7059 |

| <b>INTERVIEW ROOMS</b> |        |      |
|------------------------|--------|------|
| 1st Room               | Varick | 4620 |
| 1st Room               | Beach  | 4623 |

| <b>TECHNOLOGY</b>   |
|---|
| <b>AiNYC Help Desk: <a href="mailto:ainychelpticket@aii.edu">ainychelpticket@aii.edu</a></b><br><b>x 6321</b><br><b>Help Desk - Corporate: 888-424-4435</b> |

| EDUCATION                 |         |      |
|---------------------------|---------|------|
| Armstrong, Gary           | Faculty | 6737 |
| Aronson, Joan             | Faculty | 3769 |
| Bandman, John             | Faculty | 6714 |
| Bradley, Warren           | Faculty | 6970 |
| Conte, George             | Faculty | 6079 |
| Davis, Stephen            | Faculty | 6948 |
| D'Onofrio, Toni           | Faculty | 6733 |
| Epstein, Ira              | Faculty | 6949 |
| Esposito, Joseph          | Faculty | 6069 |
| Fischer, Ian              | Faculty | 6935 |
| Fishman, Sheila           | Faculty | 6719 |
| Gertsenshteyn, Svetlana   | Faculty | 6085 |
| Gilmore, John             | Faculty | 6078 |
| Gliber, Gerry             | Faculty | 6056 |
| Goldberg, David           | Faculty | 6726 |
| Golio, Dan                | Faculty | 6715 |
| Gonzalez, Belinda         | Faculty | 6068 |
| Graf, Susi                | Faculty | 6781 |
| Hadel, Andy               | Faculty | 3752 |
| Hellerman, Mark           | Faculty | 6060 |
| Hernandez, Louis          | Faculty | 6051 |
| Hornstein, Steve          | Faculty | 6716 |
| Imperiale-Warner, Daniele | Faculty | 6330 |
| Kadko, Sam                | Faculty | 6723 |
| Keller, Kathryn           | Faculty | 6333 |
| Keenan, Brendan           | Faculty | 7057 |
| Kern, Bob                 | Faculty | 3745 |
| Larkins, George           | Faculty | 6748 |
| Levine, Leonard           | Faculty | 6083 |
| Levitt, Steve             | Faculty | 6049 |
| Lima, Pedro               | Faculty | 6772 |
| Lloyd, Marcia             | Faculty | 6720 |
| Lord, Frank               | Faculty | 6328 |
| Marcus, Albert            | Faculty | 6713 |
| Martin, Lois              | Faculty | 3713 |

| EDUCATION           |         |      |
|---------------------|---------|------|
| Martinez, Miguel    | Faculty | 6957 |
| Mayer, Sonja        | Faculty | 6953 |
| Melgarejo, Isobel   | Faculty | 6732 |
| Miller, John        | Faculty | 6086 |
| Moore, Jennifer     | Faculty | 6707 |
| Mortillaro, Denise  | Faculty | 3717 |
| Nandan, Gita        | Faculty | 6773 |
| Nicolelis, Joanne   | Faculty | 6064 |
| Nugent, Laura       | Faculty | 8035 |
| Orr, Diane          | Faculty | 6066 |
| Peltomaa, Karl      | Faculty | 6087 |
| Pierre, Renan       | Faculty | 6774 |
| Prives, Simona      | Faculty | 6940 |
| Reynoso, Lori       | Faculty | 6052 |
| Sinclair, Amy       | Faculty | 6329 |
| Sohen, Roz          | Faculty | 6937 |
| Spence, Monica      | Faculty | 6760 |
| Suh, Wonil          | Faculty | 3744 |
| SuZen               | Faculty | 6325 |
| Torres, Jennifer    | Faculty | 6975 |
| Vargas, Francisco   | Faculty | 3715 |
| Vayda, Richard      | Faculty | 6721 |
| Vignapiano, Michael | Faculty | 6058 |
| Vodges, Kirsten     | Faculty | 6955 |
| Wallace, Jason      | Faculty | 6712 |
| Weiss, Jill         | Faculty | 3711 |
| Wheeler, Britta     | Faculty | 6031 |
| Williams, Ross      | Faculty | 6336 |
| Wine, Gordon        | Faculty | 6089 |