



# The Art Institute of Washington™ – Northern Virginia

*A branch of The Art Institute of Atlanta*

## 2011-2012

### Student Handbook

“See [aiprograms.info](http://aiprograms.info) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.”

**Volume 2, Number 1**      **October 2011**

The Art Institute of Washington-Northern Virginia 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 Washington-Northern Virginia will make reasonable attempts to notify students promptly of any policy changes through web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

#### **The Art Institute of Washington-Northern Virginia**

*A branch of The Art Institute of Atlanta*

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<http://www.artinstitutes.edu/northern-virginia>

The Art Institute of Washington-Northern Virginia Student Handbook is available online:  
[http://www.artinstitutes.edu/northernvirginia/students\\_handbook.asp](http://www.artinstitutes.edu/northernvirginia/students_handbook.asp) and at <http://MyAiCampus.com>

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

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

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

In case of emergency, please notify:

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

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



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## **LETTER FROM THE FACULTY AND STAFF**

Dear Art Institute Student:

Welcome to The Art Institute of Washington-Northern Virginia! We are pleased and honored that you have chosen to continue your education at The Art Institute.

The Art Institute of Washington-Northern Virginia is a branch campus of The Art Institute of Atlanta, which has a rich tradition and history of excellence with outstanding alumni in the professional creative and culinary fields. As a student, you are the beneficiary of this strong legacy. We encourage you to take advantage of the many resources available to you as you work to reach your goals and to earn your college degree. All of us are here to help you achieve success.

We look forward to meeting each of you in the weeks and months ahead.

Good luck and enjoy!

The Faculty and Staff of The Art Institute of Washington-Northern Virginia

### **ABOUT THIS HANDBOOK**

At The Art Institute of Washington-Northern Virginia, you are part of a vibrant, energetic learning community, a place where everyone respects and encourages creativity and individuality. Here you can find the sense of belonging and creative energy that's important to your success.

Your Art Institute of Washington-Northern Virginia Student Handbook is a valuable resource as you progress through your academic program. Aside from a useful appointment calendar with important dates included, there is information about what will be expected of you as an Art Institute student. Your handbook also makes it easy to know where to go for resources and information, and there are important sections including Art Institute policies and procedures you need to be aware of.

Take a few minutes to look through your handbook. You'll find it an interesting and handy reference.

The Art Institute of Washington-Northern Virginia Student Handbook incorporates by reference The Art Institute of Washington-Northern Virginia Catalog. Regulations and procedures found in that document are considered to be a part of this handbook. Make sure to refer to the catalog. Calendar dates and office/department locations are subject to change without notice.

### **MISSION STATEMENT**

The Art Institute of Washington-Northern Virginia is a private college of creative professional studies.

We prepare students for careers in design, media arts, and management in creative fields by providing an educational environment consistent with evolving technologies and the global marketplace.

Our success is measured by our ability to:

- provide a comprehensive curriculum that integrates conceptual, analytical, and technical skills;
- offer education by qualified professionals; and
- assist and prepare students for career entry, placement, and growth in their respective fields.

## **STATEMENT OF STUDENT COMMITMENT**

I perceive myself as artistic and creative.

I believe in myself and am committed to the work I do.

I demonstrate ethics in the work I produce.

I possess clear career goals.

I choose to attend regularly and participate actively in learning activities.

## **GETTING THE MOST FROM YOUR EDUCATION**

At The Art Institute of Washington-Northern Virginia, our role is to provide educational services to help you develop your potential. An Art Institute education is not something we do to our students. Instead it is a process where we learn and explore with you. We cannot simply hand you skills and knowledge. You must be a full partner in this interactive learning process.

At The Art Institute of Washington-Northern Virginia, you can become part of a vibrant, energetic, learning community, where you are supported and encouraged to do your best. It's a community where we celebrate diversity. It's a community bound by mutual respect for individuality and creativity.

Your responsibilities as a student of The Art Institute of Washington-Northern Virginia include:

- ✓ Meeting deadlines
- ✓ Attending class
- ✓ Arriving on time
- ✓ Making use of faculty and staff
- ✓ Asking questions
- ✓ Getting involved

Reading and understanding the policies in this Student Handbook, the application booklet, the Academic Catalog, and any policies subsequently provided to you, are also your responsibility. The doors of our faculty and staff are open to you. If you have any questions, don't hesitate to ask!

## ACADEMIC AND REGISTRATION EVENTS CALENDAR

Some dates may be subject to change.

- 3-Oct Fall quarter start
- 3-Oct Make-up orientation for new students
- 6-Oct Make-up orientation for new students
- 10-Oct Last day to drop classes
- 11-Oct Last day to add classes
- 31-Oct Registration opens for all students
- 5-Nov Open House
- 7-Nov Midquarter grades available
- 7-Nov Midquarter Housing Orientation
- 8-Nov Midquarter new student orientation
- 10-Nov Midquarter start
- 14-Nov MMR Week
- 18-Nov Early Orientation
- 19-Nov Early Orientation
- 23-Nov Thanksgiving vacation - campus closed. Classes made up 12/14
- 24-Nov Thanksgiving vacation - campus closed. Classes made up- 12/15
- 25-Nov Thanksgiving vacation - campus closed. Classes made up 12/16
- 26-Nov Thanksgiving vacation - classes canceled. Classes made up 12/17
- 27-Nov Thanksgiving vacation - classes canceled. Classes made up 12/18.
- 3-Dec Open House
- 9-Dec OPM for Academic Affairs
- 12-Dec Graduate grades due to registrar
- 14-Dec The Art Institute of Washington's Portfolio Show at the National Building Museum
- 14-Dec The Art Institute of Washington's Graduation at the National Building Museum
- 16-Dec Administrative Day AiWNV
- 18-Dec Last day of classes
- 20-Dec Fall grades available online
- 23-Dec Campus closed except Admissions & SFS
- 24-Dec Campus closed except Admissions & SFS
- 25-Dec Campus closed
- 26-Dec Campus closed
- 1-Jan Campus closed
- 2-Jan New Faculty Orientation
- 3-Jan New Employee Orientation
- 4-Jan Administrative Day (Not at AiWNV)
- 5-Jan New Student Orientation
- 6-Jan New Faculty Orientation AiWNV
- 9-Jan Winter quarter start
- 9-Jan Make-up new student orientation
- 12-Jan Make-up new student orientation
- 16-Jan Martin Luther King Birthday - no classes. Classes made up 3/19.

16-Jan Open House  
 17-Jan Last day to drop classes  
 18-Jan Last day to add classes  
 6-Feb Registration opens for all students  
 13-Feb Midquarter grades available  
 31-Jul Midquarter Housing Orientation  
 14-Feb Midquarter new student orientation  
 16-Feb Midquarter start  
 20-Feb No classes. Classes made up 3/21. Campus open for Open House.  
 20-Feb Open House  
 20-Feb MMR Week  
 24-Feb Staff holiday. Campus open for classes. Classes held  
 10-Mar Open House  
 16-Mar OPM for Academic Affairs  
 16-Mar Early Orientation  
 17-Mar Early Orientation  
 19-Mar Graduate grades due to registrar  
 21-Mar The Art Institute of Washington's Portfolio Show at the National Building Museum  
 23-Mar Administrative Day AiWNV  
 25-Mar Last Day of Classes  
 26-Mar Winter Grades Available Online  
 26-Mar New Faculty Orientation  
 27-Mar New Employee Orientation  
 28-Mar Administrative Day (Not at AiWNV)  
 29-Mar New Student Orientation  
 30-Mar New Faculty Orientation AiWNV  
 2-Apr Spring quarter start  
 2-Apr Make-up new student orientation  
 5-Apr Make-up orientation for new students  
 6-Apr Spring Holiday - classes canceled. Classes made up 4/7.  
 9-Apr Last day to drop classes  
 10-Apr Last day to add classes  
 14-Apr Open House  
 30-Apr Registration opens for all students  
 7-May Midquarter grades available  
 8-May Midquarter new student orientation  
 10-May Midquarter start  
 19-May Open House  
 28-May Memorial Day - no classes. Classes made up 6/11.  
 1-Jun Early Orientation  
 2-Jun Early Orientation  
 8-Jun OPM for Academic Affairs  
 11-Jun Graduate grades due to registrar

13-Jun The Art Institute of Washington's Portfolio Show at the National Building Museum  
 13-Jun The Art Institute of Washington's Graduation at the National Building Museum  
 15-Jun Administrative Day AiWNV  
 16-Jun Last day of classes  
 17-Jun Spring grades available online  
 2-Jul New Faculty Orientation  
 3-Jul New Employee Orientation  
 4-Jul 4th of July holiday - campus closed  
 5-Jul New Student Orientation  
 6-Jul Administrative Day (Not at AiWNV)  
 8-Jul New Faculty Orientation AiWNV  
 9-Jul Summer quarter start  
 9-Jul Make-up new student orientation  
 12-Jul Make-up new student orientation  
 16-Jul Last day to drop classes  
 17-Jul Last day to add classes  
 6-Aug Registration opens for all students  
 13-Aug Midquarter grades available  
 14-Aug Midquarter new student orientation  
 14-Aug Classes Canceled. Classes made up 9/18.  
 16-Aug Midquarter start  
 20-Aug Make-up midquarter start new student orientation  
 20-Aug MMR Week  
 3-Sep Labor Day - Campus closed. Classes made up 9/17.  
 14-Sep OPM for Academic Affairs  
 17-Sep Graduate grades due to registrar  
 19-Sep The Art Institute of Washington's Portfolio Show at the National Building Museum  
 21-Sep Administrative Day AiWNV  
 22-Sep Last day of classes  
 23-Sep Summer grades available online  
 24-Sep New Faculty Orientation  
 25-Sep New Employee Orientation  
 26-Sep Administrative Day  
 27-Sep New Student Orientation  
 28-Sep New Faculty Orientation AiWNV

## **BUILDING, OFFICES, AND LAB HOURS**

**Student Access to Campus (everyone must have access card to gain entry)**

### **Computer Labs and Service Bureau**

Monday – Thursday	8:00 a.m. – 11:00 p.m.
Friday	8:00 a.m. – 9:00 p.m.
Saturday	8:30 a.m. – 6:00 p.m.
Sunday	2:00 p.m. – 6:00 p.m.

Lab hours will vary from room to room, depending upon class schedules. Please refer to posted operating hours outside each lab for the most current availability.

### **Library-Learning Resource Center**

Monday – Thursday	8:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 12:30 p.m.
Saturday	10:00 p.m. – 4:00 p.m.

Hours subject to change and quarter breaks and holiday hours will be posted.

### **OFFICE HOURS**

#### **Academic Affairs Office**

Monday – Thursday	8:00 a.m. – 5:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.

Department chairs and full-time faculty quarterly office hours are subject to change.

Current availability is posted outside office doors.

#### **Accounting**

Monday – Friday	8:00 a.m. – 5:00 p.m.
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#### **Admissions**

Monday – Friday	9:00 a.m. – 8:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 5:00 p.m.

#### **Career Services**

Thursday	9:00 a.m. – 1:00 p.m.
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#### **Registrar**

Monday – Thursday	9:30 a.m. – 6:30 p.m.
Friday	8:00 a.m. – 5:00 p.m.

#### **Student Affairs**

Tuesday	9:00 a.m. – 1:00 p.m.
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#### **Student Financial Services**

Monday – Thursday	7:00 a.m. – 8:00 p.m.
Friday	7:00 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 3:00 p.m.

Hours of some departments subject to change.

## IMPORTANT TELEPHONE NUMBERS

*Emergency 9-911 The Art Institute of Washington- Northern Virginia 571-449-4400*

### FREQUENTLY CALLED CAMPUS ADMINISTRATORS AND STAFF

All campus numbers begin 571-499

Ashley, Patti	Director of Accounting	pashley@aii.edu	4428
Crowe, Gregg	Campus Director	gcrowe@aii.edu	4420
TBD	Department Chair for Interior Design		703-247-6880
Dhondt, Steven	Senior Director of Admissions	sdhondt@aii.edu	4401
Geiger, Erin	Associate Director of Student Financial Services	egeiger@aii.edu	4422
Julien, Anthony	Department Chair for Graphic Design, Photographic Imaging, and Web Design & Interactive Media	ajulien@aii.edu	703-247-6825
Maiden, Jay	Department Chair for General Education	jmaiden@aii.edu	703-247-2994
Memom, Altaf	Associate Dean of Academic Affairs	amemon@aii.edu	4427
Paige, Erica	Associate Registrar	epaige@aii.edu	4447
Stapleton, Ann	Dean of Student Affairs	astapleton@aii.edu	703-247-6841
Tillman, Bryan	Department Chair for Media Arts & Animation, Visual Effects & Motion Graphics, Game Art & Design, Visual & Game Programming	btillman@aii.edu	703-247-2993
Smith, Celinda	Senior Career Services Advisor	cesmith@aii.edu	703-247-6833
William, Arthur	Financial Aid Officer	awilliams@aii.edu	4423

## QUESTIONS? ANSWERS!

Check on financial aid	Student Financial Services
Find a part-time job	Career Services
Inquire about accommodations for a disability	Student Affairs
Need a copy of college transcript	Registrar
Want to pay a college bill	Accounting Office
How to register for classes	Registrar
Not satisfied with a grade I received	Instructor
Join a student organization or participate in Student Government Association	Student Affairs
Develop a professional résumé	Career Services
Lost or found items	Receptionist
International student questions	Registrar/Student Affairs
Find a tutor for a course I'm taking	Academic Affairs
Locate a doctor or dentist	Student Affairs
Student health insurance information	Student Affairs
Calendar Events/Schedules	Student Handbook/Google Calendar
Inquire about transfer credit	Registrar
Find a faculty member or department chair	Academic Affairs
Interested in studying abroad?	Registrar
Interested in activities and events	Bulletin Boards
Talk to someone about a class	Department chair or a faculty member
Injured on campus	Emergencies – dial 9-911
Register for next quarter	Begins week 6 of each quarter
Interested in an Online Course?	Registrar
Nearing graduation?	Academic Affairs/Registrar
Ask about VA benefits	Registrar

# WHAT YOU NEED TO KNOW

## ACADEMICS

In addition to the information in this section, there are important academic policies about attendance, grades, graduation requirements, and more in the Academic Policies section below.

## ACADEMIC ADVISING

The Associate Dean of Academic Affairs or a member of the Registrar's Office is designated as your academic advisor at The Art Institute of Washington-Northern Virginia. In addition to helping you succeed with your educational goals, the academic advisor will also guide you toward your career goals and successful completion of portfolio work.

While every effort is made by all advisors to assist you in planning your schedules, it is your responsibility to know course sequence and prerequisites for your program of study. If you fail a prerequisite to a course for which you have pre-registered, it is your responsibility to change your schedule prior to the end of the add/drop period.

## ACADEMIC PLACEMENT

Prior to the beginning of classes, you are placed academically through COMPASS testing, previous SAT or ACT scores, or advanced standing credit for college-level English and math. You are assigned to transitional studies courses or to college-level English and mathematics classes based on this academic placement. If you have questions about your academic placement, see the associate dean of academic affairs for academic support.

## ACADEMIC SUPPORT

### Transitional Studies

If you are found to need improvement in English or math skills through academic placement, you will be required to enroll in transitional studies courses in addition to your normal program of study requirements. These courses are designed to bring your English and mathematics skills to a level of proficiency that ensures further achievement. You may be required to take one or two transitional studies courses, representing four or eight quarter credits, charged at the normal per-credit charge for coursework. Transitional studies courses are not applied to the credits required for graduation but are counted in the maximum time in which to complete calculation. You must successfully complete all transitional studies by the end of your third quarter at The Art Institute of Washington-Northern Virginia. Failure to compete a transitional studies course in three attempts will result in dismissal.

### Tutoring

Should you require less formalized remediation or need tutorial assistance in any course, you may participate in computer-based, peer, or faculty-assisted tutorial programs. Tutoring is specifically designed to assist students with writing, grammar, mathematics, and study skills. Tutors can also help you with basic computer skills.

## ACADEMIC TRAVEL ABROAD

### Study-Abroad Program *Registrar*

Initiated at The Art Institute of Atlanta in 2001, the Study Abroad Program provides academic travel opportunities in the U.S. and abroad for students not only at The Art Institute of Atlanta, but also at many other Art Institutes schools across the country, including The Art Institute of Washington-Northern Virginia. Off-campus study for credit represents a unique investment in an arts career, allowing students to experience other cultures and languages, enriching their academic and professional lives, exposing them to art, design, and culinary arts in a global context, and helping to prepare them for entry into a global economy.

Past Study Abroad Programs have taken students throughout the world, including Australia, Austria, Canada, China, Costa Rica, England, Finland, France, Germany, Greece, Ireland, Italy, New Zealand, Russia, Spain, Sweden, Switzerland, Turkey, and Wales, as well as the Northwestern United States.

Led by faculty from The Art Institutes system of schools, academic travel abroad programs vary in length and may be credit or non-credit bearing. To earn credit, students typically submit a journal of notes from the trip, write a substantial research paper, and/or produce portfolio-quality visuals based on their research and experience as part of the course requirements associated with their particular trip. While most Study Abroad trips are scheduled during quarter breaks, annual quarter-abroad opportunities are also available in which students enroll in regular Art Institute of Washington-Northern Virginia courses taught by Art Institutes faculty abroad.

The Study Abroad Program creates new trips each year. These educational adventures allow students to travel, explore, and immerse themselves in the cultures and design concepts, the art and architectural history, and the culinary arts studied in their classes. The cost of the trips is in addition to regular college tuition and fees, but may, in some cases, be included in the student's overall financial plan for those who qualify. To qualify for participation in a Study Abroad Program trip, students usually must be full-time for two consecutive quarters prior to travel.

## **FACULTY**

Among all the services provided for you at The Art Institute of Washington-Northern Virginia, none is more crucial than that provided by the faculty members with whom you will interact. The Art Institute of Washington-Northern Virginia's faculty includes talented active professionals and quality teachers whose top objective is to do everything they can to ensure your future success. Get to know the faculty members who teach you...you will find them valuable role-models for the profession you plan to enter. You will also find them willing to assist you with questions or concerns you may have about course material.

## **FIELD TRIPS**

Field trips provide various program and course-related activities over and above class work. On local field trips, students are required to provide their own transportation (car, carpool, or public transportation). Students who have a car and drive fellow students on field trips are responsible for having adequate insurance coverage. The Art Institute of Washington-Northern Virginia is not responsible in the event of accidents involving students' cars.

Field trips outside the local area (in general, more than 50 miles) typically involve prearranged public or private transportation and, in some instances, overnight accommodations. Students participating in these field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip. Parents or legal guardians of students less than 18 years old must also sign the form.

## **LIBRARY - LEARNING RESOURCE CENTER**

The Library – Learning Resource Center is one of the most important resources available to you as a student of The Art Institute of Washington-Northern Virginia. It contains materials that support The Art Institute of Washington-Northern Virginia's instructional program and it provides resources for broadening your horizons for serious study and research.

### **Schedule**

Monday – Thursday	8:00 a.m.	–	8:00 p.m.
Friday	8:00 a.m.	–	12:30 p.m.
Saturday	10:00 a.m.	–	4:00 p.m.

Hours subject to change and quarter breaks and holiday will be posted

### **Circulation of Library Material**

If you wish to check material out of the library you may do so for a period of up to two weeks by presenting the material together with a valid student identification card. Current periodicals, reference works, and reserve material must be used in the library.

In order to ensure the availability of resource material for you and other students, it is essential that you return books or other items you have borrowed on or prior to the date on which they are due. Furthermore, vandalism including clipping or defacing material renders it unusable for others. Such action is viewed as a serious disciplinary matter. The cost of loss or damage to library resources is the responsibility of the student who checked the material out. Overdue material will result in a hold being placed in your college record.

While you are studying in the library, you will appreciate the consideration others give you by not talking or creating other distractions that interfere with your work and concentration. Similarly, it is expected that you will demonstrate the same respect for others using the library.

### **LIBRARY DATABASES/ONLINE SERVICES**

You can access the library's online catalog and additional online databases from any internet-accessible computer at [www.aiwnvlibrary.com](http://www.aiwnvlibrary.com). The majority of library databases are also available off-campus with username and password, obtainable in the library. Our online databases cover a wide range of subject matter. Among the resources included are the *Wilson OmniFile Full Text Select* with full-text coverage of articles in more than 1,400 periodicals; *The Grove Dictionary of Art*, an encyclopedia of 41,000 articles covering art and artists worldwide; and *bigchalk eLibrary*, a database that offers a broad range of full-text and multimedia content that supports student inquiry.

### **MYAICAMPUS.COM**

Your creative community extends into the virtual world with MyAiCampus.com. This is the best way to keep plugged in from anywhere at any time. Email, web space, registration, grades, financial aid, student accounting, ecompanion, clubs and organizations, information on upcoming activities and events, campus news, access to MySpace, Facebook, YouTube – you can find all this and more on MyAiCampus.com.

### **REGISTRAR**

The Registrar's Office is the center of record-keeping on campus. Your grades, class schedules, and attendance records are located here and are accessible to you. This is also the office to visit when you have a question about registration, attendance, enrollment verification, address changes, or other academic procedures.

Many of the college's academic services are provided through the Registrar's Office. You will have frequent contact with this office, so it might be helpful to know what goes on here. Among other things, the office:

- directs quarterly registration;
- maintains your academic records;
- records midterm and final grades;
- releases academic transcripts;
- processes transcript requests;
- advises veterans regarding their education benefits;
- maintains attendance records;
- monitors the satisfactory academic progress policy.

Staff members in the Registrar's Office are available to assist you with these matters and other questions.

### **REGISTRATION**

Each quarter you can self-register for the next quarter's classes through the student portal at [www.myaicampus.com](http://www.myaicampus.com). Before logging on to your account, you must meet with your academic advisor to identify appropriate classes and clear any urgent holds – financial or otherwise – on your account. If you skip either of these steps, the system will block you from registering.

Self-registration opens for all students on Monday of week 6. Students have a window of 12 days to register on-line – from 12:00 a.m. Monday (week 6) through 5:00 p.m. Saturday (week 7). Once on-line registration closes, the Registrar’s Office must assist students with registration. Follow the following steps to self-register:

### **Step One: Meet with your Academic Advisor**

Your academic advisor is either your department chair or an assigned faculty member. Each quarter, you and your advisor will review your degree audit to determine what classes you need to take next. You can access your degree audit through your student account. Login in to [www.myaicampus.com](http://www.myaicampus.com) and click the “Register for Classes” icon. On the left-hand menu, click “Degree Audit”.

The degree audit is separated into sequences A, B, C and D. Ideally you need to take the first blank in each sequence. By doing this, you ensure that you take the required prerequisites in order. Print out your degree audit and bring it with you to your meeting with your advisor. During the meeting, your advisor will give you a yellow sheet which lists your classes for the next quarter. Use this as a reference when you go on-line to self-register.

### **Step Two: Clear your Holds**

Holds are put on your account when you have unresolved business with a department on campus. You can check whether you have any holds by logging on to your student account. Click the “Register for Classes” icon on the homepage. Any holds will be displayed in a blue box in the middle of the screen.

Only “urgent” holds will prevent you from registering and/or picking up your official schedule. The codes for urgent holds begin with a “U” (for example “UREG” or UPAY”). All other holds will allow you to register. Contact the appropriate department(s) and complete your business. If you have any questions, visit Student Financial Services on the 9th Floor.

### **Step Three: Register for Classes**

Log on to the student portal at [www.myaicampus.com](http://www.myaicampus.com). On your homepage, click the “Register for Classes” icon. Be sure to set your options for the appropriate quarter and year before selecting “Registration” from the menu on the left.

Type the first course number from your yellow advising sheet in the “Course Number” field. Click the “?” icon next to the “section” field. This will bring up a list of sections and immediately indicate which sections are open or closed. Pick a section from the list and click “Select”. You will be returned to the main registration page.

If you successfully registered for the course, it will appear along with a message that the course was added. If you get an error message about not meeting prerequisites or that the course is not available, go to the Registrar’s Office to resolve the issue.

Repeat for each of the courses listed on your yellow advising sheet until you have completed your schedule.

### **How to change your schedule during the self-registration period.**

To drop and then add a course, use the “Swap” button. Select your desired course and section as you did when you first registered. Click “Swap” and then select the course you wish to drop. The courses will be swapped.

To drop one or more classes, see your department chair. If you have any questions about modifying your schedule once self-registration closes, see the registrar’s office.

### **Official Schedule**

An official schedule is required to attend classes at The Art Institute of Washington-Northern Virginia. Official student schedules are produced by the Registrar’s Office. Quarterly the registrar both posts and emails the student body regarding the timetable and location for schedule pick-up. Please note a copy of your schedule printed from your student account will not be considered an official schedule.

## **STUDENT LIFE AND ACTIVITIES**

### **ENJOYING WASHINGTON, DC**

Welcome to Washington, DC, our nation's hometown. It houses the White House, Capitol Hill, numerous museums and memorials, and countless activities for all ages. There is a thriving tourism industry, and the DC Metropolitan Area has been nicknamed "the melting pot" for the extent of ethnic diversity it boasts. With such a mixture of government, culture, history, and symbolism, our nation's capital is one of the premier places to visit, live in, and pursue an education.

The District of Columbia is 67 square miles, with a population of over 571,000. It is divided into four quadrants: Northwest, Northeast, Southwest, and Southeast. The Capitol Building, home to Congress, is located at the center meeting point of these sections. The streets are numbered (running north-south) and lettered (running east-west). Streets named after the states run diagonally. The DC Metropolitan Area of Washington also includes five counties from Virginia (Arlington, Fairfax, Loudoun, Prince William and Stafford) and seven counties from Maryland (Anne Arundel, Calvert, Charles, Frederick, Howard, Montgomery and Prince George's).

The Washington, DC area is full of exciting attractions to enjoy. Some of the most popular places to visit include the White House, the Washington Monument, the Lincoln Memorial, the Vietnam and Korean War Memorials, Arlington Cemetery, the Smithsonian museums and the Capitol Building. Bus and walking tours are offered to guide you; or, if you are feeling adventurous, grab a map from one of the many information kiosks and navigate yourself around town. When you get hungry, there's cuisine from every corner of the earth from which to choose.

Alongside the many tourist attractions, you'll find a variety of other activities to enjoy in Washington. Professional sports, first-rate theatrical and musical entertainment, beautiful parks and cultural events abound in this unique city. We invite you to discover everything that DC has to offer!

### **STUDENT AFFAIRS DEPARTMENT**

The Department of Student Affairs coordinates and oversees services and programs designed to enhance your experience both in and out of the classroom. The Department of Student Affairs is responsible for student development, clubs and organizations, leadership experiences, services for students with disabilities, and student activities and events. If you need assistance with issues pertaining to these or any other matters, including personal or academic concerns, stop by the Department of Student Affairs.

### **STUDENT ORGANIZATIONS**

Student and professional organizations are an excellent way for you to grow personally and professionally, as well as to get involved in the decision-making process at The Art Institute of Washington-Northern Virginia. These organizations are excellent forums for asking questions, making suggestions, and interacting with other students, faculty, and staff. Status of student organizations may vary during any given quarter so be sure to check with the Department of Student Affairs for a list of active organizations or visit the student portal at [myaicampus.com](http://myaicampus.com) for information.

### **AMERICAN INSTITUTE OF GRAPHIC ARTISTS (AIGA)**

AIGA advances the graphic design profession through competitions, exhibitions, publications, professional seminars, educational activities, and projects in the public interest. For student membership information, contact the Graphic Design Department. For additional information check out their website at [www.aigadc.org](http://www.aigadc.org).

### **AMERICAN SOCIETY OF INTERIOR DESIGNERS (ASID)**

This organization meets the needs and interests of interior designers and the interior design community. Additional information can be found at [www.asid.org](http://www.asid.org).

## **DC ACM-SIGGRAPH**

This organization's the synthesis of art and technology while promoting and educating the computer graphics and interactive media community through the exchange of printed and electronic information and innovative ideas. Contact them at [www.washington-dc.siggraph.org](http://www.washington-dc.siggraph.org).

## **THE AD CLUB**

The AD Club is an association of more the 500 professionals working in advertising, marketing, and public relations throughout the Washington, DC area. Contact them at [www.dcadclub.com](http://www.dcadclub.com).

## **SPECIAL INTEREST CLUBS**

Alpha Chi National Honor Society

Alpha Phi Omega National Service Fraternity

Animation Club

AiW Advertising Club

Concept Art Design Club

Student Gaming Association

Interactive Studio

American Society of Interior Design

AIGA

Audio Engineering Society

Alpha Lambda Delta Honor Society

Film and Video Club

Forum Club

Delta Sigma Theta Sorority, Incorporated

Photography Club

Sculpture of Animation

## **STUDENT LEADERSHIP OPPORTUNITIES**

### **Student Ambassadors**

The role of The Art Institute of Washington-Northern Virginia Student Ambassadors combines both leadership and service. As members of a highly respected student organization, Student Ambassadors assist new students in their adjustment to the college through many activities including New Student Orientation and serve as hosts to important visitors. If you are interested, you may apply if you:

- have a 2.5 minimum GPA and,
- are enrolled in 12 or more credit hours each quarter.

Applications are available in the Department of Student Affairs. Student Ambassadors attend periodic training meetings to prepare for upcoming events and to gain the skills needed for this important responsibility. Students selected to be Ambassadors are eligible to receive a scholarship for each quarter of acceptable service.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association (SGA) strives to enhance the quality of student life at The Art Institute of Washington-Northern Virginia by committing to the service and involvement of all students. SGA represents the student body and the student voice. This organization activity may vary depending upon student interest and involvement.

## **STUDENT LEADERSHIP CONFERENCE**

The Student Leadership Conference is an opportunity for students to develop leadership skills through interactive, skill-building workshops relating to a variety of leadership topics and guest speakers. Students are invited to participate in the Conference based on their leadership potential, engagement on campus, membership in campus clubs/organizations, membership on the Dean's List, President's Roll and the Honor Roll, or through nomination of a faculty or staff member. For more information about the program, contact the Department of Student Affairs.

## **STUDENT OMBUDSMAN PROGRAM**

The Student Ombudsmen are student leaders who are available to the entire student body to help with questions, problems, concerns, and is an avenue to voice opinions. The student ombudsmen work out of the Department of Student Affairs and are available each quarter to students via email and in person to discuss with students campus life at The Art Institute of Washington-Northern Virginia. A stipend is provided after completion of a successful quarter.

## **INTERNATIONAL STUDENTS**

The Art Institute of Washington-Northern Virginia is proud to host students from around the world who have chosen to study here. If you are from another country, you are likely to have concerns about making a successful transition into a new culture. Many of your questions can be answered by the International Student Advisor who is available to help ensure a successful experience at The Art Institute of Washington-Northern Virginia by assisting with immigration procedures, housing, medical insurance, and campus resources. International students will find opportunities to take part in social activities with other international students and American students as well. International students will find many opportunities to learn about American culture and, of equal importance; American students have much to gain by getting to know international students and the cultures they bring with them.

## **STUDENT ASSISTANCE PROGRAM**

The Art Institute recognizes that college life is exciting, yet challenging. The SAP connects students to area health care providers. Services are available to help you address and overcome those things in your life that you feel are keeping you from maximizing your potential and reaching your goals. Some common concerns addressed by the SAP include relationship issues, depression, anxiety, stress, sexuality, time management, substance abuse, and balancing school, work, and family. The SAP provides confidential short-term counseling and crisis intervention through community referrals. If you need to talk with someone; the SAP is available at no additional cost, 24 hours a day, 7 days a week, to all currently enrolled students of The Art Institute of Washington-Northern Virginia. You can contact the Student Assistance Program 1-888-617-3362.

## **DISABILITY SERVICES**

The Art Institute of Washington-Northern Virginia 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 equal access to services, programs and activities at The Art Institute of Washington-Northern Virginia.

Students who seek reasonable accommodations should notify the Student Support and Disabilities Services Coordinator at [awinn@aii.edu](mailto:awinn@aii.edu) or 703-247-2685 of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Student Support and Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs, telephone number 703-247-6882. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

## **PARKING AND TRANSPORTATION**

The following regulations are intended to facilitate safe and convenient parking for students, faculty, staff, and guests of The Art Institute of Washington-Northern Virginia. **The Art Institute of Washington-Northern Virginia is not responsible for nor does it operate any parking facilities in or around the campus.** There are designated parking spaces for various companies that occupy different floors of the campus building, including The Art Institute of Washington-Northern Virginia. Students are not allowed to park in these designated spaces. Students can, however, park anywhere else around the building.

## **PARKING FOR PERSONS WITH DISABILITIES**

The Art Institute of Washington-Northern Virginia does not provide parking spaces for persons with disabilities requiring closer access. However, there are designated handicapped parking spaces around the college building. Vehicles parked in these designated public spaces must clearly display a disability permit issued by the Virginia Department of Transportation (or state in which the driver or vehicle is registered.)

## **BICYCLE PARKING**

A bicycle rack is conveniently located behind the college building. Students are not permitted to bring bicycles into the building or secure to any handrails or near any building entrances.

## **ENFORCEMENT**

Traffic and parking regulations are enforced 24 hours a day, seven days a week (including holidays) by Dulles security services. Failure to abide by these regulations and guidelines may result in your receiving a citation and/or having your vehicle booted or towed at your expense. Violation of traffic and parking regulations may also be considered conduct violations subject to the student conduct code.

**Please Note:** The Art Institute of Washington-Northern Virginia assumes no responsibility for any motor vehicle operated or parked at The Corporate Offices at Dulles Towne Center lot or any other facility or for the contents of these vehicles. The Art Institute of Washington-Northern Virginia will not be responsible for any vehicle ticketed, towed or booted at any building, at any time.

## **FINANCIAL SERVICES**

Visit the Student Financial Services Office if you have a financial problem or need information about the availability of financial aid. For students who qualify, The Art Institute of Washington-Northern Virginia has many types of financial assistance including scholarships, educational loans, and campus employment.

### **STUDENT ACCOUNTING OFFICE**

The role of the Student Accounting Office is to assist you in meeting your financial obligations as arranged with your financial aid officer.

Based on your financial plan, we will send you or your parents/guardians a monthly statement for tuition and fees. Payments are due on the first or fifteenth of each month depending on your billing cycle.

The Art Institute of Washington-Northern Virginia is very sensitive to unforeseen circumstances affecting your ability to meet the financial commitments of your education. If you have or anticipate having a financial problem, call the Student Accounting Office immediately. We'll do all we can to help you find a solution.

### **STUDENT FINANCIAL SERVICES**

The Student Financial Services staff works with students and their families to develop a personal financial plan so that students can reach their educational and career goals. They guide families through the process of assessing educational costs, applying for financial aid programs, completing financial aid paperwork (including the FAFSA, or Free Application for Federal Student Aid), and developing a payment plan. Students may be eligible to apply for financial assistance under these federal and state programs:

- Federal Subsidized Direct Loan
- Federal Unsubsidized Direct Loan
- Federal PLUS Loan
- Federal Perkins Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Federal SMART Grant
- Alternative Loan Programs
- College-sponsored scholarships
- Other Aid
- Federal Academic Competitiveness Grant (ACG)

Depending on the program and for those who qualify, awards under these programs are based on your need and the availability of funds. For a complete description of these assistance programs, see the college catalog or visit the Student Financial Services Office.

## **SCHOLARSHIPS FOR CURRENT STUDENTS**

The Art Institute of Washington-Northern Virginia offers several scholarship opportunities for current students, including the Education Foundation Scholarship. Application requirements include an essay and a current transcript in addition to a completed application and other materials. For application forms and information, visit the Student Financial Services Office.

## **STUDENT RESPONSIBILITIES WHEN RECEIVING FINANCIAL ASSISTANCE**

If you receive all or part of your financial assistance in the form of loans, it is very important that you remember that in accepting loan support, you undertake certain obligations. Chief among them is to do your very best to ensure success in your academic program, but it is also important that you pay back the money you have borrowed. Defaulting on student loans is serious and carries severe consequences. Your responsibilities include:

1. You must confirm your financial plan before you begin classes at The Art Institute of Washington-Northern Virginia.
2. If you receive any type of federal assistance you must meet all compliance and verification requirements. This may include providing additional documentation.
3. If you receive federal student loans you must attend an entrance interview session where the rights and responsibilities of these programs are explained.
4. You must inform the Student Financial Services Office of any changes that may impact your student financial plan, including program changes, failed classes, or adjustments to expected credit hours.
5. Your student financial plan may cover the entire length of your educational program or one academic year. Nonetheless, you must resubmit financial information, applications and supporting documentation annually, or as needed.
6. To continue to receive financial assistance, you must maintain satisfactory academic progress. The Art Institute of Washington-Northern Virginia's satisfactory academic progress policy is included in the policies section of this handbook. You will be required to submit a written appeal with documentation for reinstatement of financial aid in addition to the procedure for academic reinstatement.
7. If you have received federal student loans you must attend an exit interview to receive information on repayment, deferment, penalties of default, etc. An exit interview is scheduled when you graduate, take a leave, or withdraw from the college.
8. If you withdraw from The Art Institute of Washington-Northern Virginia prior to completing the requirements for graduation you may owe a balance to the college. Please refer to the refund policy for more information.

It is your responsibility to keep track of your loans. However, if you have any concerns about your loan status, don't hesitate to ask for help. Financial planners and loan coordinators are always available to assist you.

For more information on financial assistance, contact the Student Financial Services Office.

# **CAREER SERVICES AND EMPLOYMENT**

## **GENERAL INFORMATION**

From the first day of school at The Art Institute of Washington-Northern Virginia, students can begin to prepare themselves for their future careers by making frequent visits to the career center and checking in with our staff about any opportunities that might be available to them. Your career begins your first day of school, not when you complete your degree. We will help you actively pursue a successful career –today! As The Art Institute of Washington- Northern Virginia campus continues to grow, additional staff and services will become available to the student population. Below is an outline of the services that are available to you as you proceed through your education.

## **PART-TIME EMPLOYMENT SERVICES**

Career Services receives job leads from employers throughout the Washington, DC metro region who are sensitive to student schedules and eager to provide work opportunities for students. In addition, Career Services can assist with on campus jobs in various departments within The Art Institute of Washington-Northern Virginia. Periodically, Career Services will be hosting Virtual Job Fairs to assist students in completing online applications at local employers eager to hire The Art Institute of Washington-Northern Virginia students. Please visit the Career Services Office on campus to make an appointment to speak with the Student Employment Advisor.

## **INTERSHIPS**

Internships with local employers are available for qualified students while attending classes. Depending upon curriculum requirements, some programs require participating in an internship in order to complete the program. Generally, internships are obtained within the final four quarters a student is in school, to prepare them for graduation. Career Services can assist students in identifying an internship however it is important to remember that students are ultimately responsible for securing and completing their internship and ample time should be given to the search process. Permission from your Department Chair and registration for the internship course is required to obtain course credit for an internship.

## **GRADUATE EMPLOYMENT SERVICES**

As students near the completion of their program of study, they will meet individually with a Career Services Advisor (CSA) to review career goals, job search strategies, and techniques of interviewing and resume development. Advisors work with the community to increase employers' awareness of the school. Memberships in professional organizations, attendance at tradeshows, and on-site visits to area businesses keep advisors up to date with industry trends and help them develop relationships with key local employers. Although The Art Institute of Washington-Northern Virginia does not guarantee employment, the Career Services Department works hard to cultivate entry-level employment opportunities and match job leads with qualified graduates.

## **ALUMNI SERVICES**

For graduates and alumni anticipating an employment change or for those who may have become unemployed, the Alumni Connections Online Community ([www.alumniconnections.com/artinstitutes](http://www.alumniconnections.com/artinstitutes)) offers a Career Center where alumni can post their resumes and search for job postings throughout the United States. This site also offers an online directory, a permanent email address, a calendar of events, a virtual marketplace with alumni discounts and more. The department is also in contact with other Art Institutes campuses and can direct alumni to speak to their counterparts in a desired region and can give feedback on employment markets throughout the country. The Art Institute of Washington-Northern Virginia believes that continued contact with its alumni is important and maintains a relationship with alumni through periodic social events, alumni chapters, skills retooling workshops, newsletters, email blasts and annual alumni gallery shows.

## OTHER SERVICES

### IDENTIFICATION CARDS

#### Identification Cards

When you enroll for your first quarter at The Art Institute of Washington-Northern Virginia you will be issued an ID card. Your ID card must be carried and displayed anytime you are on the campus and it also serves as your access card to campus facilities. Identification cards are the property of The Art Institute of Washington-Northern

Virginia and are valid only for quarters in which you are enrolled as a student. Among other things, your ID card will be required for:

- Checking books and other resource material from the Library,
- Checking out equipment you will need to complete class work,
- Participation in student activities,
- Special discounts provided by some retailers, theaters, and restaurants, and
- Use of all computer resources.

You will be required to show your ID to gain access to The Art Institute of Washington-Northern Virginia facilities.

Replacement ID pictures are available at the Service Bureau. The replacement fee is \$2.00. A replacement ID card can be obtained at no charge one time only. A second replacement card (and any additional replacement cards) is subject to a \$10.00 replacement fee. Demagnetized cards may be returned and will be replaced. A demagnetized card must be submitted to the Service Bureau or the \$10.00 replacement fee will be charged. Demagnetization may occur under many circumstances such as: washing, bending, breaking, or puncturing the ID card, or other misuse. Demagnetization may also occur if the card is placed near a magnetic field, such as stereo speakers, cell phones, or credit cards.

### TECHNOLOGY SERVICES

The Art Institute of Washington-Northern Virginia Service Bureau and Technology Services strive to maintain maximum availability of all equipment for the instruction of students. As a registered student you will receive an email address, access to the Internet, and space for building your own home page. Access to these services, as well as to online registration, grade reports, online payment, and more, is through MyAiCampus.com. Laboratories dedicated to academic programs are located throughout The Art Institute of Washington-Northern Virginia and wireless access is available to students with laptops and wireless cards in several locations. Your student email address is the official channel of communication between you and The Art Institute of Washington-Northern Virginia – it is very important that you check it often!

With the use of college equipment and technology comes responsibility. It is your responsibility to know and follow the rules, regulations, and procedures for appropriate use of all college equipment and technology.

#### Lab Rules

1. Students may use the lab during any open period (whenever a class is not scheduled for that room). Operating hours are posted on each lab door.
2. No food or drinks are permitted in any of the labs. Students found with these items will be fined \$20.00 or serve four hours of community service.
3. Copying software is ILLEGAL. Students caught copying software or in possession of software licensed to the school can be terminated and also face criminal charges. Students are eligible to receive discounts on software through the school. See someone in the Technology Department for more information.
4. The computer labs are only open to The Art Institute of Washington-Northern Virginia students. Due to limited seating in the computer labs, students should not bring friends to the labs.
5. Music may be played in the labs only if headphones are used.

6. Loud and disruptive behavior is not tolerated. Student assistants have the authority to remove people who disturb others in the computer labs.
7. Student assistants are scheduled during the open lab hours. They are there to help with minor technical problems, assist in keeping labs properly maintained, and enforce lab policies. It is not their responsibility to teach you how to use the computers. While they may be able to help with questions, they have other responsibilities.

### **Equipment Check-Out Policy**

1. All equipment you wish to check out must be signed in and out by you and a Service Bureau representative.
2. All checkouts must be accomplished by signing the checkout book and leaving a valid ID card for identification.
3. There is a four-hour limit on checkouts. Anyone wishing to check out equipment for longer than four hours must sign an "Equipment Checkout Release Form."
4. The person signing out for the equipment is responsible for getting equipment back to the Service Bureau on time and complete with all items.
5. All overnight checkouts must be returned by 8:00 am the day after checkout or the student will be fined \$50.00 for each item (per day). *There will be no exceptions.*

### **Use of Personal Equipment Policy**

The Art Institute of Washington-Northern Virginia reserves the right to inspect all personal equipment that is used to connect to The Art Institute of Washington-Northern Virginia's campus network. The equipment must meet the requirements of The Art Institute of Washington-Northern Virginia-owned technology. All hosts that access The Art Institute of Washington-Northern Virginia network must use up-to-date anti-virus software and must have all current operating system patches installed on their machines.

To meet this requirement, The Art Institute of Washington-Northern Virginia staff will validate that the machine is up-to-date prior to it being connected to the school's classroom network.

If a machine is to be connected to a school's administrative network, additional review of the machine will be performed to ensure that it is not running any software that would affect the school's network, such as network intense software, or be infected with some sort of spyware.

### **Use of the Internet**

#### **Restricted Sites**

Certain internet sites, due to inappropriate or offensive content, are forbidden. Any attempt by students to bypass, disable, or tamper with the restrictions is strictly prohibited.

#### **No notification of monitoring of Internet usage**

The Art Institute of Washington-Northern Virginia reserves the right to monitor internet usage, including, but not limited to, sites visited, attempts to circumvent restricted sites, and time spent using the internet. The Art Institute of Washington-Northern Virginia is not required to inform users of monitoring practices.

#### **Downloading files from the Internet**

Unless specifically authorized by the appropriate faculty, or for legitimate classroom needs, students are prohibited from downloading files from external networks while using The Art Institute of Washington-Northern Virginia systems.

#### **Reporting Internet access problems**

Difficulties with accessing the internet should be reported and resolved by notifying the Service Bureau.

## **Electronic Communication**

Email, through the school-sponsored email system, is the **official form of communication** at The Art Institute of Washington-Northern Virginia. You can access your student email account through the Student Portal at [www.myaicampus.com](http://www.myaicampus.com). Students are responsible for checking their school-sponsored email accounts and maintaining access. Official policy changes, school events, procedures, and other important academic and campus information are sent to student email accounts regularly. School bulletin boards, classroom cork boards, and other signage are used throughout the school to announce events and important school activities. You can access the campus calendar by going to the Student Portal at [myaicampus.com](http://myaicampus.com).

## **GENERAL INFORMATION**

### **EMERGENCY INFORMATION**

It is important that you be prepared for the unlikely event of an emergency situation at The Art Institute of Washington-Northern Virginia. Awareness of your surroundings and some forethought can prepare you and save critical time in the event of a fire or other emergency.

### **EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of Washington-Northern Virginia Emergency Notification System will be used to inform members of The Art Institute community who have registered for the system. The system can transmit short notifications by email to a designated address, by text message to a cell phone, or by voice message to a designated cell phone or telephone number in the U.S or Canada. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes. Information regarding registration for My Campus Alert is available on the Student Portal and in the Department of Student Affairs.

### **REPORTING AN EMERGENCY**

Dial **9.911** from any college telephone to reach local police, fire, or ambulance services. On campus you can reach Security by dialing 571-434-3086.

### **PREPARING FOR AN EMERGENCY**

Regular evacuation drills are held on campus and in college-sponsored residential facilities. It is required that you participate and that you cooperate with staff members conducting the evacuation. The following guidelines should help you with your planning:

- Remain calm.
- Know the procedures for a fire drill or evacuation as posted on each floor.
- Be aware of at least two paths to safety.
- Identify the location of the nearest stairway. Before entering a stairway, check to determine that it is safe.
- If you cannot find a safe exit route, go to the nearest window and signal for assistance.
- Persons with physical disabilities which prevent them from evacuating safely should wait in a safe stairway for assistance from emergency personnel.
- **Do not** use the elevators.
- If smoke is present, stay low and, if possible, cover your nose and mouth with a wet cloth.
- Once you have evacuated the building, stay away from the building and from emergency personnel.
- Do not re-enter the building until authorized to do so by emergency personnel.

## **WEATHER ANNOUNCEMENTS**

The Art Institute of Washington-Northern Virginia will post announcements on the following:

Television: WNBC 4

Internet: <http://nbcwashington.com>

Email: You will receive a message at your student account address as soon as classes are cancelled.

Closings will also be announced on The Art Institute of Washington-Northern Virginia's weather telephone number 571-449-4400. Every effort will be made to announce school closings approximately two hours prior to class starts, however, weather conditions may change quickly and class start times vary throughout the day.

## **MESSAGES**

The Art Institute of Washington-Northern Virginia staff is unable to take messages for students except in cases of extreme emergency. In the event of an extreme emergency, an individual may contact 571-449-4400.

## **HEALTH INSURANCE AND MEDICAL REFERRALS**

Information concerning student medical insurance, medical and dental providers, as well as emergency resources, is available from the Department of Student Affairs.

Emergency medical assistance will be provided for any person who requests or demonstrates a need for medical attention. Students are, however, responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

## **OPEN-DOOR POLICY**

The Art Institute of Washington-Northern Virginia's faculty and staff maintain an informal, open-door policy. They are open to your questions and suggestions and are available to meet with students and student organizations.

## **STUDENT EVALUATIONS AND SURVEYS**

You are encouraged to provide feedback on The Art Institute of Washington-Northern Virginia's performance. Student evaluations and course surveys are distributed each quarter and annually and you will have an opportunity to evaluate The Art Institute of Washington-Northern Virginia on a general survey.

## **PEOPLE AND PLACES**

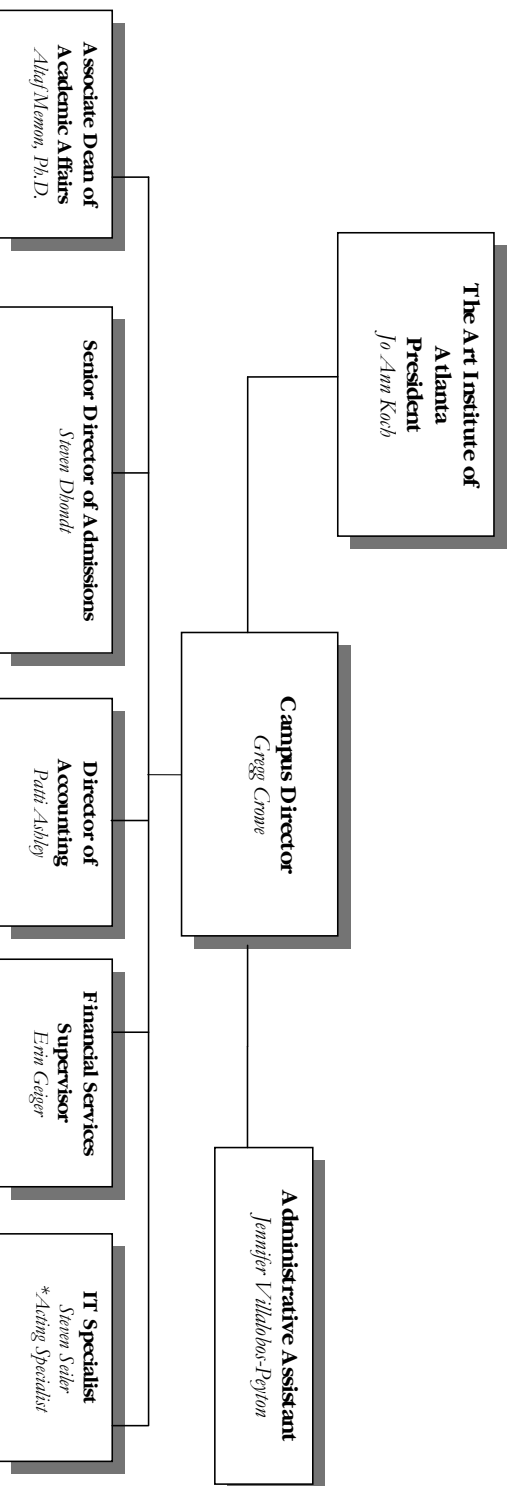
### **GALLERY**

The Gallery, located in the lobby, is among the many valuable resources available to you at The Art Institute of Washington-Northern Virginia. Frequently changing exhibits enrich your academic experience and provide opportunities to view the work of faculty members, alumni, and other outstanding professionals, as well as fellow students.

## ORGANIZATIONAL CHART



### ORGANIZATION CHART



## GENERAL POLICIES

The Art Institute of Washington-Northern Virginia's *Student Handbook* is available online at: [http://www.artinstitutes.edu/northern-virginia/students\\_handbook.asp](http://www.artinstitutes.edu/northern-virginia/students_handbook.asp).

The Art Institute of Washington-Northern Virginia 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 Washington-Northern Virginia will make reasonable attempts to notify students promptly of any policy changes via the student email account, mail distributions or other methods deemed appropriate by the college administration.

### APPROPRIATE ATTIRE

You are expected to dress appropriately for your profession while at The Art Institute of Washington-Northern Virginia. You are expected to display good judgment; clothes should be comfortable and reasonable for the activities of education. Hats, sunglasses, short-shorts, and any attire with words that are offensive to others are not appropriate. Headphones may not be worn in a classroom without the consent of the instructor. You must wear shoes and shirts at all times. Violations may result in your being asked to leave The Art Institute of Washington-Northern Virginia until you return in appropriate attire.

### ART INSTITUTE PROPERTY

You are responsible for any Art Institute of Washington-Northern Virginia books or equipment you use or check out. If material is lost or damaged, you will be charged for the cost of repair or replacement at The Art Institute's discretion.

### CHILDREN AND GUESTS

For reasons of safety and to ensure an appropriate educational environment, children and guests of students are not permitted in classrooms, laboratories, lounges, kitchens, hallways, or libraries. Unattended children are not permitted anywhere in the building or in the property surrounding it.

### EXHIBITION OF STUDENT WORK

Student artwork is very important to The Art Institute of Washington-Northern Virginia. Student work is featured in regular exhibits in the college gallery at all locations. Student work teaches other students and demonstrates the nature and value of the programs. Assistant directors of admissions show student work to prospective students, high school teachers, and guidance counselors to demonstrate what Art Institute of Washington-Northern Virginia students have achieved. Student artwork is also an important part of publications and exhibitions illustrating the programs at the College. The Art Institute of Washington-Northern Virginia reserves the right to make use of the artwork of its students for such purposes, with student permission.

### ILLNESS OR INJURY

If you are injured or become ill at The Art Institute of Washington-Northern Virginia or at any Art Institute of Washington-Northern Virginia function, we will arrange, if necessary, to have you taken to a physician, medical center or emergency treatment facility. You will be responsible for any resulting expenses. Review your personal and family insurance policies to determine whether adequate coverage exists. Information concerning student health insurance is available in the Department of Student Affairs.

### INSTRUCTIONAL EQUIPMENT

Instructional equipment is available according to the program curriculum so students can acquire an understanding of the kind of equipment they could expect to encounter in an entry-level position in their field. The equipment must be shared by students; accordingly, The Art Institute of Washington-Northern Virginia cannot guarantee students hands-on use of the equipment beyond that called for in the curriculum. To complete the requirements of their programs, students may have to schedule use of the equipment outside normal class hours. Equipment may be used for class assignments only.

## **NON-DISCRIMINATION POLICY**

The Art Institute of Washington-Northern Virginia does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

When a complaint is reported under the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment that discrimination or harassment is believed to have occurred, The Art Institute of Washington-Northern Virginia will promptly and equitably investigate the claim or complaint.

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Campus Director, Gregg Crowe, [gcrowe@aii.edu](mailto:gcrowe@aii.edu), 571-449-4420

## **NON-FRATERNIZATION POLICY**

Due to the inherently unequal relationship that exists between faculty or staff members and students and the possibility of unequal treatment, sexual or close social relationships between faculty or staff members and students are prohibited.

## **PERSONAL PROPERTY**

The Art Institute of Washington-Northern Virginia is not responsible for the loss or damage of any of a student's personal property. We encourage you to take measures to safeguard your property including placing your name and student number on valuable items and to avoid leaving items anywhere unattended.

You may want to review your personal property or homeowner's insurance policies to ensure that valuable items are covered.

## **PORTABLE TELECOMMUNICATIONS DEVICES**

The Art Institute of Washington-Northern Virginia is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, The Art Institute of Washington-Northern Virginia prohibits the use of portable telecommunications devices (cell phones, pagers, mp3 players, radios, etc.) in classrooms during class meetings. Such devices should be disabled prior to class periods to prevent their inadvertently sounding during classes.

Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and/or additional disciplinary action.

## **POSTERS, FLYERS, AND BANNERS**

The Art Institute of Washington-Northern Virginia provides bulletin boards for your use in several areas. Students may place posters and flyers that are in good taste and meet college guidelines on these bulletin boards with approval from the Department of Student Affairs. Posters and signs may not be affixed to walls, elevators, or other places not intended for their display. Flyers or postcards promoting off-campus events may not be placed anywhere other than bulletin boards. Copies of posting guidelines are available at the Department of Student Affairs.

## **STUDENT REENTRY PROCESS**

Any student who has left The Art Institute of Washington-Northern Virginia for any time 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. Contact the Admissions Office for additional information.

### **PROCEDURE FOR REENTRY AFTER ACADEMIC TERMINATION**

A student terminated for violating the Satisfactory Academic Progress Policy (SAPP) must appeal in writing to the Associate Dean of Academic Affairs for reentry before the start of the quarter in which he/she wishes to return. The reason for the appeal must be the result of mitigating circumstances, and documentation supporting a claim of mitigating circumstances must be provided with the written appeal. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards of the SAPP must go through the same appeal process.

When a student appeals, an academic evaluation is conducted by a review committee to determine if it is possible for the student to return to a satisfactory academic status within a reasonable time frame. The committee also attempts to determine that the student has the desire and the academic ability to progress satisfactorily in the program.

If the appeal is granted, the re-entering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the SAPP to continue in the program. The student must successfully retake courses previously failed so that the recalculated grade point average and successful completion percentage meets or exceeds the minimum requirements. Students who do not satisfy the terms of the academic progress plan established by the review committee will not be permitted to continue nor to submit further appeals. **A student is allowed only one entry appeal after being academically terminated.**

If the appeal is denied, the student must remain out of school until one year after the quarter in which the appeal was denied. The student can then enter an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predicts success.

### **“STUDENT RIGHT-TO-KNOW” ACT**

According to regulations published by the Department of Education based on the Student Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school and graduated/completed within 150% of the normal time to complete the program must be made available to current and prospective students. You may obtain this information in the Admissions Office.

# STUDENT CONDUCT POLICY

## SECTION I. GUIDING PRINCIPLES

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

## SECTION II. SCOPE

This Student Conduct Policy applies to all students and student organizations at The Art Institute of Washington-Northern Virginia.

## SECTION III. REACH

The Student Conduct Policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student organization sponsored events or in college housing. At the discretion of the Chief Conduct Officer (Dean of Student Affairs, Dean of Academic Affairs, or a delegate as appointed by the Campus Director of The Art Institute of Washington-Northern Virginia), 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 Art Institute of Washington-Northern Virginia 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 Art Institute of Washington-Northern Virginia and to other individuals who make up the community. By enforcing its Student Conduct Policy, The Art Institute of Washington-Northern Virginia neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, The Art Institute of Washington-Northern Virginia 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 Washington-Northern Virginia 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, college-sponsored housing or at college-sponsored functions, except where possession is required by law.

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

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

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

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

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

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

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

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

- a) Disruptive Classroom Conduct, such as,
  - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
  - ii. Use of cell phones and pagers during scheduled classroom times
- b) Disorderly Conduct, such as,
  - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols, or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
  - ii. Breach of peace on college property or at any college-sponsored or supervised program
  - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of Washington-Northern Virginia 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 or visiting the college.

## **10. Falsification**

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

## **11. Abuse of The Art Institute of Washington-Northern Virginia 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 The Art Institute of Washington-Northern Virginia 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, in college-sponsored housing, 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, when riding the college shuttle, or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.

## 15. Violations of Art Institute of Washington-Northern Virginia Rules

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests
- b) Violation of college safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
- c) Smoking in classrooms or other college buildings or areas unless designated as a smoking area.
- d) Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook.
- e) Any violation of the institution's 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 college official
  - VII. Use of computing facilities to send obscene or abusive messages
  - VIII. Use of computing facilities to interfere with normal operation of the college's computing system
- f) Failure to satisfy college financial obligations

**The above list is illustrative only; The Art Institute of Washington-Northern Virginia may sanction other conduct not specifically included on this list.**

## SECTION VI. SANCTIONS

The Art Institute of Washington-Northern Virginia 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 Washington-Northern Virginia 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 college's standards and expectations
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The 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 college-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 college for a pre-determined period of time. The student may be able to return to college once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use college facilities, participate in or attend college activities, or be employed by the college during his/her suspension.

6. Expulsion: The student will be expelled from The Art Institute of Washington-Northern Virginia 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 Art Institute of Washington-Northern Virginia. 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 Washington-Northern Virginia community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Washington-Northern Virginia policies.

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

The 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 Washington-Northern Virginia 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 Washington-Northern Virginia 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 college 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 Art Institute of Washington-Northern Virginia, backpacks, portfolios and clothing. This policy also applies to student property in college-sponsored housing, student e-mail and/or computers.

### **Notification and Determination of Violations That Warrant a 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 will determine whether it is more likely than not that a violation occurred, may a render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the 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 Washington-Northern Virginia policies on the basis of the information available, and impose sanctions for such violations.

## **Notification and Determination of Violations That Warrant a Disciplinary Hearing**

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

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

### **Disciplinary Panel**

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

### **Administrative Interim Suspension**

Students may be administratively suspended on an interim basis when:

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

During the interim suspension, students are denied access to college-sponsored housing and/or to the college (including classes, labs, library) and/or all other college 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 college sponsored housing.

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

## **SECTION VIII. APPEAL PROCEDURES**

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of Washington-Northern Virginia 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 college may not be on college property, a student dismissed from college-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 Campus Director of The Art Institute of Washington-Northern Virginia 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 Art Institute of Washington-Northern Virginia policies and procedures, and provide any supporting documentation. It must be delivered to the Campus Director 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 Campus Director 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 Campus Director 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 or video 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 Campus Director or his/her delegate with its recommendation following its review of the appeal. The Campus Director 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.

## **STUDENT COMPLAINT PROCEDURES**

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

1. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility.
2. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Associate Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and ID and discuss the steps you have taken to remedy the situation.
3. The appropriate Art Institute Of Washington-Northern Virginia staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Associate Dean of Academic Affairs will be held within 10 class days of the date of the written complaint in an effort to resolve the issue.

4. If you are not satisfied with the results, you may file an appeal with the Campus Director's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within 10 class days from the date the appeal is received.
5. If you follow this complaint procedure and still feel dissatisfied with the results you may send a written copy of the complaint to:

Commonwealth of Virginia  
State Council of Higher Education for Virginia  
101 North Fourteenth Street  
Richmond, VA 23219  
Phone: 804-225-2600  
Fax: 804-225-2604

Please refer to the school's Arbitration Policy for additional information regarding disputes or claims.

### **STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

The Art Institute of Washington Northern-Virginia 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 College's compliance efforts regarding the non-discrimination policy: the Dean of Academic Affairs, who can be reached at: phone (contact Info)

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. The Student Grievance Procedure is intended to provide a fair, prompt, and reliable determination about whether the College's nondiscrimination policy has been violated.

1. Complainants are encouraged to file a written complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should present the complaint in writing to the Dean of Academic Affairs, or if the complaint is about that individual, then to the Campus President. This individual will investigate the complaint or appoint an appropriate investigator. The complaint should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the student. In most cases, the person accused of discrimination will be notified of the complaint and will have an opportunity to respond to the complaint in writing.
2. The College will investigate the allegations promptly without regard to whether or not the accused has submitted a written response. 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 a sexual harassment case, meetings between the complaining student and the accused together may be optional, not mandatory.
3. The investigator will determine whether a violation of the College's nondiscrimination policy has occurred, and will issue a written determination within 28 days of the receipt of the complaint. If the investigator determines that the policy has been violated, he or she will also recommend corrective action.
4. The student may appeal any final decision under this policy by using the procedures of the Appeal in the Student Conduct Code portion of this Student Handbook.

For more information about your rights under the federal laws prohibiting discrimination, please contact the Office for Civil Rights at the U.S. Department of Education or visit the Web site at <http://www.ed.gov/ocr>. The Office of Civil Rights cannot investigate complaints older than 180 days.

## **ACADEMIC FREEDOM OF EXPRESSION**

The Art Institute of Washington-Northern Virginia guarantees academic freedom to its students in the classroom within the parameters of its mission and academic policies and procedures as approved by its applicable licensing and accrediting agencies. Students will be afforded freedom in the classroom to express their points of view and conclusions supported by relevant evidence. It is expected that students behave in a manner consistent with their status as members of a special community of artists and scholars.

## **ATTENDANCE POLICY**

The Art Institutes of Washington-Northern Virginia's attendance policy is designed to meet the requirements of state and regional accreditation, to adhere to the mission and goals of the organization, and to improve the academic performance of the student body through adherence to industry and educational standards of personal and professional development. Faculty members are required to record attendance accurately per the accredited The Art Institute of Institute of Washington-Northern Virginia, government, and accreditation requirements.

Attendance is directly tied to academic performance. Excessive absences can result in severe academic penalties, including a failing grade for a course or removal from course rolls. Should absence be necessary, students are responsible for course material covered during the time of absence.

Students are expected to attend all regularly scheduled classes, including the first class of the quarter. Students may drop or add classes during the first week of the quarter. Students who do not attend any classes during the drop/ add period will be removed from the courses. A student who misses 7 total consecutive days of classes or 20 total calendar days from the date of last attendance, will be terminated from the school. Attendance data are available for review through the office of the registrar or through the office of academic affairs.

## **MEDICAL LEAVE**

Medical leave requests are accepted for current quarter students only. Requests must be submitted to the Registrar's Office along with the following documentation:

1. A completed Exit From Program Form obtained from the Registrar's Office indicating medical leave intent.
2. A letter from the student indicating their request to obtain medical leave must be submitted to the Registrar's Office.
3. Supporting documentation from a physician indicating the duration of medical leave.\*
4. Final notification from the physician indicating the release date upon which the student can return to college.

\*Should this date need to be extended, a letter from the physician indicating the length of the time extension required must be submitted to the Registrar's Office.

## **PERSONAL/BEREAVEMENT LEAVE**

Personal/Bereavement leave requests require similar documentation as medical leave requests. See the Registrar's Office for details.

## **CLASS SCHEDULES**

Specific classes may meet outside announced session times. In cases where extra hours are needed, they will be added before or after the normal class meeting time. The Art Institute of Washington-Northern Virginia reserves the right to modify the college calendar, curriculum, and class schedule as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of instruction among students. Therefore, certain class schedules may vary. While most degree program courses are offered in the evening, some courses required for graduation may not be offered in the evening, requiring the student to take them during the day session.

## **CAAP TESTING**

All students who are eligible to earn degrees at The Art Institute of Washington-Northern Virginia may be required to take the Collegiate Assessment of Academic Proficiency (CAAP) tests in reading, writing, and mathematics during their final quarter.

## **CHANGE OF DEGREE LEVEL**

To change from an associate's degree program to a bachelor's degree program, you must have successfully completed 36 credit hours (not including Transitional Studies courses) and have a Cumulative Grade Point Average of at least 2.5.

## **COURSES OUTSIDE THE PROGRAM OF STUDY**

At The Art Institute of Washington-Northern Virginia, students are not permitted to take courses outside of their program, that is, courses not required for graduation. For example, a student who needs one course to complete an associate's degree and intends to proceed into a bachelor's degree program cannot take bachelor's-level courses during the final quarter of the associate's degree program. In rare cases where an exception needs to be made, a form must be completed to insure that all parties are aware of the exception.

## **CREDIT HOURS**

The Art Institute of Washington-Northern Virginia operates under a quarter credit-hour system recognized by the Commonwealth of Virginia to assess academic performance. Art Institute of Washington-Northern Virginia students earn credit as follows:

- Ten hours of lecture and a passing grade earn one quarter-hour credit.
- Twenty hours of lab and a passing grade earn one quarter-hour credit.
- Thirty hours of Art Institute of Washington-Northern Virginia-directed learning activity and a passing grade earn one quarter-hour credit.
- One hour of instruction is defined as 50 minutes of instruction in a 60-minute period.

## **GRADE CHANGES**

Final course grades as recorded in student records cannot be changed without extenuating circumstances. Grade changes require approval of the faculty member who gave the grade in question and the department chair. Approved grade changes are due to the Registrar before the end of the first week of class of the quarter following the quarter in which the grade was earned. For more information, contact the Registrar's Office.

## **GRADE REPORTING**

Midterm and final grades are made available online to students after the grades are received by the Registrar's Office. Midterm grades do not appear on transcripts with final grades.

## **REPORTS TO PARENTS OR GUARDIANS OF DEPENDENT STUDENTS**

Parents or guardians of dependent students are an integral part of the enrollment process and subsequent educational process. They have a vested interest regarding their student's progress and potential for success.

The Art Institute of Washington-Northern Virginia wishes to maintain a relationship with guardians and parents while developing an adult relationship with its students. This relationship is important in students' professional development and maturation. Therefore, grade reports are available to students online and may also be emailed to parents or guardians of dependent students at the student's written request. In addition, The Art Institute of Washington-Northern Virginia reserves the right to contact parents or guardians of dependent students when administrative action is being taken or when students do not positively respond to efforts deemed by faculty and/or staff members to be in their best interest.

## **REPORTS ON INDEPENDENT STUDENTS**

Grade reports for independent students will be provided for the student only. Should you wish to have your grade report made available to your parents, guardians, or another person, you must complete a *Consent to Disclosure of Educational Records* form at the Registrar's Office.

## **GRADUATION REQUIREMENTS**

To qualify for graduation, all students must:

- receive passing grades for all required coursework;
- accumulate the total credit requirements for a program through course work, transfer credit, or proficiency assessment;
- take last quarter of study before graduation at The Art Institute of Washington-Northern Virginia;
- earn no more than 50 percent of the total required credits for graduation through advanced standing credit evaluation, including: credit for testing, portfolio review, articulation or transfer agreements, and/or transfer credit from another institution (the maximum is 75 percent from other member schools of The Art Institutes);
- achieve a minimum CGPA of 2.0;
- compile a portfolio of their work, pass the portfolio class, and exhibit their portfolio in an Art Institute of Washington-Northern Virginia portfolio show if they are in one of the following programs: advertising, audio production, digital filmmaking & video production, fashion & retail management, game art & design, graphic design, illustration, interior design, media arts & animation, photographic imaging, visual effects & motion graphics, visual & game programming, or web design & interactive media;
- satisfy all financial obligations to The Art Institute of Washington-Northern Virginia.

An outline of portfolio standards, projects, and general criteria is separately provided for students in the above programs. These portfolio requirements are periodically reviewed and updated, and The Art Institute of Washington-Northern Virginia reserves the right to alter or modify these requirements any time to enhance graduate employment potential.

The development of student portfolios is a continuing process beginning early in each program. During their final quarter, students must submit their portfolios to their academic department chair and faculty for critique. Unsatisfactory portfolio pieces must be replaced with acceptable work before the portfolio show and graduation.

To receive a degree and/or final transcript, all financial obligations to The Art Institute of Washington-Northern Virginia must be satisfied.

## **APPLICATION FOR GRADUATION/COMMENCEMENT EVENT**

Graduating students must attend The Art Institute of Washington-Northern Virginia's Commencement Event during their last quarter on campus. At The Art Institute of Washington-Northern Virginia, this event, known as "Grad Fest", provides the graduating students an opportunity to complete all of his/her academic, financial, and other business with the school. Students will complete a financial aid exit interview, review final transcript, and complete any additional planning needed for participation in the commencement event. Regardless of a student's willingness to participate in the commencement ceremony, all must attend "Grad Fest."

## **GRADUATION FEE**

All graduating students are assessed a graduation fee at the beginning of their final quarter regardless of their intent to participate or not participate in the commencement ceremony. For all programs, the graduation fee is \$100.00

# INTELLECTUAL PROPERTY POLICY

## Introduction

As a creative community of teachers, artists and scholars, The Art Institute of Washington-Northern Virginia is committed to encouraging the creation of new works, new ideas, and new forms of creative and scholarly expression. This Policy on Intellectual Property is provided to protect the interests of those who create as well as the interests of the Institution itself, which supports this creative and scholarly work.

### I. Purpose and Scope

This document expresses The Art Institute of Washington-Northern Virginia's policy regarding ownership and usage rights with respect to intellectual property (as hereinafter defined). It covers all those who are a part of The Art Institute of Washington-Northern Virginia – faculty, staff, students, visiting artists, visiting scholars, or other participants enrolled, employed or affiliated with The Art Institute of Washington-Northern Virginia, and this Policy governs in all circumstances, unless The Art Institute of Washington-Northern Virginia has modified it through a written agreement connected to a sponsored or commissioned work or as part of work under a grant or contract. Should there be any conflict between the provisions of this Policy and the terms of a separate written agreement between the Institution and any party, the terms of that separate written agreement will govern. This Policy is not intended to limit “fair use” as defined by U.S. laws.

### II. Terminology

The following terms are used throughout the Policy and are defined in Appendix A attached hereto:

- *Copyright*
- *Commissioned Work*
- *Independent Academic Effort or Creative Activity*
- *Institutional Employee*
- *Intellectual Property*
- *Patent*
- *Sponsored Work*
- *Student*
- *Substantial Institutional Resources*
- *Trademark and Service Mark*
- *Work*
- *Work Made for Hire*

### III. The Rights of the Creator of Intellectual Property

#### A. *Faculty, Staff and Student Works*

##### 1. General Rule.

Subject to the exceptions noted in this Policy, as a general rule, the Institution does not claim ownership of intellectual property developed through independent academic effort or creative activity and that is intended to disseminate the results of academic research and scholarship, and/or to exhibit forms of artistic expression on the part of faculty, staff, and students.

##### 2. Exceptions to the General Rule.

Exceptions to the general rule set forth in III.A.1 above include intellectual property developed by faculty, staff, students and institutional employees under any of the following circumstances:

- (a) The intellectual property is developed as a sponsored work.
- (b) The intellectual property is developed as a commissioned work.

- (c) The intellectual property is developed using substantial institutional resources.
- (d) The intellectual property is developed by the creator within the scope of his or her employment with the Institution and constitutes a work made for hire.
- (e) The intellectual property is developed by a creator who is assigned, directed or funded by The Art Institute of Washington-Northern Virginia to create the intellectual property.
- (f) The intellectual property is developed under a grant, program or agreement which provides The Art Institute of Washington-Northern Virginia with ownership rights, in whole or in part, to the intellectual property.

Under the circumstances described in Section III.A.2(a) through (f) above, the intellectual property shall be owned by The Art Institute of Washington-Northern Virginia (or by the Institution and any other party as specified in any written grant, program or agreement).

The creator of any intellectual property that is or might be owned by The Art Institute of Washington-Northern Virginia under this Policy is required to make reasonable prompt written disclosure of the work to an officer designated by The Art Institute of Washington-Northern Virginia Campus Director, and to execute any document deemed necessary by The Art Institute of Washington-Northern Virginia to perfect legal rights in The Art Institute of Washington and enable The Art Institute of Washington-Northern Virginia to file applications for registration when desired.

### 3. Ownership Rights in Specific Types of Works.

For purposes of clarification and without limiting the general rule and exceptions set forth in Sections III.A.1 and 2 above, ownership rights in the following types of works are allocated as set forth below:

- (a) Curricular materials including course outlines, curricula, lesson plans, course handouts, PowerPoint and other presentation materials (in all forms and media), course content and syllabi are deemed to be works made for hire and therefore all intellectual property associated therewith is owned by The Art Institute of Washington-Northern Virginia. Likewise, student rosters, attendance forms, interim grade reports, and assessments of student projects, including all intellectual property associated therewith, belong solely to The Art Institute of Washington-Northern Virginia.
- (b) Unless developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, scholarly articles and papers written for publication in journals, presentations and scholarly papers prepared for seminars and conferences, and personal lecture or teaching notes are typically not considered to be owned by The Art Institute of Washington-Northern Virginia as works made for hire or otherwise.
- (c) If any intellectual property to be owned by The Art Institute of Washington-Northern Virginia under Section III.A.2 (a) through (f) above is developed jointly with a non-Art Institute of Washington-Northern Virginia party, the parties' respective ownership and usage rights in the resulting intellectual property shall be set forth in a written agreement.
- (d) Where intellectual property is to be developed using substantial institutional resources, authorized representatives of The Art Institute of Washington-Northern Virginia will develop a written agreement with the user of those resources, which must be executed by the parties prior to use of the resources, to identify the nature and terms of the use, including possible reimbursements or other systems of compensation back to The Art Institute of Washington-Northern Virginia.

- (e) Unless a work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, all Intellectual Property created by faculty during sabbatical are owned by the faculty.
- (f) Unless the work is developed under the circumstances set forth in Section III.A.2 (a) through (f), or a written agreement provides otherwise, intellectual property created by a student working on his or her own, or developed in the context of a course, is owned by the student and The Art Institute of Washington-Northern Virginia will not use the student's work without the student's permission to do so.
- (g) Students working on a project governed by an existing written agreement to which The Art Institute of Washington-Northern Virginia is a party are bound by all terms of that agreement.
- (h) Students hired to carry out specific tasks that contribute to intellectual property of The Art Institute of Washington-Northern Virginia retain no rights of ownership in whole or in part to that intellectual property or to the student's contribution to that work.
- (i) Students who wish to work collaboratively with institutional employees on projects which involve the creation of works and intellectual property are required to sign and deliver an acceptable written agreement to The Art Institute of Washington-Northern Virginia outlining their rights before commencing work on such projects. Either party has the right to initiate such agreement.
- (j) The rights of The Art Institute of Washington-Northern Virginia to a perpetual, worldwide license (exclusive or non-exclusive, as The Art Institute of Washington-Northern Virginia deems necessary), to use and reproduce copyrighted materials for educational, research, and promotional purposes must be included in any agreement with a non-Art Institute of Washington-Northern Virginia sponsor.

**B. *Independent Contractor Works.***

As a general rule, The Art Institute of Washington-Northern Virginia will own intellectual property created by an independent contractor if a written agreement signed by the parties so provides, or The Art Institute of Washington-Northern Virginia has specially ordered or commissioned the work and such work is designated as a work made for hire in a signed written agreement between the parties. If The Art Institute of Washington-Northern Virginia does not own the intellectual property created by an independent contractor, it shall have a right or license to use any work produced by the independent contractor in the course of performance of the contract, in accordance with the parties' agreement.

**IV. The Art Institute of Washington-Northern Virginia's Usage Rights**

To the extent that faculty, staff or institutional employees retain ownership of work and intellectual property according to this Policy, The Art Institute of Washington-Northern Virginia shall have a permanent, non-exclusive, worldwide, royalty free right and license to make educational use of such work and intellectual property, including the right to use, reproduce, distribute, display, perform and modify (i.e. create derivative works) such work and intellectual property in all forms and media now known or hereafter existing in connection with its curriculum, courses of instruction and educational programs, and any related accreditation or promotion of The Art Institute of Washington-Northern Virginia. Where practicable, The Art Institute of Washington-Northern Virginia will use best efforts to cite the creator of the work if The Art Institute of Washington-Northern Virginia exercises such usage rights.

## **V. The Art Institute Washington-Northern Virginia's Marks**

Intellectual property comprised of or associated with The Art Institute of Washington-Northern Virginia Trademarks and Service Marks, including but not limited to its name, logos, slogans, insignia, and other symbols of identity (collectively the "marks") belongs exclusively to The Art Institute of Washington-Northern Virginia and/or its affiliates. This Policy is designed to protect the reputation of The Art Institute of Washington-Northern Virginia and its affiliates, and to prevent the illegal or unapproved use of The Art Institute of Washington-Northern Virginia's marks.

No Art Institute of Washington-Northern Virginia mark may be used without the prior, written authorization of the appropriate authorities of The Art Institute of Washington-Northern Virginia. However, faculty, staff, and students may identify their status or professional affiliation with The Art Institute of Washington-Northern Virginia as appropriate, but any use of The Art Institute of Washington-Northern Virginia's mark in this regard must avoid any confusing, misleading or false impression of affiliation with, or sponsorship or endorsement by, The Art Institute of Washington-Northern Virginia. No products or services may be marked, offered, sold, promoted or distributed with or under The Art Institute of Washington's mark without The Art Institute of Washington-Northern Virginia's prior written permission and compliance with the licensing policies of The Art Institute of Washington-Northern Virginia. All requests for use of Art Institute of Washington-Northern Virginia marks must be submitted in writing to an officer designated by the President. The designated Art Institute of Washington-Northern Virginia officer retains information concerning what marks, names, logos, symbols, insignias, and related words, phrases, and images currently comprise The Art Institute of Washington-Northern Virginia's marks..

## **VI. Substantial Use of Institution Resources**

Although "substantial institutional resources" is defined (see Appendix A), it is acknowledged that such resources and their use may change over time, with changes in technology, physical infrastructure of The Art Institute of Washington, modes of employment, etc. Therefore, this Policy allows the Academic Policy Advisory Committee to review the definition of "substantial use" from time to time and implement any changes or clarification to the definitions which The Art Institute of Washington-Northern Virginia deems necessary in order to establish an appropriate standard.

## **VII. Review Scheme**

Questions concerning this Intellectual Property Policy should be addressed to the Associate Dean of Academic Affairs.

## **VIII. Reservation of Rights**

The Art Institute of Washington-Northern Virginia reserves the right at any time in its sole discretion to modify and/or make changes to the Policy as advisable or appropriate. The Art Institute of Washington-Northern Virginia agrees, however, that it will endeavor to notify the entire Art Institute of Washington-Northern Virginia community through both print and electronic means of its intention to make modifications and/or changes to the Policy at least 30 working days prior to their enactment.

## **IX. Effective Date**

This Policy supersedes any preexisting intellectual property policy of The Art Institute of Washington-Northern Virginia and is effective March 12, 2009 and will remain in effect until modified or revoked by The Art Institute of Washington-Northern Virginia. This Policy will be binding on all parties who create intellectual property after the effective date, and this Policy and other agreements that represent modifications to this Policy shall remain binding on such creators even after their relationship with The Art Institute of Washington-Northern Virginia changes or terminates.

Approved by the Board of Trustees of The Art Institute of Atlanta to be incorporated into the Faculty Handbook, the Employee Handbook, and the Student Handbook of The Art Institute of Atlanta and its branch campuses.

*The Art Institute of Washington-Northern Virginia would like to acknowledge The University of the Arts for their generous permission to use their Intellectual Property Policy as a template for this Policy.*

## **ANTI-HAZING POLICY**

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

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

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through The Art Institute of Washington-Northern Virginia’s student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located at 21000 Atlantic Blvd., Dulles, VA 20166; telephone 703-247-6841. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the college community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

## **HARASSMENT POLICY**

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

### **DEFINITION**

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

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

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Other examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting, or obscene comments or gestures; stalking; and displaying sexually suggestive objects or pictures. The Art Institute of Washington-Northern Virginia prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

### **OTHER FORMS OF HARASSMENT**

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

### **COMPLAINT PROCEDURE**

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the "Student Grievance Procedure"). Students who have been subjected to sexual violence should also review the Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, The Art Institute of Washington-Northern Virginia 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 subsequent harassment and school-related retaliation. If an investigation confirms the allegations, The Art Institute of Washington-Northern Virginia will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

## **DRUG-FREE WORKPLACE AND CAMPUS**

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Washington-Northern Virginia or in facilities controlled by The Art Institute of Washington-Northern Virginia are prohibited by college regulations and are incompatible with The Art Institute of Washington-Northern Virginia'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 Washington-Northern Virginia and the requirements of state and federal law, The Art Institute of Washington-Northern Virginia 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

### **Delirants (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 Washington-Northern Virginia Sanctions**

The Art Institute of Washington-Northern Virginia, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, The Art Institute of Washington-Northern Virginia 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’s 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.

See Table I below for a list of applicable penalties under federal and state laws.

<b>Incarceration &amp; Fine Penalties for Manufacture/Delivery/Sale Targeted Drugs</b>			
<i>Group One</i>	<i>Base Penalty</i>	<i>Base Penalty</i>	<i>Offenses</i>
Heroin $\geq$ 1kg	10 years - life	20 years – life	Life
Cocaine $\geq$ 5 kg	\$4 million (individual)	\$8 million (individual)	\$8 million (individual)
“Crack” $\geq$ 50g	\$10 million (other)	\$20 million (other)	\$20 million (other)
PCP $\geq$ 100g			
LSD $\geq$ 1,000 kg	Death/Serious Injury	Death/Serious Injury	
Marijuana $\geq$ 1,000 kg	20 years - life	Life	
Methamphetamine $\geq$ 1 kg			
<i>Group Two</i>	<i>Base Penalty</i>	<i>Base Penalty</i>	<i>Offenses</i>
Heroin $\geq$ 100kg	5 – 40 years	10 years – life	Life
Cocaine $\geq$ 500kg	\$2 million (individual)	\$4 million (individual)	\$8 million (individual)
“Crack” $\geq$ 5g	\$5 million (other)	\$10 million (other)	\$20 million (other)
PCP $\geq$ 10g			
LSD $\geq$ 100 kg	Death/Serious Injury	Death/Serious Injury	
Marijuana $\geq$ 100 kg	20 years - life	Life	
Methamphetamine $\geq$ 10 kg			

## **SCHEDULING**

The regulatory scheme of the federal Controlled Substances Act classifies substances into five categories, or schedules. The categories are based upon such characteristics of drugs as potential for abuse, accepted medical use, and propensity to create a psychological or physiological dependency for users. Classification of drugs and periodic updating and republication of lists of drugs included in each category are the responsibility of the Drug Enforcement Agency (DEA).

Drugs in the most strictly controlled category, listed in Schedule I of the classification scheme, have a high potential for abuse, no officially accepted medical use in the United States, and no acceptable safe level of use under medical supervision. Many narcotics, such as heroin and other opiates and opium derivatives, fall into this category. In addition, many hallucinogenic drugs that have no officially recognized medicinal value in this country are listed in Schedule I; included are such substances as marijuana, mescaline, peyote, psilocybin, and lysergic acid diethylamide (LSD).

Schedule II drugs have a high potential for abuse, and their use may lead to severe psychological or physiological dependencies; however, they have some recognized medicinal value. Drugs in this category include cocaine, morphine, methamphetamine, and phencyclidine (PCP). Dronabinol, the synthetic equivalent of the principal active ingredient in marijuana, recently was moved from Schedule I to Schedule II in recognition of its growing medical uses in treating glaucoma and chemotherapy patients. Similarly, in response to petition by advocates of similar medical uses of marijuana, a DEA administrative law judge ruled in 1988 that marijuana should be moved to Schedule II. However, the DEA administrator, concluding that the evidence was insufficient to prove marijuana's medical value, subsequently overruled the judge's decision.

Schedule III controlled substances have less potential for abuse than those on Schedule I or II and may lead to moderate or low physical dependence or high psychological dependence, but they have some accepted medical use. Substances listed in Schedule III include limited quantities of some narcotic drugs, amphetamines, and derivatives of barbituric acid.

Schedule IV controlled substances have a low potential for abuse compared to substances in Schedule III, and, although they may lead to limited physical or psychological dependence, they have a currently accepted medical use. Substances in Schedule IV include phenobarbital, chlordiazepoxide hydrochloride (librium), diazepam (valium), and propoxyphene hydrochloride (darvon).

Schedule V controlled substances have a low potential for abuse compared to substances in Schedule IV and a currently accepted medical use; use may lead to limited physical or psychological dependence relative to Schedule IV substances. Substances in Schedule V are narcotic compounds containing a limited quantity of narcotic drugs together with one or more non-narcotic active medicinal ingredients.

## **PENALTY PROVISIONS**

The federal Controlled Substance Act (CSA) separates violations of CSA provisions into two major categories of offenses: the possession of controlled substances and the manufacture, distribution, or dispensing of, or the possession with intent to manufacture, distribute, or dispense, controlled substances. (The second category is referred to collectively as "manufacture/delivery/sale" of controlled substances.) There is a flat penalty for possession offenses, but a graduated penalty for manufacture/delivery/sale offenses based on the type, amount, and purity of the substance involved in an offense. Penalties also differ depending upon whether the offense is committed by an "individual" or entities "other than individuals." Offenders in the latter category face much harsher fines than individuals.

Every possession offense carries a penalty of up to one year's incarceration and/or a minimum five years' incarceration and/or a minimum fine of \$2,500. Third or subsequent offenses are punishable by three months' to three years' incarceration and/or a minimum fine of \$5,000. There is an exception to the general scheme for possession of "crack" cocaine; a first offense carries a penalty of mandatory minimum term incarceration of five years, with a maximum of 20 years, as well as a minimum fine of \$1,000.

The basic penalty for the manufacture/delivery/sale of any Schedule I or Schedule II drug, or between 50 kilograms and 100 kilograms of marijuana, is a sentence of up to 20 years imprisonment and/or a fine of up to \$1 million for an individual; entities other than individuals could receive a fine of up to \$5 million. If death or serious bodily injury results from the use of the drugs, the possible term of imprisonment ranges from 20 years to life. Second or subsequent violations of manufacture/delivery/sale provisions are punishable by up to 30 years imprisonment and/or up to \$2 million in fines for individuals; the maximum fine for other entities is \$10 million. If death or serious bodily injury results from a sale and the offender has a felony drug conviction, there is a mandatory sentence of life imprisonment. (See Table 2.)

**Table 2**

<b>Incarceration and Fine Penalties for Manufacture/Delivery/Sale</b>		
<b>Schedules I and II</b>		
<b>Offender</b>	<b>First Offense</b>	<b>Subsequent Offenses</b>
<i>Individual</i>		
-No death/bodily injury	0-20 years, \$1 million	0-30 years, \$2 million
-Death/bodily injury	20-life, \$1 million	Life, \$2 million
<i>Others</i>	\$5 million	\$10 million

Offense involving Schedule III drugs or offenses involving less than 50 kilograms of marijuana; 100 or more marijuana plants, regardless of weight; less than 10 kilograms of hashish; or less than one kilogram of hash oil are punishable by up to 5 years’ incarceration and/or a \$250,000 fine for individuals; the potential fine is \$1 million for others. Second or subsequent offenses under this section are punishable by up to 10 years’ incarceration and/or a \$500 fine for individuals; the maximum fine for others is \$2 million. (See Table 3.)

**Table 3**

<b>Incarceration and Fine Penalties for Manufacture/Delivery/Sale</b>		
<b>Schedules III</b>		
<b>Offender</b>	<b>First Offense</b>	<b>Subsequent Offenses</b>
<i>Individual</i>	0-5 years, \$250,000	0-10 years, \$500,000
<i>Others</i>	\$1 million	\$2 million

Manufacture/delivery/sale offenses for Schedule IV substances are punishable by up to 3 years’ incarceration and/or a \$250,000 fine for individuals, \$1 million for others. Second or subsequent offenses under this section are punishable by up to 6 years’ incarceration and/or a \$500,000 fine for individuals, \$2 million for others. (See Table 4.)

**Table 4**

<b>Incarceration and Fine Penalties for Manufacture/Delivery/Sale</b>		
<b>Schedules IV</b>		
<b>Offender</b>	<b>First Offense</b>	<b>Subsequent Offenses</b>
<i>Individual</i>	0-3 years, \$250,000	0-6 years, \$500,000
<i>Others</i>	\$1 million	\$2 million

The manufacture/delivery/sale of a Schedule V substance is punishable by up to 1 year’s incarceration and/or a \$100,000 fine for individuals, \$250,000 for others. Second or subsequent offenses under this provision are punishable by up to 2 years’ incarceration and/or a \$200,000 fine for individuals, \$500,000 for others. (See Table 5.)

**Table 5**

<b>Incarceration and Fine Penalties for Manufacture/Delivery/Sale</b>		
<b>Schedules V</b>		
<b>Offender</b>	<b>First Offense</b>	<b>Subsequent Offenses</b>
<i>Individual</i>	0-1 years, \$100,000	0-6 years, \$200,000
<i>Others</i>	\$250,000	\$500,000

Under a provision of the 1986 Drug Act, the CSA also includes a measure stipulating that an offense involving a controlled substance analog—a non-controlled chemical substance substantially similar to a controlled substance in chemical structure and psychotropic effects—shall trigger penalties as if it were a controlled substance listed in Schedule I. This section is designed to combat the proliferation of “designer drugs.” In addition, Congress has delegated to the United States attorney general, who in turn has delegated to the DEA administrator, emergency scheduling powers, under which a substance not listed in the CSA schedules nevertheless may be treated as “controlled” for enforcement purposes for a period of one year, during which time hearings are conducted to determine whether listing the substance in the federal schedules is appropriate. However, because emergency scheduling takes effect without the procedural safeguards of hearing and review that are part of the regular scheduling process, the U.S. Court of Appeals for the 10th Circuit ruled in 1990 that emergency scheduling is unconstitutional. As of January 1991, an appeal of the decision was pending before the U.S. Supreme Court.

Recent amendments to the federal CSA also have increased penalties for violations involving specific amounts or more of heroin, cocaine, PCP, LSD, marijuana, and methamphetamine. A mandatory sentence of 10 years’ to life imprisonment and a fine of up to \$4 million for individuals, or up to \$10 million for entities other than individuals, applies in any case where the manufacture/deliver/sale offense involves at least the following quantities of drugs: one kilogram of a mixture containing heroin, five kilograms of a mixture containing cocaine, 50 grams of a mixture containing cocaine base, one kilogram of a mixture containing PCP, 100 grams of PCP, 10 grams of a mixture containing LSD, 1000 kilograms of a mixture containing marijuana, and 11 kilograms of methamphetamine. Second or subsequent offenses under this section are punishable by sentences of 20 years to life in prison and fines of up to \$8 million for individuals, \$20 million for others. If death or serious bodily injury results from a first offense, there is a mandatory sentence of 20 years to life in prison; if the offender has a previous felony drug conviction, the mandatory sentence is life imprisonment.

A second tier of enhanced penalties provides that offenders who manufacture/deliver/sell less than the quantities enumerated above, but more than the following amounts, receive sentences of five to 40 years' imprisonment and a fine of up to \$2 million for individuals, \$5 million for others: 100 grams of a mixture containing heroin, 500 grams of a mixture containing cocaine, five grams of a substance containing cocaine base, 10 grams of a mixture containing PCP, one gram of a substance containing LSD, 100 kilograms of marijuana, and 10 grams of a mixture containing methamphetamine. Second or subsequent violations are punishable by 10 years to life in prison and a \$4 million to \$10 million fine. If death or serious bodily injury results from a first offense, the mandatory sentence is 20 years' to life imprisonment.

In addition, the Crime Control Acts of 1990 amends §841 of the federal CSA to require the U.S. Sentencing Commission to revise current sentencing guidelines to enhance two offense levels the penalties for offenses involving smokable crystal methamphetamine.

## **FORFEITURE PROVISIONS**

In addition to progressively harsher sentences for initial and repeat drug law offenders, the federal CSA provides for other sanctions against offenders who have profited from their illegal activity. Specifically, the statute permits the government to bring civil forfeiture actions against drug trafficking proceeds and other property used to facilitate CSA violations. Forfeiture deprives criminals of the proceeds of their illegal activities and generates revenues that can support drug law enforcement activity. Under §881 of the CSA, the following items are forfeitable: all controlled substances manufactured, distributed, or possessed in violation of the CSA; raw materials or equipment used to manufacture, import or export controlled substances; any property used as a container for controlled substances; all conveyances, including aircraft, vehicles, or vessels, used or intended for use to transport controlled substances; all books, records, and research used to violate the CSA; all moneys, negotiable instruments, securities, or other things of value furnished or intended to be furnished in exchange for controlled substances, or all such property traceable to such an exchange; and all real property used to facilitate violations of the CSA. The Crime Control Act of 1990 amended – 881 to provide for the forfeiture of drug paraphernalia and any firearm used to facilitate a drug offense.

Federal agencies may forfeit through administrative processes monetary instruments and conveyances of any value, as well as any non-real property of up to \$500,000 in value. Any other property valued at more than \$500,000 and any real property must be forfeited through judicial processes.

Forfeited assets or proceeds from their sale are deposited into the U.S. Department of Justice's Asset Forfeiture Fund, administered by the U.S. Marshals Service, and may be used to buy equipment, refurbish seized conveyances for official use, and pay awards for information, among other purposes. Monies deposited into the fund also may be shared with foreign, state, and local law enforcement agencies that participate in cooperative investigations with federal agencies.

## **RECENTLY CREATED OFFENSES**

In response to drug dealers' increased use of minors to sell drugs to other minors, particularly in or around schools, or to deliver drugs to other distributors, the federal CSA also has been amended to provide for special penalties for offenses involving minors. First, any person 18 years of age or older who distributes a controlled substance to a person under 21 years old is subject to a sentence of up to twice the term and fine otherwise authorized. In addition, the statute provides that any person who distributes a controlled substance in, on, or within 1000 feet of real property of a public or private elementary, vocational, or secondary school or a public or private college, junior college, or university shall receive a sentence of one year to life in prison or up to twice the fine and term of incarceration otherwise authorized, whichever is greater. The same enhanced penalty is applicable to persons convicted of distributing controlled substances within 100 feet of a playground, public or private youth center, public swimming pool, or video arcade facility. Finally, any person at least 18 years of age, who hires, employs, coerces, or uses anyone under 18 years old to violate any part of the CSA or to assist in avoiding apprehension by law enforcement officials faces up to twice the term and fine otherwise authorized for the offense, with a minimum sentence of one year's incarceration. The amendments also provide for similar sanctions against any person who knowingly distributes controlled substances to a pregnant woman.

Other recently added CSA provisions are intended to address the distribution and use of drug paraphernalia. Provisions of the 1986 Anti-drug Abuse Act make it unlawful to use the U.S. Postal Service or other interstate shippers to sell, offer for sale, import, or export drug paraphernalia. Violations of the provisions are punishable by up to three years' incarceration and/or a \$100,000 fine.

Another recent measure, a so-called "safe house" provision, provides that anyone who maintains, rents, or leases any building, room or other enclosure for the purpose of manufacturing, distributing, or using controlled substances faces up to 20 years' imprisonment and/or a \$500,000 fine.

Moreover, recent changes to the federal CSA reflect an effort to decrease the prevalence of controlled substances by regulating the manufacture and distribution of immediate precursors, the chemical compounds used in the manufacture of controlled substances. Targeted precursor chemicals are listed in the definitions section of the federal CSA. The basic penalty provision concerning precursor chemicals authorizes a sentence of up to 10 years' incarceration and/or a fine of up to \$250,000 on a person who possesses a listed precursor chemical with the intent to manufacture a controlled substance or who possesses or distributes a listed chemical knowing, or having reasonable cause to believe, that the listed chemical will be used to manufacture a controlled substance. In addition, precursors to PCP, amphetamines, and methamphetamines are enumerated specifically in Schedule II, making them subject to regulation in the same manner as other Schedule II substances.

Because of the dangerous side effects and addictive attributes of anabolic steroids, the use of these substances for enhancement of athletic performance or other non-medical purposes also has come under federal CSA regulation. Distribution of anabolic steroids for human use, other than pursuant to a physician's order for the treatment of disease, is punishable by a sentence of up to five years' incarceration and/or a fine of up to \$250,000. Any person who distributes, or possesses with the intent to distribute, anabolic steroids to an individual under the age of 18 may be sentenced to up to 10 years' incarceration and/or a fine of up to \$250,000.

We recommend that students who observe the above changes in either staff or other students immediately notify the Dean of Academic Affairs. Employees should contact the President or Director of Human Resources. Caution must be observed not to wrongly accuse a person suspected of taking drugs or using alcohol.

## **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 any Commonwealth of Virginia available grants. . However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of Washington-Northern Virginia 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 the Student Support and Disability Coordinator

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 Student Support and Disability Services Coordinator can refer you to one that meets your needs.

## **DULLES - AREA RESOURCES**

There are also organizations that may be contacted for help. The Alcoholism and Drug Abuse Hotline (1.800.252.6465) and the Cocaine Hotline (1.800.262.2463) are open twenty-four hours a day. The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

Local Programs include:

Alcohol & Drug Treatment Programs                      703-228-4900

Alcoholics Anonymous    703-281-7501

Substance Abuse    703-228-1550

Arlington Alcohol Treatment Agency                      703-228-5850

A list of emergency and sliding-fee scale resources is available from the Student Assistance Program.

# **CAMPUS SAFETY**

## **The Art Institute of Washington-Northern Virginia**

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report

**March 2011**

### **INTRODUCTION**

The Art Institute of Washington-Northern Virginia is providing the following information to all of its employees and students as part of The Art Institute of Washington-Northern Virginia's 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 Ann Stapleton, Dean of Student Affairs, The Corporate Offices at Dulles Towne Center, 21000 Atlantic Blvd., Suite 100 Sterling, VA 20166, (571) 449-4431.

### **I. CAMPUS SECURITY AND CRIME PREVENTION POLICY**

The Art Institute of Washington-Northern Virginia 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 inter-campus electronic mail. The report is distributed to all students through the Student Handbook and through electronic distribution in summer classes.

A Crisis Management Plan has also been established which outlines procedures, defines terms, and delineates responsibilities for The Art Institute of Washington-Northern Virginia in the event of a crisis situation. The Crisis Management Plan is published and disseminated to students, faculty, and staff on an annual basis. Copies of the Crisis Management Plan can also be obtained from the Department of Student Affairs. Testing of the emergency response system occurs twice annually and is led by the Crisis Management Team.

### **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 an incident report. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Ann Stapleton, Dean of Student Affairs. Reports are kept in a secure location in the Department of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Washington-Northern Virginia 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 Washington-Northern Virginia facilities by dialing 911 or 571-449-4431 for an immediate response and assistance by Arlington County Police and Emergency Medical Care. Additionally, within 24 hours of the incident an incident report should be submitted to Ann Stapleton, Dean of Student Affairs.

All criminal activity is documented by the completion of an Incident Report and should be reported to local police agencies and Ann Stapleton, Dean of Student Affairs, [astapleton@aii.edu](mailto:astapleton@aii.edu). 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 Arlington County 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 an Incident Report, which is sent to Ann Stapleton, Dean of Student Affairs ([astapleton@aii.edu](mailto:astapleton@aii.edu).) Reports are kept in a secure location in the Department of Student Affairs. 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 Washington-Northern Virginia 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 Washington-Northern Virginia 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 have on their person a valid ID card with picture identification to gain access to campus facilities.

## **ACCESS TO ACADEMIC BUILDINGS**

The Art Institute of Washington-Northern Virginia is located on the ground floor of an office building. The ground floor is open to the public during normal business hours. The facility can be accessed through the student entrance through use of security card.

## **EMERGENCY INFORMATION EVACUATION**

It is important that you be prepared for the unlikely event of an emergency situation at The Art Institute of Washington-Northern Virginia. Awareness of your surroundings and some forethought can prepare you and save critical time in the event of a fire or other emergency. In the event of a building evacuation, each floor has two designated marshals responsible for clearing the floor of students and staff. All will be directed to the stairwells and across the street depending upon the side of the building you exit. Re-admittance to the building will not be allowed until Loudoun County Fire Authorities deem the building safe.

## **EMERGENCY NOTIFICATION SYSTEM**

In an emergency, The Art Institute of Washington-Northern Virginia's Emergency Notification System will be used to inform members of The Art Institute community who have registered for the system. The system can transmit short notifications by email to a designated address, by text message to a cell phone, or by voice message to a designated cell phone or telephone number in the U.S or Canada. The messages are initiated by a member of the college's crisis communication team only when required for safety purposes.

Information regarding registration for My Campus Alert is available on the Student Portal and in the Student Affairs office.

## **CAMPUS LAW ENFORCEMENTS**

Campus staff members with security responsibilities are always on campus during business hours.

Campus security individuals do not have the authority to arrest, but do have the authority to evict unauthorized individuals from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.

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

The Art Institute of Washington-Northern Virginia is located in Sterling, Virginia. The Art Institute of Washington-Northern Virginia maintains a close working relationship with the Loudoun County Police Department with periodic contact initiated by the appropriate personnel to ensure that The Art Institute of Washington-Northern Virginia 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 email notification, campus postings and any additional appropriate means to address the situation.

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

All new employees and students of The Art Institute of Washington-Northern Virginia 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 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. The Art Institute of Washington-Northern Virginia 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 Department of Student Affairs.

## **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

The Art Institute of Washington-Northern Virginia also provides in-service programs designed to heighten awareness of crime and its prevention. Local law enforcement officials are invited to conduct these in-services programs twice per year. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns if and when they arise throughout the year.

In the event The Art Institute of Washington-Northern Virginia, 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, notices read by instructors in classrooms, and email communication.

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

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

At the present time, The Art Institute of Washington-Northern Virginia 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 students and employees of The Art Institute of Washington-Northern Virginia.

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 Washington-Northern Virginia also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by The Art Institute of Washington-Northern Virginia's Student Support Coordinator 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 Library and the Department of Student Affairs. 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 the Dean of Student Affairs, the Executive Committee or other officials of The Art Institute of Washington-Northern Virginia 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 703-228-4848. The service is available 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. At the victim's request, The Art Institute of Washington-Northern Virginia 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 Washington-Northern Virginia personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants.

Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include:

DC Rape Crisis	202-232-0789
Crisis Hotline	202-333-RAPE (7273)
Rape Victim Companion Program	703-683-7273

## **DISCIPLINARY ACTION AND SANCTIONS**

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Washington-Northern Virginia 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 Washington-Northern Virginia's 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 from the Loudoun County Police Department, located at 880 Harrison Street, Mailstop #35, Leesburg, VA 20175. Additional information can be obtained by calling the Loudoun County Police Department at 703-777-0445.

## **CRIME STATISTICS**

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Act and Campus Crime Statistics Act. The Art Institute of Washington-Northern Virginia prepares the crime statistic policies annually by gathering all reported data and preparing a report for its employees and students. Moreover, local/state police agencies are contacted by the Dean of Student Affairs quarterly to maintain a working relationship and formulate statistics for the annual crime statistics report. Set forth in the first box below are statistics available to The Art Institute of Washington-Northern Virginia concerning the occurrence on The Art Institute of Washington-Northern Virginia's campus which was reported to local police agencies. The second box below sets forth available statistics concerning the number of criminal offenses in relation to hate crimes on The Art Institute of Washington-Northern Virginia's campus, non-campus buildings and property, and public property. Finally, in the third box, arrests and "referrals for campus disciplinary action" for liquor law violations, drug law violations, and illegal weapons possession are listed. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

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

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

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	NA	NA	NA	0	0	0	0	0	0
Negligent Manslaughter	NA	NA	NA	0	0	0	0	0	0
Forcible Sex Offense	NA	NA	NA	0	0	0	0	0	0
Non-forcible Sex Offense	NA	NA	NA	0	0	0	0	0	0
Incest	NA	NA	NA						
Statutory Rape	NA	NA	NA						
Robbery	NA	NA	NA	0	0	0	0	0	0
Aggravated Assault	NA	NA	NA	0	0	0	0	0	0
Burglary	NA	NA	NA	0	0	0	0	0	0
Motor Vehicle Theft	NA	NA	NA	0	0	0	0	0	0
Arson	NA	NA	NA	0	0	0	0	0	0
<b>Totals</b>	NA	NA	NA	0	0	0	0	0	0

For ALL Charts:

\*\* Public Property: Public property for The Art Institute of Washington-Northern Virginia includes the ground, snack room in the basement, smoking area in the rear of the building and all grounds adjacent to the office building to include the parking lot. The Art Institute of Washington-Northern Virginia is located at 21000 Atlantic Blvd, Suite 100, Sterling, VA 20166. In 2009, the campus as only occupied from October-December 2009.

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

Hate Crimes	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	NA	NA	NA	0	0	0	0	0	0
Negligent Manslaughter	NA	NA	NA	0	0	0	0	0	0
Forcible Sex Offense	NA	NA	NA	0	0	0	0	0	0
Non-Forcible Sex Offense	NA	NA	NA	0	0	0	0	0	0
Incest	NA	NA	NA	0	0	0	0	0	0
Statutory Rape	NA	NA	NA	0	0	0	0	0	0
Robbery	NA	NA	NA	0	0	0	0	0	0
Aggravated Assault	NA	NA	NA	0	0	0	0	0	0
Burglary	NA	NA	NA	0	0	0	0	0	0
Motor Vehicle Theft	NA	NA	NA	0	0	0	0	0	0
Arson	NA	NA	NA	0	0	0	0	0	0
Simple Assault	NA	NA	NA	0	0	0	0	0	0
Larceny-Theft	NA	NA	NA	0	0	0	0	0	0
Intimidation	NA	NA	NA	0	0	0	0	0	0
Destruction, Damage, or Vandalism or Property	NA	NA	NA	0	0	0	0	0	0
<b>Totals</b>	NA	NA	NA	0	0	0	0	0	0

## Hate Crimes (continued)

	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
Murder & Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0
<i>Incest</i>	0	0	0	0	0	0
<i>Statutory Rape</i>	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0
Destruction, Damage, or Vandalism of Property	0	0	0	0	0	0

*Arrests/Persons Referred for Campus Disciplinary Action*

	Calendar Year								
	2008		2009		2010				
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Arrests:									
Weapons: carrying, Possessing, etc	NA	NA	NA	0	0	0	0	0	0
Drug Abuse Violations	NA	NA	NA	0	0	0	0	0	0
Liquor Law Violations	NA	NA	NA	0	0	0	0	0	0
Disciplinary Actions:									
Weapons: carrying, Possessing, etc	NA	NA	NA	0	0	0	0	0	0
Drug Abuse Violations	NA	NA	NA	0	0	0	0	0	0
Liquor Law Violations	NA	NA	NA	0	0	0	0	0	0
<b>Totals</b>	0	0	0	0	0	0	0	0	0

# SUICIDE PREVENTION POLICY

## 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 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 open-ended 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 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
- Changed in body chemistry
- High levels of anger and anxiety

## HOW TO HELP A FRIEND

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

- Be honest and express your concerns. For example, “You seem really down lately; is something bothering you?”
- Ask directly about thoughts of suicide. For example, “Have you thought of hurting yourself?” If suicidal thoughts are expressed it is important to contact the college counselor, 911, or the local mental health association.
- Listen and offer emotional support, understanding, and patience.

- Convey the message that depression is real, common, and treatable. Suicidal feelings are real and preventable.
- Offer to accompany your friend to see a counselor.

### Resources

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

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

#### National Mental Health Association

1-800-969-6642 or [www.nmha.org/index.cfm](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 Washington-Northern Virginia 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 Washington-Northern Virginia student code of conduct. In the event that The Art Institute of Washington-Northern Virginia has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, the School will generally require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student's safety and well-being.

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

The Art Institute of Washington-Northern Virginia 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.

# HEPATITIS AND MENINGOCOCCAL INFORMATION

## BACKGROUND: HEPATITIS B

### Is HEPATITIS B a serious problem?

Yes. Each year, thousands of people of all ages get hepatitis B and about 5,000 die of chronic (life-long) liver problems caused by hepatitis B virus (HBV) infection. If you have had other types of hepatitis, such as hepatitis A or hepatitis C, you can still get hepatitis B.

### HBV is spread by:

- having sex with an infected person
- direct contact with the blood of an infected person

### How can you protect yourself from getting infected with HBV?

- **Get vaccinated!** Hepatitis B vaccine is safe, effective, and your best protection.
- **Practice “safer” sex.** If you are having sex, but not with one steady partner, use latex condoms correctly every time you have sex. The efficacy of latex condoms in preventing infection with HBV is unknown, but their proper use may reduce transmission.
- **Don’t share anything that might have blood on it.**
  - \* Don’t share drugs, needles, syringes, cookers, cotton, water, or rinse cups.
  - \* Don’t share personal care items, such as razors or toothbrushes.
- **Think about the health risks if you are planning to get a tattoo or body piercing.** Make sure the artist or piercer sterilizes needles and equipment, uses disposable gloves, and washes hands properly.
- **Handle needles and sharps safely.** Follow standard precautions if you have a job that exposes you to human blood.

### Get HEPATITIS B vaccine if:

- you are under 19 years of age
- your sex partner has hepatitis B
- you are a man who has sex with men †
- you recently had a sexually transmitted disease (e.g., gonorrhea, syphilis)
- you have sex with more than one partner
- you shoot drugs †
- you live with someone who has chronic hepatitis B
- you have a job that exposes you to human blood
- you are a kidney dialysis patient
- you live or travel for more than 6 months in countries where hepatitis B is common

† Also get hepatitis A vaccine

### Is the vaccine safe?

Yes. Hepatitis B vaccine is safe and effective. Millions of children and adults have received the vaccine worldwide since 1982.

### Should you get a blood test after the vaccine series to be sure that you are protected?

Most people don’t need to get their blood tested after completing the vaccine series (usually three shots).

### You should get a blood test 1 to 2 months after you complete the series if:

- your sex partner has chronic hepatitis B
- your immune system is not working well (e.g., you are on dialysis or you have AIDS)
- you have a job that exposes you to human blood

## **Should you ever get a booster shot after the vaccine series?**

Most people do not need booster shots after getting the vaccine series.

*After vaccination, babies born to infected mothers should get their blood tested at 9 to 15 months of age to be sure that they are protected.*

**FOR INFORMATION ON VIRAL HEPATITIS:** access our website at: <http://www.cdc.gov/hepatitis> or call the Hepatitis Information Line at **1.888.4HEPCDC 1.888.443.7232** or write **Centers for Disease Control and Prevention Division of Viral Hepatitis, Mailstop G37 Atlanta, GA 30333** or contact your state or local health department

## **BACKGROUND: MENINGOCOCCAL DISEASE ON CAMPUS**

### **Overview of Meningococcal Disease**

Meningococcal disease is a potentially life-threatening bacterial infection that can lead to meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord, or meningococcal septicemia, an infection of the blood.

Meningococcal disease, caused by bacteria called *Neisseria meningitidis*, is the leading cause of bacterial meningitis in older children and young adults in the United States. It strikes 1,400 to 3,000 Americans each year and is responsible for approximately 150 to 300 deaths.

Adolescents and young adults account for nearly 30 percent of all cases of meningitis in the United States. In addition, approximately 100 to 125 cases of meningococcal disease occur on college campuses each year, and five to 15 students will die as a result. Evidence shows approximately 70 to 80 percent of cases in the college age group are caused by serogroup C, Y, or W-135, which are potentially vaccine-preventable.

### **Vaccination Recommendations for College Students**

On February 10, 2005, the Advisory Committee on Immunization Practices (ACIP) for the Centers for Disease Control and Prevention (CDC) voted to recommend that all incoming college freshmen living in dormitories be vaccinated against meningococcal disease. The ACIP also recommended vaccination for all adolescents at high school entry and during pre-adolescent health care visits (11 to 12 years old).

The American College Health Association (ACHA) issued similar immunization recommendations for all first-year students living in residence halls. The ACIP and ACHA recommendations further state that other college students under 25 years of age may choose to receive meningococcal vaccination to reduce their risk for the disease.

ACHA and ACIP recommendations, coupled with the availability of a new vaccine that may provide longer duration of protection, will help increase rates of immunization against meningococcal disease and will give college health professionals the guidance needed to help protect college students against meningococcal disease.

### **Meningococcal Disease Caused by Five Strains/Serogroups**

Five predominant strains or serogroups of *N. meningitidis* account for most cases of meningococcal disease. These are A, B, C, Y, and W-135. The currently available vaccine protects against four of the five strains (A, C, Y, and W-135), and evidence shows approximately 70 to 80 percent of cases in the college age group are caused by serogroup C, Y or W-135, which are potentially vaccine-preventable. No vaccine is available for widespread vaccination against serogroup B.

### **Transmission and Symptoms of the Disease**

Meningococcal disease is contagious and progresses very rapidly. The bacteria are spread person-to-person through the air by respiratory droplets (e.g., coughing, sneezing). The bacteria also can be transmitted through direct contact with an infected person, such as oral contact with shared items like cigarettes or drinking glasses, and through kissing.

Meningococcal bacteria attach to the mucosal lining of the nose and throat, where they can multiply. When the bacteria penetrate the mucosal lining and enter the bloodstream, they move quickly throughout the body and can cause damage to various organs.

Many people in a population can be a carrier of meningococcal bacteria (up to 11 percent) in the nose and back of the throat, and usually nothing happens to a person other than acquiring natural antibodies. Symptoms of meningococcal disease often resemble those of the flu or other minor febrile illness, making it sometimes difficult to diagnose, and may include high fever, severe headache, stiff neck, rash, nausea, vomiting, fatigue, and confusion. Students, who notice these symptoms – in themselves, friends, or others – especially if the symptoms are unusually sudden or severe, should contact their college health center or local hospital.

If not treated early, meningitis can lead to death or permanent disabilities. One in five of those who survive will suffer from long-term side effects, such as brain damage, hearing loss, seizures, or limb amputation.

### **Persons at Risk for the Disease, Including College Students**

Meningococcal disease can affect people at any age. Infants are at the highest risk for getting the disease. Disease rates fall through later childhood but begin to rise again in early adolescence, peaking between the ages of 15 and 20 years.

Due to lifestyle factors, such as crowded living situations, bar patronage, active or passive smoking, irregular sleep patterns, and sharing of personal items, college students living in residence halls are more likely to acquire meningococcal disease than the general college population.

Prior to 1971, military recruits experienced high rates of meningococcal disease, particularly serotype C disease. The United States military now routinely vaccinates new recruits. Since the initiation of routine vaccination of recruits, there has been an 87 percent reduction in sporadic cases and a virtual elimination of outbreaks of invasive meningococcal disease in the military.

In addition to increased risk because of crowded living situations, proximity to a person diagnosed with disease (e.g., being a household contact) also increases one's risk of disease. Other factors also increase risk, such as a compromised immune system (which might be caused by HIV/AIDS or taking certain chemotherapy or immuno-suppressants) or having no spleen. Even something as simple as a respiratory tract infection may increase the risk of getting the disease. Certain genetic risk factors also may increase susceptibility to infection.

### **Vaccination to Prevent Meningococcal Disease**

Meningococcal vaccination is recommended for all first-year students living in residence halls to protect against four of the five most common strains (or types) of *N. meningitidis* (A, C, Y, and W-135). In persons 15 to 24 years of age, 70 to 80 percent of cases are caused by potentially vaccine-preventable strains. All other college students younger than 25 who wish to reduce their risk of infection may choose to be vaccinated.

Because disease rates begin to climb earlier in adolescence and peak between the ages of 15 and 20 years, the vaccine also is recommended for adolescents at high school entry and young adolescents at the pre-adolescent health care visit (11 and 12 year-olds).

### **For More Information**

For more information on meningococcal disease and the vaccine, please contact your family physician. You also can visit the websites of the American College Health Association, [www.acha.org/meningitis](http://www.acha.org/meningitis), and the Centers for Disease Control and Prevention, [www.cdc.gov/ncidod/diseases/submenus/sub\\_meningitis.htm](http://www.cdc.gov/ncidod/diseases/submenus/sub_meningitis.htm).

### **Source:**

#### **The American College Health Association**

The information in this pamphlet comes from the website of The American College Health Association (ACHA). ACHA, the nation's principal advocate and leadership organization for college and university health, represents a diverse membership that provides and supports the delivery of health care and prevention and wellness services for the nation's 16 million college students. The association provides advocacy, education, communications, products, and services, as well as promotes research and culturally competent practices to enhance its members' ability to advance the health of all students and the campus community. For more information, visit [www.acha.org](http://www.acha.org).

## FIREARMS POLICY

This policy specifies The Art Institute of Washington-Northern Virginia's policy on the possession of firearms by employees (regardless of employment status), students (regardless of status), and all others (anyone who enters school premises for any purpose) while on Art Institute property or while attending Art Institute-sponsored events.

The Art Institute of Washington-Northern Virginia is committed to maintaining workplaces and educational environments that are free of violence. This obligation includes eliminating recognized hazards that contribute to violence or serious harm. This policy applies to anyone on The Art Institute's premises, unless otherwise prohibited by law. The Art Institute reserves the right, at its sole discretion, to change or terminate this policy, with or without notice to students or employees.

### Definitions

*Premises of The Art Institute:* Any property, building, or portion of a building or property that The Art Institute owns or occupies, whether on a temporary or permanent basis, and any off-site premises where The Art Institute is conducting any activity sponsored by The Art Institute. **This includes all parking lots, parking areas, sidewalks and walkways, and all Art Institute-owned-leased vehicles and equipment.**

*The Art Institute event:* An event intended for Art Institute faculty, employees, students, or invited guests of the school; it is not intended for the general public. These activities include, but are not limited to, graduation events, receptions, meetings, and conferences.

*The Art Institute-sponsored housing (i.e. The Art Institute Premises):* Apartment units rented or owned by The Art Institute and licensed to students through The Art Institute for the purpose of living while attending an Art Institute school. The term includes but is not limited to common areas, including hallways, elevators, stairwells, parking areas, lounges, lawns and storage areas.

### Responsibilities

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Human Resources or a member of management. It is the responsibility of management and Human Resources to enforce compliance with this policy and to take corrective action when necessary.

### Guidelines and Conditions

- a. Firearms, including concealed weapons, are not permitted on The Art Institute premises and/or at The Art Institute events, except that **sworn members of a law enforcement agency acting in performance of their duties and/or employees of a licensed armored car service providing contracted services to The Art Institute or to The Art Institute's vendors and contractors (where approved by The Art Institute) may carry weapons.**
- b. Firearms are not permitted in any vehicle while the vehicle is parked on The Art Institute's property, whether said property is owned or leased by The Art Institute or provided to The Art Institute for its use, except where otherwise required by law and provided that the employee, student or visitor is licensed to carry the firearm, the firearm is not loaded, and the firearm owner has informed the facilities' owner/manager in advance of the presence of the unloaded firearm in the owner's vehicle in accordance with any applicable law.
- c. Any employee or student who becomes aware of a violation of this policy should immediately notify Human Resources, the President or a member of management or a member of school staff.
- d. Violation of this policy is considered a serious offense that endangers the safety of anyone on The Art Institute premises. Any person violating this policy may be required to leave The Art Institute premises. Employees violating this policy are subject to discipline, up to and including termination. Students violating this policy are subject to suspension or dismissal from school.