



Art Institute of Philadelphia

2009 - 2010

NOTICE CONCERNING INFORMATION IN THIS HANDBOOK

The information in this handbook was prepared by The Art Institute of Philadelphia, 1622 Chestnut Street, Philadelphia, Pennsylvania 19103. The information contained herein applies to the Academic Year 2009-2010. The Art Institute of Philadelphia 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 Philadelphia 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.

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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ABOUT THIS HANDBOOK

The purpose of this handbook is to provide students with a comprehensive overview of the policies and procedures of The Art Institute of Philadelphia.

The Administration, Faculty, and Staff of The Art Institute of Philadelphia are uniformly dedicated to helping students achieve academic and employment success in their chosen career fields. The process does not take place in the classroom alone, but requires a coordination of academic and administrative support services.

Although The Art Institute of Philadelphia's administrators regularly exercise flexibility in assisting students, there are standardized policies. College policies and procedures promote fairness in daily operations and provide stability in the academic programs and support services.

The Art Institute of Philadelphia is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees, and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1.202.336.6780. Furthermore, The Art Institute of Philadelphia is governed by a variety of federal and state statutes, standards, rules and regulations.

Students should retain this Handbook for ongoing reference purposes. Please refer to the Office of the President and/or Student Affairs regarding any elements outlined herein that require clarification. This Handbook is periodically reviewed and updated as necessary for enhancing operating policies and procedures and/or meeting federal and state legislative changes. The Art Institute of Philadelphia reserves the right to change policies and procedures as necessary to maintain quality services and programs.

INFORMATION NOT INCLUDED IN THIS HANDBOOK:

- **Emergency and Campus Safety information** (including statistics disclosed in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act.) Please contact Student Affairs on the 3rd Floor of 1622 Chestnut Street for this information.
- **Satisfactory Academic Progress Policy:** A complete copy is available upon request at the Registrar's Office on the 3rd Floor of 1622 Chestnut Street.

SCHOOL CLOSING NUMBERS:

1044 – Day Classes

2044 – Evening Classes

Listen to KYW NewsRadio 1060 for announcements or check online at www.kyw1060.com or on www.artinstitutes.edu/philadelphia. *If the college is closed due to inclement weather, the message on the college's switchboard at **215.567.7080** will be changed to include this information.*

VISIBLE ID POLICY

Everyone who enters an Art Institute building is required to have a visible ID. Highly visible red lanyards have been distributed and are still available to any student who requests one. Students will not be permitted into the building without exhibiting their IDs. If you currently are missing your ID, a replacement can be obtained at the Registrar's Office on the Third Floor of 1622 Chestnut Street (the Main Building). **The replacement cost for a new ID is \$10.00.**

If a student provides proof that they are enrolled, they will be issued a temporary pass to proceed to the Registrar's Office. Once a student obtains the new ID they must return to the Security Desk to return the temporary pass. Students who cannot provide evidence of their enrollment will be issued a temporary pass and instructed to go the Dean of Student Affairs office.

IMPORTANT TELEPHONE NUMBERS

Emergency	911
Art Institute of Philadelphia	215.567.7080
Academic Achievement Center	215.405.6344
Academic Affairs (1610 Chestnut)	215.405.6384
(2300 Market)	215.405.6760
Accounting	215.405.6355
Admissions	215.567.7080
Advertising	215.405.6790
Audio Production	215.405.6320
Career Services	215.405.6371
Counselor	215.405.6424
Culinary Arts/Culinary Management/Baking & Pastry	215.405.6757
Digital Filmmaking & Video Production	215.405.6793
6th Floor Equipment Cage	215.405.6403
Fashion Design	215.405.6782
Fashion Marketing	215.405.6759
Financial Aid	215.405.6328
General Education	215.405.6435
Graphic Design	215.405.6790
Industrial Design Technology	215.405.6434
Interior Design	215.567.0417
Internat'l Student Advisor	215.405.6327
Internship	215.405.6309
Library	215.405.6402
Media Arts & Animation	215.405.6366
Petite Passion reservations	215.405.6766
Photography	215.405.6313
President	215.405.6373
Registrar's Office	215.405.6731
Residence Life Office (1346 Chestnut)	215.545.2621
School Closing Announcements	215.567.7080
Security (1346 Chestnut)	215.545.2683
Security (1510 Chestnut)	215.405.6438
Security (1530 Chestnut)	215.567.0716
Security (1610 Chestnut)	215.405.6414
Security (1622 Chestnut)	215.405.6404
Security (2300 Market)	215.405.6765
Student Activities	215.405.6778
Student Affairs	215.405.6425
Student Employment Advisor	215.405.6427
Supply Store	215.405.6318
Visual Effects & Motion Graphics	215.405.6366
Visual Merchandising	215.405.6759
Web Design & Interactive Media	215.405.6320
Webmaster	215.405.6370

AT A GLANCE

STUDENT PORTAL AT MYAICAMPUS.COM

All students create their own **User Name** and **Password** for use on the student portal at <http://MyAiCampus.com>. In addition to offering students **email access** and **50 Mb of webspace**, students can log on to MyAiCampus.com to **check mid-term and final grades**, **register for classes online** and **make payments online**.

Students who forget their User Name or Password should follow the links for *Forgot User Name?* or *Forgot Password?* located at <http://MyAiCampus.com>.

NOTICE CONCERNING ACCESS TO MYAICAMPUS.COM UPON GRADUATION OR WITHDRAWAL FROM THE ART INSTITUTE OF PHILADELPHIA

Please note that MyAiCampus.com accounts (including email and webspace) to access the student portal are intended for use by students pursuing their education at The Art Institute of Philadelphia. **Students who graduate or withdraw from the college will need to make arrangements to transfer important emails or files stored on the webspace to a location where they will have continued access.**

MyAiCampus.com accounts (including emails and webspace files) for **students who withdraw** from The Art Institute of Philadelphia are **subject to deletion at any time after 90 days from the student's Last Date of Attendance**. **Students who graduate** from The Art Institute of Philadelphia have access to their MyAiCampus.com accounts for **180 days after graduation**, after which the accounts and all files are subject to deletion at any time.

ALERTFIND EMERGENCY NOTIFICATION SYSTEM

All students are encouraged to subscribe to The Art Institute of Philadelphia's electronic emergency notification system, known as AlertFind. In an emergency, AlertFind will enable college officials to reach YOU through the technology of your choice.

How Does It Work? The new system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus telephone.

Why Is This So Important? The information in the emergency notification system will be used primarily to contact you in case of emergency, a weather-related college closing, or some other urgent situation that requires rapid, wide-scale notification of The Art Institute of Philadelphia community.

QUICK AND EASY REGISTRATION

Visit: <https://dalaf.messageone.com>. Click "forgot your password". On the next page, enter your MyAiCampus.com email address and click "Send Now". A temporary password will be emailed to your MyAiCampus.com email address. Follow the instructions in the email to configure your AlertFind account.

BUILDING HOURS

Monday – Friday	7:00 a.m. – 11:00 p.m.
Saturday	7:00 a.m. – 5:00 p.m.
Sunday	12:00 noon – 5:00 p.m.

COMPUTER LABS (THROUGHOUT 1622 & 1610 CHESTNUT)

Room 204 in 1610 Chestnut Street is the designated "Open Lab" for The Art Institute of Philadelphia. No classes are ever scheduled in this room; this computer lab contains both PC and Macintosh computers loaded with many of the programs taught in Art Institute courses.

Computers are also available in the Academic Achievement Center and the Library, both located in 1610 Chestnut Street and in the Business Center at 2300 Market Street.

Students may also work in other classrooms provide that:

- No class is being taught
AND
- A lab monitor is present

LIBRARY (LOWER LEVEL – 1610 CHESTNUT ST)

Monday – Thursday	7:50 a.m. – 10:00 p.m.
Friday	7:50 a.m. – 9:00 p.m.
Saturday	11:00 a.m. – 5:00 p.m.

Closed Sundays.

SERVICE BUREAU (THIRD FLOOR – 1610 CHESTNUT STREET)

Monday – Friday 8:00 a.m. – 10:00 p.m. (closed from 12-12:30)

Saturday 8:00 a.m. – 4:30 p.m.

Closed Sundays.

6TH FLOOR EQUIPMENT CAGE (SIXTH FLOOR – 1622 CHESTNUT STREET)

Monday – Friday 7:30 a.m. – 9:45 p.m.

Saturday (weeks 1 – 10) 7:30 a.m. – 4:45 p.m.

Sunday (weeks 1 – 10) 12:00 noon. – 4:45 p.m.

Cage Manager's hours – Monday through Friday 7:30 am – 4:30 pm (Unless otherwise posted)

SUPPLY STORE (FIRST FLOOR, 1622 CHESTNUT STREET)

Monday - Thursday 8:00 a.m. – 6:30 p.m.

Friday 8:00 a.m. – 5:00 p.m. (4:00 p.m. during Summer Quarter)

Closed Saturdays and Sundays.

OFFICE HOURS**ACADEMIC ACHIEVEMENT CENTER (LOWER LEVEL – 1610 CHESTNUT STREET)****Advising Hours**

Monday – Friday 8:00 a.m. – 5:00 p.m.

Tutoring Hours

Monday – Thursday 9:00 a.m. – 8:00 p.m.

Friday 9:00 a.m. – 4:00 p.m.

ACADEMIC AFFAIRS OFFICE**(FIRST FLOOR – 1610 CHESTNUT STREET)**

Monday – Friday 7:30 a.m. – 5:00 p.m.

(SECOND FLOOR – 2300 MARKET STREET)

Monday – Friday 7:30 a.m. – 4:30 p.m.

ACCOUNTING (SECOND FLOOR – 1622 CHESTNUT STREET)

Monday & Thursday 8:00 a.m. – 7:00 p.m.

Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.

(During 1st Week Class Start, Accounting is open Monday through Thursday until 7:00 pm)

ADMISSIONS (FIRST FLOOR – 1622 CHESTNUT; FIRST FLOOR – 2300 MARKET)

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

Friday 8:00 a.m. – 5:00 p.m.

Saturday 9:00 a.m. – 4:00 p.m.

CAREER SERVICES (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday – Friday 8:00 a.m. – 5:00 p.m.

(Evening students by appointment – call 215.405.6371)

COUNSELING (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday - Thursday 8:00 a.m. – 7:00 p.m. by appointment

Friday 8:00 a.m. – 5:00 p.m. by appointment

FINANCIAL AID OFFICE (SECOND FLOOR – 1622 CHESTNUT STREET)

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

(Please see the Financial Aid Office for information on additional and weekend hours)

INTERNSHIP OFFICE (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday – Thursday 9:30 a.m. – 5:30 p.m.

(Fridays by appointment – call 215.405.6309)

REGISTRAR'S OFFICE (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

RESIDENCE LIFE (HOUSING) OFFICE

(ROOM 306, THIRD FLOOR – 1346 CHESTNUT STREET)

Monday – Friday 8:00 a.m. – MIDNIGHT

Saturday and Sunday 12:00 NOON – 12:00 MIDNIGHT

STUDENT AFFAIRS (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday – Friday 8:00 a.m. – 5:00 p.m.

GETTING THE MOST FROM YOUR EDUCATION

At The Art Institute of Philadelphia, our role is to provide educational services to help you develop your potential. An Art Institute of Philadelphia 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 Philadelphia, you 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 Philadelphia include:

- Meet deadlines
- Attend class
- Arrive on time
- Make use of faculty and staff
- Ask questions
- Get involved

Reading and understanding the policies in the student handbook, the application booklet, the 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!

ATTENDANCE

Developing and maintaining a good class and program attendance record is an important facet of each student's professional development. The attendance record is included in the college's database.

A student is expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. Outside employment is not to be scheduled during class hours. The Art Institute of Philadelphia reserves the right to schedule or reschedule students at any time necessary to accommodate classroom and facility usage needs. There are no excused absences. However, it is recognized that a student may be absent from class due to serious illness or family emergency. Documented absences of this nature will be considered prior to attendance suspension or termination.

GENERAL ATTENDANCE POLICY

The Art Institute of Philadelphia's programs are designed for continuous, year-round enrollment with full course loads. Students who interrupt their studies may have to lengthen the time of their enrollment, since some courses are not offered every quarter. **The Art Institute of Philadelphia expects students to attend all scheduled meetings of each course.**

- At the **second absence**, the student grade will be dropped by one letter grade.
- Upon the **third full absence**, the student grade will be dropped another letter grade.
- On the **fourth full absence**, the student will fail the class.

Faculty members may use discretion in cases with serious extenuating circumstances.

The attendance recording, monitoring, and follow-up procedures are as follows:

FULL ABSENCE:

A full day of absence is defined as being absent for the total number of hours classes are scheduled each day for the program in which the student is enrolled. Absences are recorded from the first day of the quarter regardless of the reason for absence.

PARTIAL ABSENCE:

A student who arrives late, or leaves class early, is charged in fifteen (15) minute increments of absenteeism. This absence accumulates toward total absenteeism on a student's quarterly record.

CUMULATIVE QUARTERLY ABSENTEEISM:

The Art Institute of Philadelphia's attendance policies are based on total absenteeism as accumulated for full and partial absences during any academic quarter of study.

SUSPENSION FOR CONSECUTIVE ABSENCES IN ALL CLASSES:

Students absent from all classes for two weeks without notifying the Registrar's Office will be subject to suspension from The Art Institute of Philadelphia for the remainder of the quarter. Students suspended for this reason will:

- Receive a **W** or **WF** for all courses taken during the quarter of suspension with no tuition refund
- Be required to repeat the courses at an additional tuition charge.

Students suspended for this reason may appeal their suspension.

WITHDRAWAL DEFINITIONS

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies the college of withdrawal or of the date of withdrawal, whichever is later.
2. The college terminates a student's enrollment as provided in college policy.
3. The student fails to attend classes for a two-week period, in which instance the date of his or her withdrawal is deemed the last date of recorded attendance prior to the two-week absence.

ENROLLMENT STATUS

Students enrolled in degree programs are normally scheduled for fifteen quarter-credit hours of coursework. For all programs, the minimum for full-time status is twelve quarter-credit hours. The minimum for three-quarter-time status is nine quarter-credit hours, and for half-time status it is six quarter-credit hours.

INABILITY TO COMPLETE COURSES

Students are expected to complete all scheduled courses in the program unless transfer or proficiency credit is awarded. Students who miss assigned deadlines or scheduled examinations due to emergencies must document the situation and present the documentation to their Academic Director. The Academic Director and/or instructor will inform students as to departmental makeup procedures.

ACADEMIC INTEGRITY POLICY

The Art Institute of Philadelphia recognizes that any form or degree of academic dishonesty challenges the principles of truth and honesty which are among the cornerstones of the college. Consequently, the college treats academic dishonesty as a serious violation of academic trust. All students found to have engaged in such behavior will be penalized.

Acts of academic dishonesty include but are not limited to the following:

1. The illegitimate use of materials in any form during a quiz or examination.
2. Copying answers from the quiz and/or examination of another student.
3. Plagiarizing or falsifying materials or information used in the completion of any assignment.
4. Obtaining or otherwise improperly securing an examination paper prior to the time and date for the administration of the examination.
5. It is presumed that material submitted by a student for an assignment is original to that assignment and therefore submitting the same work for more than one course without the consent of the instructors of each course in which the work is submitted is considered dishonest.
6. Intentionally interfering with any student's scholastic work, for example, by damaging or stealing their intellectual property, computer files, project, etc.

7. Stealing and submission of another student's work as your own.
8. Aiding or abetting any of the above.

The Art Institute of Philadelphia will impose the following sanctions when a student is found to have committed any of the above infractions:

1st offense = failure of class *

2nd offense = suspension for two (2) quarters

3rd offense = expulsion

* EXCEPTION: Any students found cheating/plagiarizing on their final senior portfolio will be expelled from the college and will not receive their degree.

A faculty member who believes a student has committed academic dishonesty will contact the Dean of Students and will also file an incident report with the Dean of Students. The Dean of Students will contact the student and will meet with the student and the faculty member prior to the next scheduled class session. If it is determined that the student did indeed commit academic dishonesty, the Dean of Students will inform the student of the penalty. Records of academic dishonesty will be held by the Dean of Students.

CELL PHONE/ELECTRONIC DEVICE POLICY

Students are advised that the Academic Affairs Committee has adopted the **following guidelines with regards to the use of cell phones** at The Art Institute of Philadelphia:

- Cell phones, iPods, and other electronic devices are not to be used in the classroom.
- Cell phones are not to be used in the library.
- All electronic devices should be muted or turned off prior to class and stored in a location other than the desk top.
- Cell phones are typically not to be used in hallways. Loud and disruptive use of cell phones in hallways will be addressed.
- Emergency use of cell phones is by instructor discretion.
- Students may use cell phones in stairwells and outside of buildings.

Penalties for use of electronic devices:

1st offense: warning given by instructor

2nd offense: removal from class for 1 day and attendance penalty. Student will be sent to Dean of Students office.

3rd offense: probation and permanent removal from class.

ACADEMIC AFFAIRS

The Academic Affairs department is the heart of The Art Institute of Philadelphia. Department administrators and faculty have been carefully recruited to assure that students receive an excellent education from high-caliber professionals.

Students attend The Art Institute of Philadelphia to prepare for a career, to learn employable skills and professional attitudes that prepare them for the working world. Art Institute of Philadelphia faculty and administrators are available if students need assistance or support. The Art Institute of Philadelphia encourages students to use every resource available to get the most out of every course.

ACADEMIC AFFAIRS TEAM

The Dean of Academic Affairs is the team leader and has the ultimate responsibility for all programs. Reporting to the Dean of Academic Affairs are the Associate and Assistant Deans of Academic Affairs, Academic Directors, Assistant Academic Directors, Faculty, Registrar, Librarian, Academic Achievement Center, and Supply Store.

Academic Directors have direct management responsibility for specific programs of study. Supporting each Academic Director are faculty members who are professionals in their fields.

Services provided: As a team, the Dean of Academic Affairs, Associate and Assistant Deans, Academic Directors, Assistant Academic Directors, Faculty, Registrar, Librarian, and Academic Achievement Center are responsible for:

- A curriculum that is periodically reviewed and updated to keep it current with employers' needs
- Academic and portfolio standards to promote excellence in the classroom
- Art exhibitions, field-related student organizations, and show productions
- Continued development of library and program resource materials, videos, and slides
- Selection of training equipment, materials, and supplies
- Academic advising
- Registrar services.

ACADEMIC PLACEMENT

To ensure proper placement in English and mathematics courses, a student entering The Art Institute of Philadelphia is required to take the ASSET/COMPASS test to determine skill level in writing, reading, and math (including algebra). Exceptions to the ASSET/COMPASS test are granted to those incoming students with transferable college credits in mathematics and/or English. Students who have earned scores of 500 or higher in the verbal portion of the SAT test and/or of 450 or above in the mathematics portion are exempt. Students who have earned scores of 21 or higher in the English portion of the ACT test and/or 18 or higher in the mathematics portion are also exempt. Students will be assigned to skills enhancement courses or to college-level English and mathematics based on their ASSET/COMPASS test scores, SAT scores and/or ACT scores.

ACADEMIC ADVISING AND SCHEDULING

Academic advising will be provided by Academic Directors, Assistant Academic Directors and Academic Advisors. Students register each quarter based on prerequisites. Students should progress through their required programs assisted by their Academic Director or Academic Advisor in the selection of classes. They are encouraged to maintain a full-time schedule.

PROGRAMS AND COURSES

Each program and course is outlined in this catalog. Programs and courses are periodically revised to keep pace with changing industry needs, standards, equipment, supplies, and resource materials.

The Art Institute of Philadelphia reserves the right to change course titles, content, or sequencing of courses any time it deems such action necessary to enhance the educational program.

SKILLS ENHANCEMENT PROGRAM

Students found to be deficient in English or math skills through the ASSET/COMPASS test are required to enroll in Skills Enhancement courses offered by The Art Institute of Philadelphia. Such courses are three credits and are charged at the normal per-credit charge for course work. These charges qualify for financial aid. However, Skills Enhancement courses are not applied to the credits required for graduation.

Students enrolled in Skills Enhancement classes may be required to take from three to nine credits in addition to their normal program of study requirements. Students must successfully complete each skills class with a C grade (2.0) or better. A student earning a C- in a Skills Enhancement class has not successfully completed the course. Students are permitted three attempts to successfully complete a Skills Enhancement course. Note that withdraw from a skills class is considered an attempt. A student who has unsuccessfully attempted a Skills Enhancement class three times will be dismissed from the college.

PORTFOLIO FOUNDATIONS

Students must successfully complete Portfolio Foundations with a satisfactory grade (SA). A student who does not receive a SA grade has not successfully completed the course. Students are permitted three attempts to successfully complete this course. Note that withdraw is considered an attempt. A student who has unsuccessfully attempted Portfolio Foundations three times will be dismissed from the college.

ONLINE COURSES

In special circumstances and/or to aid in student persistence, students may have the opportunity to take selected classes online.

To receive credit for each online course students successfully complete, The Art Institute of Philadelphia has signed a consortium agreement with The Art Institute of Pittsburgh – Online Division, stating that each online course offered during registration is equivalent to the same course offered on-ground through The Art Institute of Philadelphia. The designated Online Advocate has a list of approved courses.

Within the 11-week academic quarter that defines the on-ground offerings at The Art Institute of Philadelphia, The Art Institute of Pittsburgh – Online Division, offers two online course sessions. The first online session begins on the first day of a quarter and ends five weeks later. The second online session begins on the following day and ends five weeks later. The Art Institute of Philadelphia only allows students to register for first session online courses, and registration must be done through the designated Online Advocate at The Art Institute of Philadelphia.

Upon seeing the designated Online Advocate, students must obtain their Academic Director's approval, have completed at least their first and second quarters with a cumulative GPA of 3.0 or higher, as well as have completed English Composition I and II with a C or better in order to be eligible for an online class (or classes). Students are only able to take online courses that are required as indicated in their degree audit and are unable to take classes that they have failed or withdrawn from, either on-ground or online.

Students new to online may only take one online course and up to two in subsequent quarters. Online courses are taken to supplement on-ground courses, students may never take online courses only.

The following minimum technology requirements must be met in order to take courses via The Art Institute of Pittsburgh – Online Division (consult the designated Online Advocate for more course-specific information, in addition to The Art Institute of Pittsburgh – Online Division course catalog: www.aionline.edu/catalog):

Microsoft Office 2000 SYSTEM REQUIREMENTS: Pentium 75MHz processor or higher Windows 95/98/NT 4.0 with Service Pack 3 or higher 16MB RAM for Windows 95/98, 32MB RAM for Windows NT 4.0 or higher, plus add 4MB RAM for each application running simultaneously (8MB for Outlook) 217MB disk space for Disc 1, 174MB disk space for Disc 2 CD-ROM drive VGA or higher-resolution monitor, Super VGA recommended Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device Adobe Design Collection MAC SYSTEM REQUIREMENTS: Min. PowerPC 604 Processor (G3+ Recommended) Min. Mac OS 8.5 Min. 64MB RAM (Virtual Memory On); 96MB (Virtual Memory Off) Min. 365-410MB Available Hard Drive Disk Space Min. 832 x 624 Resolution (24-Bit Recommended). PC SYSTEM REQUIREMENTS: Min. Pentium II Processor (300Mhz Recommended) Min. 64MB RAM Per Application (96MB Recommended) Min. 380-425MB Available Hard Drive Disk Space Min. 800 x 600 Resolution (24-Bit Recommended)

Online courses are charged at the same tuition rate students currently pay for on-ground courses. An Online Lab fee of \$100 is added to the cost of each online course. Online courses will follow the same refund policy as defined by The Art Institute of Philadelphia. If textbooks required for an online course are not available through The Art Institute of Philadelphia Supply Store, students can purchase those books through a link provided in The Art Institute of Pittsburgh – Online Division course catalog.

INTERNSHIPS FOR ACADEMIC CREDIT

The internship program at The Art Institute of Philadelphia is designed to augment classroom training by exposing students to practical work situations while maintaining an educational focus. Internships introduce students to the work world in a controlled, supervised environment. Many upper-quarter students qualify academically and professionally to work for academic credits as interns with cooperating employers. Internships provide students an excellent opportunity to gain practical experience in their fields. The goals of the internship program are to:

- Gain applied practical experience
- Develop familiarity with professional work environments
- Make professional contacts
- Provide employers with qualified candidates

Tuition for internships is based on the number of credit hours approved for the internship by either the Internship Coordinator or the Academic Director. Final internship grades are based on written assignments and reports from sponsoring employers on students' performance, attendance, and quality of work..

*Note for International Students:

Students on non-immigrant visas cannot take a paid internship without prior approval of the US Department of Homeland Security. For more information, please check with the International Student Advisor.

ESTIMATED HOMEWORK

The Art Institute of Philadelphia is sensitive to the fact that many students have jobs, and some class time is set aside to complete projects. However, additional time outside of class is often necessary. The amount of time estimated to complete projects or assignments is 20-30 hours per week for the average degree student.

MEETING ASSIGNMENT AND PROJECT DEADLINES

To help students learn and practice professional behavior, The Art Institute of Philadelphia attempts to simulate actual work situations in class work. In the working world, there are few acceptable excuses for missing project deadlines. Therefore, assigned projects have scheduled deadlines that students are expected to meet.

STUDENTS NEEDING ACADEMIC ASSISTANCE

Students needing assistance in their coursework should speak with their instructor, Academic Advisor and/or Academic Director. Peer tutoring, which is at no charge, can be scheduled through the Academic Achievement Center.

EXHIBITION OF STUDENT WORK

Student artwork is very important to The Art Institute of Philadelphia. It is of great benefit in teaching other students and in demonstrating the nature and value of the programs. Admissions representatives use student work to show prospective students and counselors what our students have achieved. Student artwork is also a basic part of publications and exhibitions illustrating the programs at The Art Institute of Philadelphia. The college reserves the right to make use of the artwork of its students, with student permission, for such purposes.

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 Philadelphia is not responsible in the event of accidents involving students' cars.

Field trips outside the local area (in general, more than fifty miles), typically involve prearranged public or private transportation and, in some instances, overnight accommodations.

ACADEMIC POLICIES AND PROCEDURES

NOTE: Please refer to your Art Institute of Philadelphia catalog for additional information concerning academic policies and procedures, read the course syllabi distributed in each class, or consult your academic director.

ACADEMIC GRADING SYSTEM

The Art Institute of Philadelphia uses a system of letter grades, a four-point numerical scale, credit hours, and letter codes as illustrated:

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

GRADE CODES AND POLICIES

In addition to letter grades, The Art Institute of Philadelphia uses the following letter codes and policies in its grading system:

Additional Letter Codes

I — Incomplete: Used to indicate that one or more course requirements have not been completed. Does compute in GPA and CGPA as a “F” grade until it is converted to a grade or timeframe ends and defaults to a “F”.

P — Proficiency Credit by Exam or Portfolio: Credit hours awarded through examination (i.e., CLEP or AP test), documented previous work experience, or portfolio review. Applies to graduation credit requirements. Does not compute in GPA or CGPA.

SA — Satisfactory: Awarded for a pass/fail course. Does not compute in GPA or CGPA.

TR — External Transfer Credit: Awarded for credits transferred from other accredited post-secondary (college-level) institutions. Applies to graduation credit requirements. Does not compute in GPA or CGPA.

W — Withdrawal: When student withdraws from the total program of study by the end of the ninth week of the quarter, or from individual classes after drop/add but by the end of the ninth week of the quarter. Does not compute in the GPA or CGPA.

WF — Withdrawal Fail: When student withdraws from individual classes or total program of study after the ninth week of classes. Computes in GPA and CGPA as an F.

CREDIT HOURS

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

- A minimum of ten (10) hours of lecture and a passing grade earn one quarter-hour credit
- A minimum of twenty (20) hours of lab and a passing grade earn one quarter-hour credit
- A minimum of thirty (30) hours of externship and a passing grade earn one quarter-hour credit.

A clock hour is defined as fifty (50) minutes of instruction in a sixty (60) minute period.

ACADEMIC PROGRESS

Students are evaluated for academic progress after completion of certain quarters using CGPA and Incremental Completion Rate (ICR) calculations. See the Course Catalog or the Satisfactory Academic Progress Policy (distributed during Orientation and available at the Registrar’s Office) for detailed information regarding academic progress evaluation points and criteria.

GPA AND CGPA

The Art Institute of Philadelphia measures and records academic performance by computing the Grade Point Average (GPA) and the Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale, and credit-hour values.

GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute of Philadelphia.

How GPA and CGPA are computed: Imagine a student taking a total of two classes during one quarter. One class is worth three credits and the student earns an A. The other class is worth three credits and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credits. In this example:

A = 4 grade points x 3 credits = 12 grade points earned.

B = 3 grade points x 3 credits = 9 grade points earned.

To compute the GPA, divide the total number of grade points earned for the quarter by the total number of credit hours earned for the quarter. In this example:

12 grade points + 9 grade points = 21 total grade points.

21 grade points earned divided by 6 total hours earned = Student's GPA for the quarter (3.5 or B+).

The CGPA is computed the same way—by dividing the student's total grade points earned from all quarters at The Art Institute of Philadelphia by the student's total credits earned from all quarters at The Art Institute of Philadelphia.

INCREMENTAL COMPLETION RATE (ICR)

The Art Institute of Philadelphia also measures and records academic performance by computing the Incremental Completion Rate (ICR) for each student. ICR is the rate at which courses are successfully completed and can be calculated as follows:

$$\text{ICR} = \frac{(\text{Credits Earned}) + (\text{Basic Skills Credits Earned}) - (\text{Transfer Credits})}{\text{Total attempted credits}} \times 100$$

Example: At the end of the third quarter, your record displays 30 earned credits, 6 Basic Skills earned credits (from Basic Writing and Basic Algebra) and 45 total attempted credits:

$$\text{ICR} = \frac{(30 \text{ Credits Earned}) + (6 \text{ Basic Skill Credits Earned}) - (0 \text{ Transfer Credits})}{45 \text{ Total Credits Earned}} \times 100$$

ICR = .80x 100 or ICR = 80%

DROP/ADD PERIOD

The last day for students to drop a course without tuition penalty or add a course will be the end of day six of each quarter. Students dropping courses during the drop/add period will not be charged tuition for courses dropped. Students dropping courses after the drop/add period will be charged the full tuition cost of courses dropped.

Students must clear and attend the second class seating of every class. Any student who does not attend his/her class by the second week may not continue with the class. If the student has not properly dropped the class by day six of the quarter, the student will be charged for the class. Therefore, timely clearance is a necessity.

Students withdrawing from courses after the end of the drop/add period and by Friday of week nine of the quarter will receive a W grade notation, which is not computed in the grade point average (GPA), for each course dropped.

Students withdrawing from courses after Friday of week nine will receive a WF grade notation, which is computed as an F in the GPA, for each course dropped. **Students should consult with both the course instructor and their Academic Director before dropping any course.**

GRADE REPORTING

Mid-term grades and final grades are made available to students by the Registrar's Office electronically via the student portal at <http://MyAiCampus.com>. (Each student chooses a unique User Name and Password to view grades and other student-specific information using MyAiCampus.com.) Midterm evaluations assess classroom participation and attitudes, cooperation with instructors in the completion of projects, the meeting of project deadlines, interaction with other students, attendance, and skills development. Midterm evaluations help students understand their strengths and weaknesses within each course.

For more information on grade reporting, see Reports to Parents and Guardians of Dependent Students, Reports on Independent Students, and Family Educational Rights and Privacy Act (FERPA).

REPORTS TO PARENTS OR GUARDIANS OF STUDENTS

Parents or guardians of students are an integral part of the enrollment process and subsequent education. They have an understandable concern and vested interest regarding the student's progress and potential for success. The Art Institute of Philadelphia wishes to maintain a professional relationship with each student to facilitate his/her professional development and maturation. Therefore, normal student grade or evaluation reports are issued only to the student (or mailed to the student's local address) unless the student requests that reports be sent to parents or guardians quarterly.

The Art Institute of Philadelphia reserves the right to contact or send student progress information to parents or guardians of a dependent student (as determined by the most recent tax filing status) when administrative action is involved (probation, suspension, or termination) and/or when the student does not positively respond to counseling efforts deemed by faculty and/or staff members to be in the student's best interest.

GRADE CHANGES

Final course grades as recorded in student records cannot be changed without extenuating circumstances. Grade changes require approval of the Academic Director, the faculty member who gave the grade in question, and the Dean or Associate Dean of Academic Affairs. 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, third floor of the 1622 Chestnut Street building.

GRADUATION REQUIREMENTS

To qualify for graduation and receive a degree or diploma, all students must:

- Receive passing grades for all required coursework
- Accumulate total credit requirements for a program through coursework, transfer credit, or proficiency assessment. Specific credit requirements are outlined earlier in this catalog.
- Take last quarter of study before graduation in residence at The Art Institute of Philadelphia.
- Transfer no more than 75% of the total required credits for graduation from another institution.
- Achieve a minimum CGPA of 2.0.
- Satisfy all financial obligations to The Art Institute of Philadelphia.

Portfolios: The development of student portfolios is a continuing process beginning early in the programs. Periodic reviews of portfolios are conducted in specific programs by faculty committees.

All financial obligations to The Art Institute of Philadelphia must be satisfied before a student is allowed to participate in portfolio show and graduation.

GRADUATION/COMPLETION RATES

Information on graduation/completion rates for first-time full-time students is available through the Admissions Office. These rates are calculated according to guideline in the Student Right to Know Act.

GRADUATING WITH HONORS

A student earning a CGPA at graduation is 3.5 or higher is an Honors Graduate.

REGISTRAR'S OFFICE

The Registrar's Office is the academic records department.

The Registrar and staff:

- Issue quarterly mid-term and final grades
- Release academic transcripts (**\$10 fee**)
- Process transfers to affiliated Art Institutes
- Direct quarterly registration
- Advise veterans regarding their educational benefits
- Process student loan deferment requests
- Process status changes, including:
 - Address and name changes and corrections
 - Leaves of absence and withdrawals.

NOTE: Course drops and adds, course changes, and adjustments are handled by Academic Directors or Assistant Academic Directors.

ACADEMIC ACCOMMODATIONS PROCEDURES

ACADEMIC ACHIEVEMENT CENTER (LOWER LEVEL – 1610 CHESTNUT STREET)

Advising Hours

Monday – Friday 8:00 a.m. – 5:00 p.m.

Tutoring Hours

Monday – Thursday 9:00 a.m. – 8:00 p.m.

Friday 9:00 a.m. – 4:00 p.m.

This information is for any student with a disability who requests academic accommodations in classes. Examples of accommodations are: extended time for exams, extended time to complete class work, alternative test site, use of tape recorder, etc. This information will help explain who is eligible for accommodations, how to request them, and what the responsibility is of the student, the instructor and the Academic Achievement Center.

ACCOMMODATIONS

If you are a student who has a need for a reasonable accommodation based on a documented disability, please contact the instructor privately either before or after class to discuss the accommodation. This request ideally should be made prior to the seating of the second class of the quarter. In order to receive a reasonable accommodation, you must have the appropriate documentation on file with the Director of the Academic Achievement Center, Rena Allen Daniels. Rena may be reached at 215.405.6344 or by e-mail at radaniels@aii.edu.

ACADEMIC ACHIEVEMENT

What is the Responsibility of the Academic Achievement Center?

The Director of Academic Achievement will assist students with obtaining reasonable academic accommodations when the disability is properly documented. Upon a student's request, the Director of Academic Achievement, along with the student, will determine what type of accommodations are reasonable and appropriate and assist in putting the accommodations into place.

For further information, contact the Director of Academic Achievement at 1.800.275.2474 ext. 6344, or by visiting Rena Allen Daniels on the first floor of the Annex, 1610 Chestnut Street.

Who Can Use Academic Accommodations?

Any student who believes he or she has a disability that affects his or her functioning may request academic accommodations. The student must provide documentation of his/her disability to the Director of Academic Achievement before decisions about adjustments can be made.

How to Request Academic Accommodations

Students should contact the Director of Academic Achievement at 1.800.275.2474 ext. 6344. The Director of Academic Achievement will explain what type of documentation is needed.

What is the Student's Responsibility?

Students are responsible for identifying their needs to the Director of Academic Achievement before the quarter begins or as soon as possible in order for the accommodations to be in place when needed. Students are also responsible for providing the required documentation.

A student should discuss his/her approved accommodations with each instructor. Students should contact the Director of Academic Achievement immediately if an instructor will not allow the accommodations to be put in place.

What is the Instructor's Responsibility?

Instructors are responsible for working with the student to put academic accommodations into place. They are not responsible for making accommodations for a student if they have not received proper notification from the Academic Achievement Center Director that the student has been approved for the accommodations.

DISABILITY SERVICES

The Art Institute of Philadelphia provides accommodations to qualified students with disabilities. The Academic Achievement Center Director assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Philadelphia.

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

Students who believe they are in need of accommodations should contact Rena Allen Daniels, Director of the Academic Achievement Center, first floor of 1610 Chestnut Street, telephone number 215.405.6344. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs, 1622 Chestnut Street, 3rd Floor, telephone number 215.405.6374. Complaints will be handled in accordance with the college's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

CAREER SERVICES

(THIRD FLOOR – 1622 CHESTNUT STREET)

Office Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

(Evening students by appointment – call 215.405.6371)

GENERAL CAREER SERVICES INFORMATION

Located on the third floor of the 1622 Chestnut Street Building, this office is staffed with Career Services specialists who assist enrolled students and graduates in finding job opportunities appropriate to their needs. The following services are provided.

- Advise students regarding career choice, employment search and career development
- Prepare for employment by providing assistance in goal setting, resume/cover letter writing, interviewing strategies, and job search techniques
- Offer resources and leads for entry-level career positions for graduates
- Follow-up with students and employers to maximize the employment assistance efforts
- Schedule major events such as career days, alumni panels, and portfolio reviews
- Provide part-time job services

EMPLOYMENT ASSISTANCE

The Art Institute of Philadelphia does not guarantee employment or any particular level of compensation following graduation. The Art Institute of Philadelphia does, however, offer assistance in finding employment opportunities to all eligible graduates, at no additional charge, for up to six months after graduation. Graduates who confine employment considerations to the metropolitan area served by The Art Institute of Philadelphia may limit the particular employment opportunities available to them.

PART-TIME EMPLOYMENT SERVICES

Many students find that part-time employment is an excellent way to help meet the financial obligations of a college education and also maintain a flexible schedule that allows for class time and study time. There are job fairs and on-site recruiting events.

The Art Institute of Philadelphia is sometimes contacted with freelance job opportunities through which qualified students can receive valuable experience while working for local clients. **Listings of available part-time job and freelance opportunities are emailed directly to every student at their MyAiCampus.com (@stu.ait.edu) email address.**

For more Part-time Employment information, contact the Student Employment Advisor in the Career Services Department.

ALUMNI SERVICES

The Art Institute of Philadelphia is proud of the accomplishments of its alumni and is dedicated to maintaining positive, working relationships with alumni after graduation. The Alumni Office offers occasions for alumni to stay connected with the college through reunions, the Alumni Showcase, art shows, alumni panels, and social and professional networking events. More information can be found at www.artinstitutes.edu/philadelphia/AlumniNetwork/. Additionally, the Alumni Connections web site (www.alumnicconnections.com/artinstitutes/) provides alumni with a forum for keeping in touch with fellow graduates and celebrating accomplishments, as well as offering national employment assistance, a mentoring program, and an events calendar.

FINANCIAL SERVICES

The Student Financial Aid and Accounting departments are the “business hub” of The Art Institute of Philadelphia and are responsible for providing a variety of services to students and staff. The following is a summary of Administrative and Financial Services Departments and the services which each provides.

STUDENT FINANCIAL AID OFFICE

(SECOND FLOOR – 1622 CHESTNUT STREET)

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

(Please see Financial Aid for information on additional and weekend hours)

STUDENT FINANCIAL PLANNING

The Financial Aid Department works with students and their families to develop a financial plan to support the completion of the student’s program of study. Specialists from this department help students complete the federal and state applications for grants and loans applicable to the student’s circumstances.

Once a student’s eligibility for financial assistance has been determined, a Financial Aid Officer helps the student and his/her family to develop a plan for meeting direct and indirect educational expenses. Payments made directly to The Art Institute of Philadelphia may be included as an alternative. This planning process occurs each academic year, and financial planning services are continually available to students and their families.

STUDENT FINANCIAL ASSISTANCE

Students are eligible to apply for financial assistance under various federal and state, and private alternative loan programs as follows:

- Federal Stafford Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Work-Study (FWS)
- Federal PLUS Loan Program
- Federal Academic Competitiveness Grant (ACG)
- Federal SMART Grant
- Vocational Rehabilitation Assistance
- Veterans Administration Benefits

Awards under these programs are made to eligible students and based on financial need and the availability of funds. Pennsylvania also offers educational grants for its residents who qualify. Some other states permit their residents to use their grants at schools outside of the state.

PRESIDENTIAL SCHOLARSHIPS

The Art Institute of Philadelphia also offers Presidential Scholarships to its high-achieving students. The Art Institute of Philadelphia awards 10 tuition scholarships of \$7,500 each and 10 tuition scholarships of \$5,000 each. Applications are accepted each fall from students anticipating graduation during the following calendar year. Students with a grade point average of 3.7 or higher are encouraged to apply. Candidates must not have any record of academic warning, probation or termination.

A Review Board consisting of Art Institute of Philadelphia Academic Directors, Faculty, and Staff reviews the merits of all candidates and makes recommendations to the President. The \$7,500 scholarships are awarded on the basis of outstanding academic merit, record of community service, faculty recommendations, and an essay written by the student. The \$5,000 scholarships are considered on the basis of academic merit, financial need, faculty recommendations, and an essay.

In the event that an adequate number of students do not meet the criteria to fully award the scholarships, those funds will not be awarded.

For a list of scholarships available to Art Institute of Philadelphia students, contact the Admissions Office. Scholarships cover tuition only. They do not cover books, supplies, or miscellaneous fees. In order to remain eligible, Art Institute of Philadelphia scholarship students must maintain certain grade point averages and satisfactory academic progress, depending on the scholarship.

STUDENT RESPONSIBILITIES WHEN RECEIVING FINANCIAL ASSISTANCE

It is important that students receiving financial assistance remember their responsibilities under these programs:

1. Students must attend an "entrance interview" after applying for federal student loans.
2. Students must inform the Financial Aid Office of address changes, schedule changes, program changes, or any other changes that might affect their eligibility for financial assistance. Address change forms are available in the Registrar's Office, third floor.
3. Students must complete a Free Application for Federal Student Aid (FAFSA) on a yearly basis to renew their eligibility. The federal financial assistance year starts July 1 and ends June 30.
4. To continue receiving financial assistance, students must maintain satisfactory academic progress. *Highlights of the Undergraduate Satisfactory Academic Progress Policy* is published in a later section of this handbook. *A complete copy of the policy is available upon request at the Registrar's Office.*
5. Students who have received federal student loans must attend an "exit interview" to receive information on repayment, deferment, etc, at the time they withdraw, graduate, or drop below half-time status;
6. Students must pay back their student loans. Defaulting on student loans carries serious consequences.
7. Ask for help. The Financial Aid Office is here to work for students. Students must keep track of their loans.

For more information concerning financial assistance, contact the Financial Aid Office.

STUDENT LOANS

Many students utilize loan programs to help fund their educational costs. From time to time questions related of repayment of such loans may arise. Questions regarding Federal Stafford, Federal Unsubsidized, and Federal Plus loans should be directed to the Student Loan Coordinator. Questions regarding Federal Perkins loans should be directed to the Perkins Loan Coordinator. Student loans must be renewed every three quarters of enrollment.

STUDENT ACCOUNTING

(SECOND FLOOR – 1622 CHESTNUT STREET)

Monday & Thursday 8:00 a.m. – 7:00 p.m.

Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.

(During 1st Week Class Start, Accounting is open Monday through Thursday until 7:00 pm)

STUDENT ACCOUNTING OFFICE

The role of the Student Accounting Office is to assist students in meeting their financial obligations as arranged with one of the college's Financial Aid Officer. Based on the student's financial plan, the Accounting Office sends monthly billing statements to each student/parent for tuition and fees. Payments are due on the 15th of each month.

Art Institute of Philadelphia staff members are sensitive to unforeseen circumstances affecting each student's ability to meet the financial commitments of his or her education. Students who have or anticipate a financial problem should call the Accounts Receivable Coordinator or the Accounting Supervisor.

Currently enrolled students expecting a refund should report to the Accounting Office to complete a Refund Request form and receive the Refund Schedule and Procedures.

TUITION AND FEES

Current tuition and fee schedules for all programs are printed on The Art Institute of Philadelphia's Enrollment Agreement, as well as on the addendum provided with this catalog.

REFUND POLICY PRIOR TO MATRICULATION

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

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by the applicant will be refunded if requested by the applicant within five (5) business days after signing the Enrollment Agreement and making an initial payment.
3. Applicants requesting cancellation no later than ninety (90) days before the first scheduled class date will receive a refund of all monies paid, less the \$50.00 application fee. Applicants who give less than ninety (90) days' cancellation notice will be entitled to a refund of all monies paid to The Art Institute of Philadelphia, less a cancellation fee of \$150.00 (includes application fee).
4. All tuition and fee monies paid by applicants will be refunded if requested within three (3) business days after their first tour of the college and inspection of equipment, or if requested within three (3) business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
5. Refunds will be made within thirty (30) calendar days after the applicant's/ student's request or within thirty (30) calendar days after his/her first scheduled class day, whichever is sooner.

REFUND POLICY AFTER MATRICULATION, ALL QUARTERS

In the event of withdrawal by the student or termination by The Art Institute of Philadelphia during any quarter of study:

1. Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
2. The college shall determine the date of withdrawal within fifteen (15) days after the last date of attendance and shall pay the refund within thirty (30) days of making that determination. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the college participates.
3. The student may voluntarily withdraw from training by notifying the Office of the Registrar in person or in writing. The termination date will be the student's last day of attendance.
4. For a student who attended a previous quarter of study, but does not return to class, the college will terminate that student when he/she has missed ten (10) consecutive class days, and the college will make the applicable refund within thirty (30) days of that date.
5. For students on a written leave of absence who fail to return to class following conclusion of their leave, refunds will be made within thirty (30) days from their first scheduled class day.
6. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, The Art Institute of Philadelphia may modify the tuition refund policy as deemed appropriate to the circumstances.
7. A separate lease agreement and refund policy exist for students who lease housing accommodations arranged by The Art Institute of Philadelphia. The Art Institute of Philadelphia reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
8. Each academic quarter is eleven (11) weeks in duration except summer which is ten (10) weeks. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.
9. In the event The Art Institute of Philadelphia cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, The Art Institute of Philadelphia will refund all monies paid by the student for the course or program within thirty (30) days.

RETURN OF FEDERAL TITLE IV AID

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

ADJUSTMENT OF CHARGES

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

<i>Quarter Start</i>	<i>Mid-Quarter Start</i>
Week One - 25%	Week One - 25%
Week Two - 50%	Week Two - 50%
Week Three - 75%	After Week Two - 100%
After Week Three - 100%	

The college will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The college will then calculate how much of the charges can be retained based on the college policy. The amount that can be retained will be subtracted from the adjusted amount paid. If there is additional money to be refunded, the refund will be made to the student, or with the student's written authorization, to Federal Loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance remaining after the Federal refund is made, under college policy, refunds will be made in this order, to programs from which funds were received: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), student.

If kits, components of the kit, books, or supplies, are returned to the bookstore in re-salable condition within 21 days of withdrawal, a credit will be given.

All refunds and return of funds will be made within 30 days of the date that the student notifies the college of withdrawal. Examples of the calculations for this policy are available in the Student Accounting office.

MISCELLANEOUS INFORMATION AND POLICIES

ADDRESS AND TELEPHONE CHANGES

It is the responsibility of the student to properly notify The Art Institute of Philadelphia with address and telephone number changes that may occur. Students may change their local address and telephone number listed on record with the Registrar. Billing address changes are processed by the Student Accounting Office. The Financial Aid Office is not authorized to process address and telephone number changes.

MESSAGES

The Art Institute of Philadelphia does not operate a telephone message service for students. Only in the case of an extreme emergency will a message be taken for a student. The caller will be asked to describe the nature of the emergency. A reasonable attempt will be made to locate a student in the event an emergency message is taken.

SMOKING POLICY

The Art Institute of Philadelphia provides a smoke-free environment. All faculty and staff strictly enforce this restriction. **Smoking is NOT permitted anywhere indoors.**

PROPERTY OF THE ART INSTITUTE OF PHILADELPHIA

Students are responsible for any Art Institute of Philadelphia books or equipment they use or check out. Students are responsible for the costs of repair of damaged items and replacement of lost items.

PROPERTY RIGHTS

The Art Institute of Philadelphia is not responsible for the loss or damage of any student's personal property. We encourage students to take measures to safeguard their property. The Art Institute of Philadelphia encourages students to put their name and other identifying information on valuable items. Students should record equipment serial numbers and keep them in a safe place. Students should review their personal property and homeowners' insurance and automobile insurance policies (or their family's policies) to determine whether their valuable equipment and personal items are covered in the event of theft or loss. Students should not leave their valuables unattended in their car or the college.

GUEST POLICY

For reasons of safety and to ensure an appropriate educational environment, children and student guests are not permitted in classrooms, studios, or the library. All Art Institute of Philadelphia educational facilities are for the use of Art Institute of Philadelphia students only.

APPROPRIATE ATTIRE

Students are expected to dress appropriately for their profession while at The Art Institute of Philadelphia. Students 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 inappropriate. Headphones may not be worn in classrooms without the consent of the instructor, and are not permitted in the library. Students must wear shoes and shirts at all times. Violations may result in a student being asked to leave The Art Institute of Philadelphia until he or she returns in appropriate attire.

OPEN DOOR POLICY

The Art Institute of Philadelphia'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 Philadelphia's performance. Student evaluations and course surveys are distributed each quarter and annually you will have an opportunity to evaluate The Art Institute of Philadelphia on a general survey.

ILLNESS OR INJURY/MEDICAL EMERGENCY POLICY

If any student is injured or becomes ill at The Art Institute of Philadelphia or any Art Institute of Philadelphia function, we will arrange, if necessary, to have the student taken to a physician or medical center. Students will, however, be responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

In the event of illness or injury to a student on school premises, first aid kits are located in the Faculty/Staff lounge on the 3rd floor, the Student Affairs or Academic Affairs Office on the 3rd floor, and in each Academic Department Director's office. The kit contains bandages, butterflies, tapes, etc., which may be used by students. The Art Institute of Philadelphia cannot administer any drugs, including aspirin.

In the event of injury or illness requiring further medical assistance, the student may request to have an ambulance called for transport to the nearest hospital emergency room. If the student is unable to communicate, the closest Academic Director or Student Affairs personnel should be summoned immediately to call for assistance. The student is responsible for any resulting expenses.

If the student seeks further medical assistance but does not require ambulance transport, a taxi may be summoned. An Art Institute employee may accompany the student to the hospital.

Any injury or illness requiring treatment must be documented on an Incident Report form, in the Student Affairs Office. Incident Report forms should be filled out completely and turned in to the Dean of Student Affairs who will conduct appropriate follow-up.

ACCREDITATION

The Art Institute of Philadelphia is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees, and bachelor's degrees. Additionally, the Associate of Science in Culinary Arts program is accredited by the American Culinary Federation Foundation, Inc. Accrediting Commission. The Bachelor of Science in Interior Design program is an Endorsed Program of the National Kitchen and Bath Association.

ACICS can be reached by writing to 750 First Street, NE, Suite 980; Washington, DC 20002-4241 or by telephoning 202.336.6780.

The Art Institute of Philadelphia is a Candidate for Accreditation by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104 267.284.5000. Candidate status was granted in November 2007. Candidate for Accreditation is a status of affiliation with a regional accrediting commission which indicates that an institution has achieved recognition and is progressing toward, but is not assured of, accreditation. It has provided evidence of sound planning, seems to have the resources to implement the plans, and appears to have the potential for obtaining its goals within a reasonable time.

The Accrediting Commission of the American Culinary Federation can be reached by writing to 10 San Bartola Drive; St. Augustine, FL 32086 or by telephoning 1.800.624.9458.

The National Kitchen and Bath Association can be reached by writing to 687 Willow Grove Street; Hackettstown, NJ 07840 or by telephoning 1.800.843.6522.

The Art Institute of Philadelphia is authorized by the Pennsylvania Department of Education to confer the Bachelor of Science degrees, Associate of Science degrees and diplomas. The Department of Education can be reached by writing to the Commonwealth of Pennsylvania, Department of Education Office of Post-secondary and Higher Education, 333 Market Street, Harrisburg, PA 17126 or by telephone at 717.783.6788.

The Art Institute of Philadelphia is approved for the training of veterans and eligible veterans' dependents, and authorized under federal law to enroll nonimmigrant, alien students.

STUDENT AFFAIRS

(THIRD FLOOR – 1622 CHESTNUT STREET)

Office Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

The Art Institute of Philadelphia provides many services to help students complete their educational program and reach their career objectives. Every student is encouraged to take advantage of all support services. The Student Affairs Office is located on the third floor of the 1622 Chestnut Street building.

COUNSELING

The counselors provide personal counseling to students in need of emotional support or guidance. All discussions are confidential. Additionally, the counselors provide:

- Substance abuse information and education
- Special events/workshops on health-related areas
- Information on human services in the Philadelphia area
- Group counseling sessions
- Workshops on time management, stress management, transition to college, and many other mental health topics.

INTERNATIONAL STUDENT ADVISING

Students come from countries all over the world to attend The Art Institute of Philadelphia. The International Student Advisor is the key contact for all international students who hold visas. This office provides a variety of support services and enrichment activities including:

- Assistance and guidance regarding immigration procedures and policies;
- Issuing and signing the appropriate immigration documents;
- Coordinating English tutoring;
- Organizing events and activities to assist international students in meeting other students and transitioning into the City of Philadelphia.

RESIDENCE LIFE

The Art Institute of Philadelphia offers students convenient, affordable college-sponsored housing. In addition to being competitively priced, college-sponsored housing offers students numerous other advantages:

- Costs may be included in financial plan
- Opportunity to meet other Art Institute of Philadelphia students
- Educational and social programming opportunities
- Professional and student staffing
- Convenient location close to Art Institute of Philadelphia classrooms

The Art Institute of Philadelphia's residence life program offers students the opportunity to be in community with other artists and to enjoy a living-learning environment. For more information call us at 1.800.573.9441.

The Student Affairs Office also provides information on transportation, student clubs, Student Government Association, college crime statistics, student photo IDs, and student health and personal property insurance.

STUDENT CLUBS

In order to become an officially recognized club or organization at The Art Institute of Philadelphia, a typed proposal including the following information must be submitted to the Dean of Student Affairs at 1622 Chestnut Street, 3rd floor, Philadelphia, PA. The Art Institute of Philadelphia does not recognize clubs or organizations that are not conducive to the educational environment or process of the college.

The proposal should include the following information:

- **Philosophy/Purpose of the club/organization:** This should be a statement that reflects the group's ultimate purpose. This statement should include how this club/organization supports the students' educational and personal/professional development. Included in this section should be a statement of agreement to abide by all college policies and regulations as outlined in the Student Conduct Policy in the student handbook.
- **List of members:** Submit a list of members and name of the club/organization with the proposal. Please note that any recognized club or organization must be open to all students regardless of race, ethnicity, national origin, sex, sexual orientation, religious affiliation, age or disability.
- **Group Procedures:** Indicate when, where and how often your group will meet. Additionally, a detailed procedure of who your group leadership is, how your group is set up and run (including elections), and roles of the officers should be included.
- **Advisor/Sponsor's Name:** Include the name of the faculty or staff member who will serve as your advisor. He/She must include a letter or statement of support with this proposal. Please note: faculty and staff advisors must obtain approval through their Executive Committee member prior to agreeing to serve as an advisor.
- **Processing:** Once a proposal is submitted, it will be reviewed by the Dean of Student Affairs and submitted for final approval to the Executive Committee. All clubs/organizations must reapply for recognition prior to each Fall Quarter. Clubs/organizations that fail to do so will lose their recognition status.

STUDENT ORGANIZATIONS & ACTIVITIES (WAYS FOR STUDENTS TO GET INVOLVED!)

AIGA Student Chapter serves as a communicative and informative base for the graphic design community within The Art Institute of Philadelphia.

Ambassadors Students assist with New Student Orientation.

Anime Club is for students interested in Japanese Culture and Animation.

Basketball Club for students interested in playing intramural/league basketball.

Black Student Union The overall purpose of the BSU is to enhance, educate and motivate students' minds, spirits and academics while attending The Art Institute of Philadelphia.

Comic Book Club is for students with an interest in all aspects of Comic Books.

The Epicureans (Culinary Club) is for Culinary Arts students at The Art Institute of Philadelphia.

function{} Web Design & Interactive Media Club is an organization for students interested in the fields of Web Design and Interactive Media.

IDSA Student Chapter is the student chapter of the Industrial Designers Society of America

Latin Quarterz (LQz) strives to learn and embrace Hispanic Culture and bring all cultures together.

LGBT Counseling Group is a facilitated counseling group to explore common concerns of LGBT individuals, including coming out, discrimination, relationships, sexuality and personal growth

LOREmipsum is the Creative Writing Club for The Art Institute of Philadelphia.

M.I.N.D. – Future Faces of Fashion is the Fashion Club at The Art Institute of Philadelphia.

Origin-3D is a club for students interested in 3-D Animation.

PIQUE (Photojournal) is the photojournal for The Art Institute of Philadelphia.

PRIDE (Lesbian, Gay, Bisexual, Transgendered & Straight) is for raising LGBT awareness in the college and holding LGBT-friendly events.

The Production Club (Digital Filmmaking & Video Production) is the club for students interested in Digital Filmmaking & Video Production.

Redeemed Student Christian Ministries

Sketch Your Heart Out is a club for students who love to sketch or who want to improve their drawing skills.

Stress Begone! Stress Management Group is a weekly stress management group, offering new strategies to better manage stress and a chance to speak with fellow students about stress.

Student Government Association (SGA) is the voice of The Art Institute of Philadelphia student body.

Visual Effects Club is an important part of the VEMG major for networking, receiving tutoring and exchanging ideas.

STUDENT PORTAL AT MYAICAMPUS.COM

At The Art Institute of Philadelphia, every student is provided with space for a personal Web site on The Art Institute of Philadelphia's student web server located at <http://MyAiCampus.com>. With a User Name and Password, students can check their grades and find other important academic information. Online Registration is now available for students currently enrolled in classes.

WEB PUBLISHING TOOLS/WEB SITE SPACE

Every student and faculty member is allotted 50MB of space on The Art Institute of Philadelphia's student web server for use in creating personal Web sites. Students and faculty members are able to design and publish their own Web sites without banner advertisements or other requirements commonly imposed by other free web publishing sites. Students and faculty members who have published personal Web sites on The Art Institute of Philadelphia's student web server will have links to their sites listed in the MyAiCampus.com student and faculty directories.

STUDENT EMAIL

MyAiCampus.com provides students with an email inbox that can be universally accessed from any computer that is connected to the Internet. Students with existing e-mail accounts can ask to have mail forwarded from their MyAiCampus.com email account to those other accounts by changing the email preferences in their MyAiCampus.com email inbox.

GRADES/TRANSCRIPTS

Grades and transcripts are available to students who access MyAiCampus.com immediately after being posted by The Art Institute of Philadelphia.

ADMINISTRATIVE HOLDS

With their User Name and Password to MyAiCampus.com, students can view any administrative holds placed on their accounts.

DIRECTORY

The MyAiCampus.com Directory displays the name, program of study and Web site address of all current students and faculty members of The Art Institute of Philadelphia.

ONLINE REGISTRATION

Registration for courses for the upcoming quarter takes place midway through a given quarter, using The Art Institute of Philadelphia's online registration process. Courses are available on a first-come, first-served basis, so it is important that each student register during the designated registration period. Students must register and complete all outstanding paperwork with the business offices by the end of registration.

MAKE A PAYMENT ONLINE

An Online Payment Feature is available on MyAiCampus.com. After entering their User Name and Password, students can easily follow the instructions for making a credit card payment towards their bill using the college's secure server.

NOTICE CONCERNING ACCESS TO MYAICAMPUS.COM UPON GRADUATION OR WITHDRAWAL FROM THE ART INSTITUTE OF PHILADELPHIA

Please note that MyAiCampus.com accounts (including email and webspace) to access the student portal are intended for use by students pursuing their education at The Art Institute of Philadelphia. **Students who graduate or withdraw from the college will need to make arrangements to transfer important emails or files stored on the webspace to a location where they will have continued access.**

MyAiCampus.com accounts (including emails and webspace files) for **students who withdraw** from The Art Institute of Philadelphia are **subject to deletion at any time after 90 days from the student's Last Date of Attendance.** **Students who graduate** from The Art Institute of Philadelphia have access to their MyAiCampus.com accounts for **180 days after graduation**, after which the accounts and all files are subject to deletion at any time.

LIBRARY, SERVICE BUREAU, 6TH FLOOR EQUIPMENT CAGE & SUPPLY STORE

LIBRARY

(1610 CHESTNUT STREET, LOWER LEVEL)

The Library is one of the most important resources available to you as a student of The Art Institute of Philadelphia. It contains materials that support The Art Institute of Philadelphia's instructional program and it provides resources for broadening the students' horizons for serious study and research, as well as a Web site at <http://www.artinstitutes.edu/philadelphia/library> with an online catalog, e-books, full-text journal articles, and image databases.

LIBRARY HOURS

Monday – Thursday 7:50 a.m. – 10:00 p.m.
Friday 7:50 a.m. – 9:00 p.m.
Saturday 11:00 a.m. – 5:00 p.m.

Closed Sundays

Exceptions to these hours will be posted in the Library.

CIRCULATION OF BOOKS

Students may check material out of the Library for a period of up to three weeks by presenting the material together with a valid student identification card. Students may have on loan up to six items at one time. Reference works and reserve materials must be used in the Library.

In order to ensure the availability of resource materials for all students, it is essential that students return books or other items borrowed on or prior to the date on which they are due. An overdue fine is charged for late returns. Overdue material may delay student registration for the next quarter. 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.

While studying in the Library, students are asked to give consideration to others by not talking or creating other distractions that interfere with work and concentration.

SERVICE BUREAU

(THIRD FLOOR – 1610 CHESTNUT STREET)

Monday – Friday 8:00 a.m. – 10:00 p.m. (**closed from 12-12:30**)
Saturday 8:00 a.m. – 4:30 p.m.

Closed Sundays.

The Service Bureau is located on the 3rd floor of 1610 Chestnut Street. The Service Bureau provides the following services to students: **Printing of color documents (ink-jet, laser, and large-format printers).**

Normal turn-around time for printing files is 24 hours. Turn-around time is subject to the availability of materials, service bureau employees, and the number of prints received at any given time. Files will be printed in the order that they were received. The volume of prints increases during all portfolio weeks. Expect delays in printing. Prints may take up to 48 hours during peak times.

The Service Bureau employees are not responsible for preparing your files for printing. All imported pictures and font files must be included on your disk when printing QuarkXPress and Adobe Illustrator files. The Service Bureau is not responsible for improper document setup. Documents will be printed AS-IS, or in some cases not at all. The Service Bureau will not violate any copyright laws.

Print problems that are caused by incorrect or improper file setup will not be refunded. Incorrect prints resulting from printer errors will be reprinted at no charge or refunded.

ONLY SUBMIT COPIES OF YOUR FILES! The Service Bureau will make every attempt to avoid disk loss and theft. If your disk is lost, we can only be held liable for the replacement of a disk of the same type and format.

6TH FLOOR EQUIPMENT CAGE

(SIXTH FLOOR – 1622 CHESTNUT STREET)

Monday – Friday 7:30 a.m. – 9:45 p.m.

Saturday (weeks 1 – 10) 7:30 a.m. – 4:45 p.m.

Sunday (weeks 1 – 10) 12:00 noon. – 4:45 p.m.

Cage Manager's hours – Monday through Friday 7:30 am – 4:30 pm (Unless otherwise posted)

EQUIPMENT CHECKOUT/RETURN/LAB TIMES

Overnight Checkout: All overnight checkouts must be returned by 8:00am the next business day. (Example: Overnight Tuesday returns must be back before 8:00am Wednesday morning; Friday overnights must be back before 8:00am Monday.)

Daily Use: All non-overnight equipment checkouts must be returned by 9:45pm.

Labs: All labs must be vacated by 9:45pm during the business week, and 4:45pm on weekends. No exceptions!

STUDENT EQUIPMENT BORROWING PROCEDURE AND REGULATIONS

The Art Institute of Philadelphia provides students access to available equipment in order to support their course of study. While using The Art Institute of Philadelphia equipment, students must comply with the established procedures and regulations in the Equipment Cage borrower's agreement.

All students whose programs require them to use equipment stored in the Equipment Cage will be asked to read and sign the Borrowers agreement and Student Manual. After they have done so, they will be permitted to check out equipment corresponding to their appropriate curriculum needs. Equipment is available on a first-come, first-served basis. All students who check out equipment from the Equipment Cage will be required to present a valid college ID every time they check out equipment, or use a lab.

Students will be asked to set up an account with the Equipment Cage, at which time the Borrower's agreement will be presented to them. This account is used to ensure that any equipment checked out by the student is returned, as well as to track the usage of equipment and labs.

In order to establish an account to use to check out equipment, all students are required to read and sign this agreement.

If at any time after signing the policy agreement the student violates the agreement, the student will be asked to pay a minimum of a twenty-five dollar (\$25) fine before equipment checkout and lab privileges will be restored. Equipment that is returned late will be subject to an initial fine of \$25.00 with an additional hourly fee of one dollar, or fifteen dollars per day for every day it is late.

6TH FLOOR EQUIPMENT CAGE EQUIPMENT BORROWERS AGREEMENT

The Art Institute of Philadelphia loans equipment to its students for the purpose of practicing their chosen profession and furthering their education. The Art Institute of Philadelphia will, from time to time, loan to the Borrower, identified by his/her signature on this Agreement, personal property, subject to all terms and conditions of this Agreement. The Borrower in consideration thereof acknowledges and agrees to the following terms:

INSPECTION

The Borrower acknowledges that he will, prior to use, personally inspect equipment to be borrowed, deem it suitable for his needs and in good condition, and confirm that he understands its proper use. After the equipment has been checked out the borrower is responsible for the equipment and any damages that may occur. If an employee of the cage has not been notified, prior to borrowing of a piece of equipment, of any damage, and, upon inspection, the employee or another potential borrower finds the equipment has been damaged or is found to be missing items, the full burden of the cost of repair or replacement will be on the Borrower.

HOLD HARMLESS AGREEMENT

The Borrower agrees to assume the risk of, and hold The Art Institute of Philadelphia harmless for, property damage and personal injuries caused by the equipment and/or arising out of The Borrower's negligence. The Borrower shall indemnify and hold The Art Institute of Philadelphia harmless from any claims of third parties for loss, injury and damage to their persons and property arising out of The Borrower's possession, use, maintenance or return of equipment, including legal cost incurred in defense of such claims.

PROHIBITED USES

Equipment is loaned to students at The Art Institute of Philadelphia for the purpose of practicing for their chosen profession and furthering their education. Use of equipment for employment, profit, or personal gain is strictly prohibited.

RETURN OF EQUIPMENT

The Borrower shall return all of the Equipment to The Art Institute of Philadelphia during regular business hours and during the appropriate time period, according to the Policies of The Art Institute of Philadelphia Cage, as published in the student handbook, and as included in this packet, in the condition and repair as when delivered to The Borrower, subject only to reasonable wear and tear. The Borrower shall be liable for all damages to or loss of the Equipment occurring because it was not returned within The Art Institute of Philadelphia's regular business hours. Equipment returned during business hours, but later than the acceptable return time, as included in this packet, will be subject to a minimum fine of \$25.00 which must be paid before the student checks out any more equipment, and before the completion of the current quarter. Equipment that is returned late will be subject to an initial fine of \$25.00 with an additional hourly fee of one dollar, or twenty-five dollars per day for every day it is late. Should a student neglect to pay this fine, a hold will be placed on the student's account, and the fine will be handled through the accounting department. In extreme cases, as in malicious destruction of property, extreme negligence, or multiple occurrences of smaller problems and/or multiple late fines being charged, the student will be sent to the Dean of Student Affairs to get a pass before they will be allowed to borrow equipment again.

FUTURE EQUIPMENT LOAN RESERVATION

Equipment may be reserved in advance, following these rules:

1. The Borrower must **email the cage manager with the Borrower's The Art Institute of Philadelphia email account**. Include the date you wish to borrow equipment, your full name, and an itemized list of equipment from the reservable equipment list.
2. Reservations are for weekend periods only.
3. Equipment may be reserved for up to a maximum of one full week before the week in which the equipment will be borrowed. (ex-If you request equipment on a Monday of week 2, you may reserve that equipment for the Week 2 or Week 3 weekends.)
4. It is the responsibility of the student to confirm their reservations.

If you do not follow these rules, the cage manager and staff will not be responsible to hold the equipment. Equipment is reserved on a first come-first serve basis.

LAB USE

Any Lab User who abuses his/her lab privileges will be subject to punishment by the cage manager, not to exceed a fine of \$25 and/or loss of lab privileges until cleared by the appropriate faculty or staff member. Such abuses are: 1) Absence from a lab that was reserved, without notification of the cage. 2) Bringing food or drink into the lab. 3) Bringing unauthorized guests into the lab. 4) Mistreating the equipment or failing to clean lab after use.

Students must sign in at the Equipment Cage prior to use of a lab, and after using a lab. You may only have a single lab signed out at a time. Students must leave the labs by the closing time of the cage. Only photo students are allowed in the digital darkroom.

THEFT

The Art Institute of Philadelphia of its own discretion may report as stolen the personal property not returned according to published policies of the The Art Institute of Philadelphia Cage or if conditions and circumstances indicate theft before that time. The Borrower agrees to pay for equipment (at the replacement cost when borrowed) for all types of theft or mysterious disappearance.

IDENTITY

No student may check out equipment or labs for another student or with another student's ID card. Attempts to do so will be looked at with strong suspicion. ID cards should never be shared. However, anyone may return equipment for a student. A student must check-in themselves in the case of labs.

CHANGES TO THESE POLICIES

All policy changes will be posted outside the cage, and it is the responsibility of the borrower to keep current with these changes.

THE SUPPLY STORE

(FIRST FLOOR, 1622 CHESTNUT STREET)

Monday - Thursday 8:00 a.m. – 6:30 p.m.

Friday 8:00 a.m. – 5:00 p.m. (4:00 p.m. during Summer Quarter)

Closed Saturdays and Sundays.

The Art Institute of Philadelphia Supply Store is a specialized retail outlet. It carries most of the art supplies and books needed by students, as recommended by instructors and Academic Directors. This helps ensure that the student purchases the right books, materials, and supplies for each assigned project at a fair price. Most items are priced well below manufacturers' suggested price, and most kit books are discounted.

There are some items, such as most stationary supplies, that are available at surrounding stores in wider choices than the Supply Store can provide.

SUPPLY KITS

The Supply Store purchases, packages, and distributes the first quarter supply kits for new students. The kit contains supplies and textbooks carefully selected by the department Academic Directors and the Education Department. Most of the first quarter kit items are professional tools that will last throughout your student career, as well as most consumables that will be required the first quarter. Each kit contains a list of contents, and if an item is missing or damaged the form should be returned within ten business days of receiving the kit for a replacement. *No replacements for missing items will be provided after 10 business days.*

Supply kits are purchased through the accounting office and picked up during orientation.

DISCOUNTS

Most of the non-textbook items in the store are priced well below suggested retail prices, and most are below the prices of other suppliers in the area. A majority of our textbooks are discounted 10% from list price due to agreements that The Art Institute of Philadelphia has negotiated with the publishers, and we pass on to our students.

Students who work at the Supply Store and Housing Resident Assistants (RAs) receive an employee discount of 25% on general items and 10% on books. (See the Student Employment Advisor in Career Services for an application if you wish to work at the store.)

STUDENT ACCOUNTS

A student-prepaid charge account at the Supply Store can help you to budget your supply expenses. To establish a student account, a deposit may be made by cash, check, or credit card. Purchases are made against the account balance, the current status of which is available at any time, and a record of all purchases is maintained within the supply store's computer system.

Cash withdrawals are not permitted, and the person responsible for the deposit may close the account at any time. A request must be made in writing to close an account and receive a refund. All refunds are given through the Accounting Office in check form.

Credit accounts accrued from book buy-back credits are not redeemable for cash--just store merchandise and books.

USED BOOKS

During the last week of the quarter, books may be returned for half the cover value in store credit during normal business hours. Books are sometimes not eligible to be taken back for various reasons (i.e. new edition, not using the text next quarter). A representative from Budget Text Corporation will be brought in during the last week of classes for those whom seek an alternative to store credit. Graduating students may turn any qualifying books in for cash to the Budget Text representative. (Note: Budget Text makes their own rules as to the books they will take and the prices for them.)

RETURNS POLICY

Returns must be made with a receipt within ten days of purchase to be able to get your method of payment back. After ten days returns are subject to manager approval and only eligible for store credit.

For clarification of these policies, please call the Supply Store Manager, Sharyn Masullo, at 215.405.6351 or the Floor Manager, Terry Cummings at 215.405.6318.

OFFICIAL POLICIES

MISSION STATEMENT

Mission: The mission of The Art Institute of Philadelphia is to provide a well-balanced, high-quality education by combining applied arts technology and techniques, related business practices, and general education in order to prepare students for entry-level employment and for professional advancement within their chosen fields.

Goals and Objectives: The mission of the college is accomplished through:

- delivering applied, creative curricula to students with studies that broaden critical thinking, communication, and collaboration abilities;
- developing and revising curricula that emphasize the actual skills necessary for students to succeed in their chosen field of study;
- enhancing teaching and learning by developing the aesthetic, technical, and professional knowledge of students;
- assisting graduates in obtaining their first jobs in their chosen fields;
- promoting civility, tolerance, and appreciation of diversity among students, faculty, and staff;
- sustaining a community that ensures the continued level of high integrity and ethics that are the hallmark of the College;
- protecting academic freedom and fostering responsible decision-making by students, faculty, and staff;
- maintaining an environment conducive to innovation and growth by planning strategically for the necessary faculty, staff, and facilities to sustain reasonable expansion from year to year;
- and encouraging civic engagement in students, faculty, and staff.

Values: The Art Institute of Philadelphia provides quality education and services through a student response approach from the entire team of faculty and staff. Our faculty and staff believe integrity and excellence characterize the performance necessary to provide a quality education. Students who participate in the learning process can expect to be provided with an environment that maximizes their individual creativity and professional development for their tuition and personal investment.

STATEMENT OF NON-DISCRIMINATION

The Art Institute of Philadelphia is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The Art Institute of Philadelphia does not discriminate or harass on the basis of age, religion, race, creed, color, national origin, ancestry, sex, sexual orientation, disability or any other protected characteristic under state, local or federal law, as those or similar terms are defined under applicable law. Inquiries concerning The Art Institute of Philadelphia's non-discrimination policies may be made to The Art Institute of Philadelphia's Director of Human Resources, 1622 Chestnut Street, Philadelphia, PA 19103, 215.405.6336.

UNDERGRADUATE SATISFACTORY ACADEMIC PROGRESS POLICY

(The following are highlights of the Undergraduate Satisfactory Academic Progress Policy. A complete copy of the policy is available upon request at the Registrar's Office.)

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

CRITERIA FOR HONOR DESIGNATION

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

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

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

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

MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS

Diploma Programs:

1. At the end of first quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of second quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of second quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of fourth quarter, and every quarter thereafter, students must attain a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

Degree Programs:

1. At the end of second quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
2. At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
3. At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
4. At the end of sixth quarter, and every second quarter thereafter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.
5. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in dismissal.

SKILLS ENHANCEMENT PROGRAM

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

APPEAL PROCESS

The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided. If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success.

TRANSFERRING TO ANOTHER ART INSTITUTE

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

CHANGES IN PROGRAM

Students are allowed one change in program and must be making satisfactory academic progress at the time a request is made to change programs.

MAKE-UP WORK POLICY

Students who fail to meet assigned deadlines or miss scheduled examinations due to emergencies must document the situation and present documentation to their Academic Department Director. The Academic Department Director will inform the student as to departmental make-up procedures. In some cases, while students are making up deficient grades/ codes, it is in their interest to repeat below average grades in order to enhance their CGPA.

When scheduling permits, all make-up classes should be taken during the student's subsequent quarter of study. Make-up classes must be completed before the student enters his/her final quarter of study.

NOTICE TO PARENT(S) OR GUARDIAN(S)

If parent(s) or guardian(s) of a student wish to be advised that the student is being placed on academic probation, or termination, there must be a written waiver/release present in the student's file.

ACADEMIC REVIEW PROCEDURES

Students are placed on academic probation or termination status by the Education Department. The Registrar provides written notification to the student of probation status or termination. Students who wish to appeal probation status or termination must comply with the "Appeal Procedures."

CLASS SIZE

The Art Institute of Philadelphia's average class size is 22 students, with class sizes ranging from fewer than 10 students for project or portfolio classes to a maximum of 25 for lab-type classes and a maximum of 60 for lecture-type classes.

CLASS SCHEDULE

All courses will be scheduled either during the day session or during the evening, Monday through Saturday. Students may be required to combine day and evening sessions in order to complete their course of study. The average length of instruction is 20 hours per week for a student taking a full load (15 credits) except for Culinary Arts. Culinary Arts students will attend an average of 30 hours per week (six hours per day). A student must take a minimum of 12 credits a quarter in order to be considered a full-time student.

The Art Institute of Philadelphia reserves the right to modify the college calendar, curriculum, and class schedules as it deems necessary to ensure that students' and institutional goals are met. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. Therefore, certain class schedules may vary.

TRANSFER OF ADVANCED CREDIT STANDING

Individuals with previous higher education are evaluated during the admissions process for potential advanced placement. Credit may be given for courses successfully completed (with grade points of 2.0 or better) at other institutions that are accredited by agencies recognized by the United States Department of Education where the courses are comparable to those offered by The Art Institute of Philadelphia. Students applying for transfer of credit must present an official transcript of grades and course descriptions. Transfer of credit for technical courses will be at the discretion of the Academic Director. Students may be asked to show proficiency or participate in a portfolio review. Courses will be looked at on a course by course basis and, in the case of General Education courses, the course should be within the same discipline and should be appropriate for the learning outcomes of the program. All applications for credit transfer are at the discretion of the Academic Director. All advanced credit must be applied for and approved in advance of the first week of the initial quarter of study.

Transfer credit policies:

1. There will be no refund for courses dropped due to transfer credit in the first quarter when transfer credit is awarded after the end of the drop-add period;
2. Once a student matriculates into The Art Institute of Philadelphia, courses from other post-secondary institutions may not be applied to The Art Institute of Philadelphia program requirements without advance written authorization from The Art Institute of Philadelphia program's Academic Director.

TRANSFERABILITY OF CREDITS EARNED AT THE ART INSTITUTE OF PHILADELPHIA

The Art Institute of Philadelphia is licensed by the Pennsylvania Department of Education to confer the Bachelor of Science and Associate of Science degrees and diplomas, and accredited by The Accrediting Council of Independent Colleges and Schools. However, the fact that a college is licensed and accredited is not necessarily an indication that credits earned at that college will be accepted by another school. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

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

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

If you are considering transferring to either another school within The Art Institutes system or an unaffiliated school, it is your responsibility to determine whether that school will accept your Art Institute of Philadelphia credits. We encourage you to make this determination as early as possible. The Art Institute of Philadelphia does not imply, promise, or guarantee transferability of its credits to any other institution.

ARBITRATION POLICY

You and The Art Institute of Philadelphia agree that any dispute or claim between you and The Art Institute of Philadelphia (or any company affiliated with The Art Institute of Philadelphia, or any of its officers, directors, trustees, employees or agents) arising out of or relating to this enrollment agreement or, absent such agreement, your enrollment or attendance at The Art Institute of Philadelphia, whether such dispute arises before, during, or after your attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at your or The Art Institute of Philadelphia's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein.

If you decide to initiate arbitration, you may select either, JAMS or the National Arbitration Forum ("NAF") to serve as the arbitration administrator pursuant to its rules of procedure. If The Art Institute of Philadelphia intends to initiate arbitration, it will notify you in writing by regular mail at your latest address on file with The Art Institute of Philadelphia, and you will have 20 days from the date of the letter to select one of these organizations as the administrator. If you fail to select an administrator within that 20-day period, The Art Institute of Philadelphia will select one.

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

IF EITHER YOU OR THE ART INSTITUTE OF PHILADELPHIA CHOOSES ARBITRATION, NEITHER PARTY WILL HAVE THE RIGHT TO A JURY TRIAL, TO ENGAGE IN DISCOVERY, EXCEPT AS PROVIDED IN THE APPLICABLE ARBITRATION RULES, OR OTHERWISE TO LITIGATE THE DISPUTE OR CLAIM IN ANY COURT (OTHER THAN IN SMALL CLAIMS OR SIMILAR COURT, AS SET FORTH IN THE PRECEDING PARAGRAPH, OR IN AN ACTION TO ENFORCE THE ARBITRATOR'S AWARD). FURTHER, YOU WILL NOT HAVE THE RIGHT TO PARTICIPATE AS A REPRESENTATIVE OR MEMBER OF ANY CLASS OF CLAIMANTS PERTAINING TO ANY CLAIM SUBJECT TO ARBITRATION. THE ARBITRATOR'S DECISION WILL BE FINAL AND BINDING. OTHER RIGHTS THAT YOU OR THE ART INSTITUTE OF PHILADELPHIA WOULD HAVE IN COURT ALSO MAY NOT BE AVAILABLE IN ARBITRATION.

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, The Art Institute of Philadelphia will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500. per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure. The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with The Art Institute of Philadelphia. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, www.jamsadr.com, 800.352.5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arb-forum.com, 800.474.2371.

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

I. PROCEDURE TO INSPECT EDUCATION RECORDS

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to either the Registrar or to the Director of Administrative and Financial Services. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student’s records.

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

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

II. DISCLOSURE OF EDUCATIONAL RECORDS

The Art Institute of Philadelphia generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student’s prior written consent to the following individuals or institutions or in the following circumstances:

1. To The Art Institute of Philadelphia officials who have been determined by the school to have legitimate educational interests in the records. A school official is
 - a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
 - b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.
 - c. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Philadelphia has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student’s request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.

9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Philadelphia will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. RECORD OF REQUESTS FOR DISCLOSURE

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Philadelphia officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Philadelphia will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. DIRECTORY INFORMATION

The Art Institute of Philadelphia designates the following information as directory information. (Directory information is personally identifiable information which may be disclosed without the student's consent):

1. Student's name
2. Address: Local, email and Web site
3. Telephone number (local)
4. Date and place of birth
5. Program of study
6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (*i.e.*, enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

Notice of these categories and of the right of an individual in attendance at The Art Institute of Philadelphia to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Philadelphia, <insert full school address>. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. CORRECTION OF EDUCATIONAL RECORDS

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

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

VI. STUDENT RIGHT TO FILE COMPLAINT

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Philadelphia to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

POLICY FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY AT THE ART INSTITUTE OF PHILADELPHIA

PREAMBLE

In support of our mission, The Art Institute of Philadelphia provides access to information resources for students, faculty, and staff within institutional priorities and financial capabilities.

The Policy for Responsible Use of Information Technology at The Art Institute of Philadelphia contains the governing philosophy for regulating faculty, student, and staff use of The Art Institute of Philadelphia's information technology resources. It spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, The Art Institute of Philadelphia recognizes that all members of The Art Institute of Philadelphia are also bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the responsibility of faculty and system administrators to take a leadership role in implementing the policy and assuring that The Art Institute of Philadelphia community complies with the policy.

POLICY

All members of The Art Institute of Philadelphia community who use the computing, information, and communication resources must act responsibly. All users are responsible for the integrity of the resources under their control. All users of Art Institute of Philadelphia-owned or Art Institute of Philadelphia-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities, and comply with all pertinent licenses and contractual agreements. It is the policy of The Art Institute of Philadelphia that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Information technology provides an important means of communication, both public and private. The principle of freedom of speech will apply to public communications in all these forms, but students and staff who are provided access to The Art Institute of Philadelphia computer facilities, to the network, and the World Wide Web assume responsibility for their appropriate use. The Art Institute of Philadelphia expects students to be careful, honest, responsible, and civil in the use of computers and networks.

Computer systems and networks provide mechanisms for the protection of private information from unauthorized access. These mechanisms are necessary and any attempt to circumvent them in order to gain unauthorized access to data will be treated as a violation of privacy, and will make a student eligible for disciplinary action. In open access use of Intranet and Internet communications, faculty, staff, and students are individually responsible for ethical, aesthetic, and purposeful use of these communications that directly contribute to the academic environment. We will not define limits for unethical use, such as access to vulgar or illegal material. It is the policy of The Art Institute of Philadelphia for students, faculty and staff to maintain such high standards in these matters that no question will arise as to unacceptable conduct or computer misuse. Reports or discovery of suspected abuse will be immediately investigated. Disciplinary action indicated in this document, including exclusion from computing facilities will be administered in the best interest of The Art Institute of Philadelphia community.

Access to The Art Institute of Philadelphia information technology facilities is a privilege granted to The Art Institute of Philadelphia students, faculty and staff. Access to The Art Institute of Philadelphia information resources may be granted by the college based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity and the risk of damage to or loss by The Art Institute of Philadelphia.

The Art Institute of Philadelphia reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. No individuals other than The Art Institute of Philadelphia faculty, staff, and students may be permitted access to The Art Institute of Philadelphia computers, without the express written consent of the Director of Technology, an Academic Director, Dean of Academic Affairs or Dean of Student Affairs. In such event, access is allowed to the extent that information access does not violate any license or contractual agreement, Art Institute of Philadelphia policy, or any federal, state, county, or local law or ordinance.

The Art Institute of Philadelphia facilities and accounts are to be used for the activities or purposes for which they are assigned. The Art Institute of Philadelphia computing resources are not to be used for commercial purposes without written authorization from The Art Institute of Philadelphia. In these cases, The Art Institute of Philadelphia will require payment of appropriate fees. This policy applies equally to all Art Institute of Philadelphia-owned or Art Institute of Philadelphia-leased equipment.

Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at The Art Institute of Philadelphia and those on networks to which The Art Institute of Philadelphia's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of The Art Institute of Philadelphia facilities, and/or intentional corruption or misuse of information resources are direct violations of The Art Institute of Philadelphia's standards for conduct, and may also bring civil or criminal charges against the offenders.

IMPLEMENTATION

The Director of Technology is responsible for adopting guidelines for the implementation of this policy. Local system administrators, namely the Web Master and Network Administrators, may adopt additional guidelines for the use of their own systems and are responsible for making guidelines available to all users.

ENFORCEMENT

Alleged violations of this policy shall be subject to the procedures outlined in the Student Handbook. The Art Institute of Philadelphia treats access and use violations seriously. The Art Institute of Philadelphia will pursue criminal and civil prosecution of violators when appropriate.

ART INSTITUTE OF PHILADELPHIA-NOTICE TO STUDENTS

Recently an Art Institute of Philadelphia student was duplicating the computer games of a well-known company without authorization. This incident is a clear violation by that student of copyright law. The copyright owner detected the matter through its own investigation and is pursuing the matter. In an effort to protect their intellectual property, many companies are rigorously pursuing copyright violations. Violations of copyright laws can lead to criminal prosecution and civil lawsuits. Remember copyright laws prohibit the unauthorized duplication, distribution, sale or other use of software games and printed materials. Students making, acquiring, selling or using unauthorized copies of computer software, games or other copyrighted materials will be subject to the college's disciplinary actions as well as criminal or civil legal actions that may be brought by the copyright owner.

CONCLUSION

These guidelines are not meant to be exhaustive, and in exceptional circumstances, they may yield. Their enumeration here is intended to emphasize the importance of approaching these issues in a sensible, professional way consistent with the accepted principles of the academic community and an orderly and efficient workplace. The judgment and discretion of The Art Institute of Philadelphia staff — guided, when appropriate, by legal counsel— will continue to be the foundation on which responsible decisions are grounded.

STUDENT RIGHTS AND RESPONSIBILITIES

I. STUDENT CONDUCT POLICY

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

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

II. ELEMENTS/VIOLATIONS

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

1. Persistent or gross acts of willful disobedience or defiance toward school personnel
2. Assault, battery, or any other form of physical abuse of a student or school employee
3. Fighting
4. Verbal abuse of a student or school employee
5. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees
6. Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student are a violation of this code.
7. Harassment by any means of any individual, including coercion and personal abuse.
Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
8. Any form of unwanted sexual attention or unwanted sexual contact
9. Violations by guest of a student on school property. Students are responsible for the actions of their guests
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty or staff member
11. Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities)
12. Use of cell phones and pagers during scheduled classroom times
13. Unauthorized entry into, or use of, school facilities
14. Forgery, falsification, alteration or misuse of school documents, records or identification
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials
16. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials
17. Extortion
18. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
19. Breach of peace on school property or at any school-sponsored or supervised program
20. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property, or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property, or at any school function is also prohibited
21. Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property or at any school function is also prohibited
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions
23. Smoking in classrooms or other school buildings or areas unless designated as a smoking area
24. Failure to satisfy school financial obligations
25. Failure to comply with direction of school officials, faculty, staff or security officers who are acting in the performance of their duties
26. Failure to identify oneself when on school property or at a school-sponsored or supervised functions, upon request of school official acting in the performance of his/her duties

27. Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions
28. Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the school
29. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of Philadelphia and/or its reputation
30. Any violation of the student housing contract, rules and regulations and/or the school-sponsored housing student handbook
31. Any violation of the institutions policies on the responsible use of technology including but not limited to
 - The theft or abuse of computer, email, Internet or Intranet resources
 - Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
32. Abuse of The Art Institute of Philadelphia disciplinary system, including but not limited to:
 - Failure to obey the summons of a disciplinary body or school official
 - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
 - Disruption or interference with the orderly conduct of a disciplinary proceeding
 - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - Failure to comply with the sanction(s) imposed under the student conduct policy
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
33. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

III. DISCIPLINARY PROCEDURES:

Complaint

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

Notification and Adjudication

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

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from The Art Institute of Philadelphia the following procedures should apply unless the student elects to forego them.

- a) The charges against the student shall be presented to the STUDENT in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the STUDENT has been notified of the charges and his/her proposed dismissal from school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or his/her delegate
- b) Hearings shall be conducted by the Dean of Student Affairs or his/her delegate (herein referred to as the "Hearing Officer") and may also include faculty, staff and students according to the following guidelines:
 - Hearings normally shall be conducted in private
 - Admission of any person to the hearing shall be at the discretion of the Dean of Student Affairs or his/her delegate.
 - In hearings involving more than one STUDENT, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately
 - The complaining party (which may be a member of the Administration) and the STUDENT may present witnesses at the hearing. Those witnesses may be questioned by the Hearing Officer
 - Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion
 - All procedural questions are subject to the final decision of the Hearing Officer

- After the hearing, the Hearing Officer shall determine whether the STUDENT has violated the rules, regulations or policies that the STUDENT is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from The Art Institute of Philadelphia is an appropriate sanction for the offense(s)
- The Hearing Officer's determination shall be made on the basis of whether it is more likely than not that the STUDENT violated a rule, regulation or policy of The Art Institute of Philadelphia
- The Hearing Officer shall provide the STUDENT with a copy of the determination, including information regarding the student's right of appeal therefrom.

Interim Suspension

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

During the interim suspension, students shall be denied access to school-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs or designee may determine to be appropriate.

Student Involvement in Conduct Proceedings

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

Violations of Law

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

Search of Student's Property

The Art Institute of Philadelphia reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of The Art Institute of Philadelphia staff that a serious risk to the health, safety and welfare of students, and/or the school community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing.

IV. SANCTIONS

The Art Institute of Philadelphia 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 Philadelphia reserves the right to immediately impose the most severe sanction if circumstances merit.

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

1. **Warning:** A notice in writing that a student has failed to meet some aspect of the school's standards and expectations
2. **Probation:** Probation is used for repeated violations or a specific violation of a serious nature. The Dean of Student Affairs or his/her delegate defines the terms of probation.
3. **Removal from Sponsored Housing:** The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
4. **Suspension:** Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit school-sponsored housing, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.

5. **Expulsion:** The student will be expelled from The Art Institute of Philadelphia immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or to school-sponsored housing at any time or for any reason.
6. **Restitution:** Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.
7. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

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

V. APPEAL PROCEDURES

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

- The student must initially obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute of Philadelphia or his/her delegate. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to The Art Institute of Philadelphia policies and procedures. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision. 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 student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

ACADEMIC MISCONDUCT

Academic misconduct is any act that does or could improperly influence student grades or other student records. Such acts include, but are not limited to, the following:

- Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship (plagiarism);
- Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements;
- Forgery, alteration, or misuse of any Institute document relating to academic status;
- False claims of performance for work that has been submitted by the student.

Cases involving academic misconduct will be handled according to the student conduct policy herein. The Art Institute of Philadelphia reserves the right to exercise judgment in all instances of academic misconduct, subject to the student conduct policy herein.

SANCTIONS FOR ACADEMIC MISCONDUCT

Cases involving academic misconduct may also result in the following sanctions in addition to or in place of those listed above:

- The student may not be permitted to attend course meetings for a fixed period of time or the remainder of the quarter. A student removed from a course will receive a grade of W or F at the discretion of the Hearing Officer.
- A student's grade may be modified as a reflection of censure for misconduct.
- A grade reflecting censure may be assigned to a particular project, assignment, or test.
- Other action may be deemed appropriate by the Hearing Officer.

ANTI-HAZING POLICY

Hazing involving The Art Institute of Philadelphia 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 Philadelphia. Every student and member of a student club or organization is responsible for complying with this policy.

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located at 1622 Chestnut Street, 3rd Floor and by telephone at 215.405.6374 or 1.800.275.2474 ext. 6374. 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.

STUDENT NO HARASSMENT POLICY

NO HARASSMENT

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

DEFINITION OF SEXUAL HARASSMENT

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

1. 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;
2. Submission to or rejection of such conduct is used as a basis for an academic decision; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.

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

OTHER FORMS OF HARASSMENT

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

COMPLAINT PROCEDURE

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of harassment or discrimination. Promptly after learning of such alleged conduct, The Art Institute of Philadelphia 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 college-related retaliation. If an investigation confirms the allegations, The Art Institute of Philadelphia will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

RESPONSIBILITY FOR IMPLEMENTATION

All levels of administration and management are responsible for implementing this policy and helping to create an environment free of sexual harassment. Administrators, managers and supervisors who receive a sexual harassment complaint should carefully investigate the matter and attempt to correct any problem, and consult with Human Resources management, if necessary. The complaint and the details surrounding it, as well as the investigative steps and any findings, should be documented.

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

The Art Institute of Philadelphia 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: Holly DePalma, VP/Director of Human Resources, 2nd Floor of 1622 Chestnut Street, 215.405.6369.

Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether The Art Institute of Philadelphia non-discrimination policy has been violated.

Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Dean of Student Affairs, 3rd Floor of 1622 Chestnut Street, 215.405.6374 or for academic matters with the Dean of Academic Affairs, 1st Floor of 1610 Chestnut Street, 215.405.6306. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Student Affairs or Dean of Academic Affairs.

The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs or Dean of Academic Affairs.

The Dean of Student Affairs or Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

The Dean of Student Affairs or Dean of Academic Affairs will determine whether a violation of The Art Institute of Philadelphia non-discrimination policy has occurred. The Dean of Student Affairs or Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Student Affairs or Dean of Academic Affairs determines that the policy has been violated, Dean of Student Affairs or Dean of Academic Affairs will also recommend corrective action.

The decision of the Dean of Student Affairs or Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of Philadelphia. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Student Affairs or Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.

Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

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

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 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 Philadelphia staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.
4. If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.
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 Pennsylvania
Department of Education
333 Market Street
Harrisburg, Pennsylvania 17126-0333

or you may contact :

The Accrediting Council for Independent Colleges and Schools
750 First Street, NE
Suite 980
Washington, D.C. 20002-4241
202.336.6843

6. Any dispute or civil claim (other than disputes or claims regarding non-payment, grades, or other academic evaluations) between the student and The Art Institute of Philadelphia or any other company that is an affiliate of The Art Institute of Philadelphia or any officer, director, trustee, employee or agent of The Art Institute of Philadelphia or any such affiliated company not resolved with The Art Institute of Philadelphia or regulatory officials shall be submitted to binding arbitration in the City of Philadelphia, Pennsylvania, pursuant to your enrollment agreement and the commercial arbitration rules of the American Arbitration Association. The parties acknowledge that this is a transaction in interstate commerce and that the Federal Arbitration Act will apply. Any award entered shall be final and binding. Information about the arbitration process is available in the Office of the President.

EMERGENCY & CAMPUS SAFETY INFORMATION

INTRODUCTION

The Art Institute of Philadelphia is providing the following information to all of its employees and students as part of the institution'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 the President, Dr. William Larkin, 1622 Chestnut Street, 215.567.7080.

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Art Institute of Philadelphia 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 through the campus mail system, and are also informed that the information is on the school's Web site. The report is distributed to all students through the student email system and is also available on the Web site.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs, Dan Leifield. Reports are kept in a secure location in the Student Affairs Office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Philadelphia 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 Philadelphia facilities to the Dean of Student Affairs, Dan Leifield either in person or by calling 215.567.7080, ext. 6374. If the Dean of Student Affairs is not available, you may contact an Academic Director (Carl Bean, Rob Crites, Donna Daley, Jim Gallagher, Erick Hershey, Kali Meeks, Jeff Otto, Alison Pastor, Anita Rudman, Crystal Shamblee or Bill Tillinghast) or a member of the school's Executive Committee President William Larkin, Raymond Becker, Ed Hunter, Larry McHugh, Jim Moretti or Holly DePalma. The Security Personnel located at the entrance to each building should be notified immediately as well as the Philadelphia Police Department by dialing 911.

To report emergencies or criminal acts occurring in school-sponsored housing, students should contact the Residence Life Office 215.545.2621 to speak with a member of the professional staff, or dial 911 to report a crime or emergency requiring an immediate response.

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

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

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to Dan Leifield, Dean of Student Affairs. Reports are kept in a secure location in the Student Affairs Office, located on the 3rd floor of 1622 Chestnut Street. 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 Dan Leifield, Dean of Student Affairs.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of The Art Institute of Philadelphia 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 Philadelphia's 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 present a valid school identification card upon request, and encouraged to have the identification visible at all times. Guests must present valid identification upon signing in and must remain with their host while in the facility.

ACCESS TO ACADEMIC BUILDINGS

The Art Institute of Philadelphia is concerned that every student enjoys a safe, secure stay. The Art Institute of Philadelphia's policies and housing rules strictly prohibit the possession of weapons and the illegal use of alcohol, controlled substances and drugs on the campus or in off-campus housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion.

It is the policy of The Art Institute of Philadelphia that access to all campus facilities, including housing facilities, is limited to authorized personnel, student and invited guests. Visitors are at all times subject to the school policies and conduct codes. The lawful and appropriate behavior of the visitor is the responsibility of their student or employee host. There are security desks at the entrances to all Art Institute of Philadelphia facilities and all visitors must sign in and out. At the academic buildings guests will be issued guest passes and must wear them while in the building. Closed circuit security cameras monitor 1622 Chestnut, 1610 Chestnut and 1346 Chestnut continuously. While there are currently no off-campus locations of student organizations, any future organizations are subject to the same policies and procedures.

SCHOOL-SPONSORED HOUSING

Security personnel are stationed at the entrances to all Art Institute of Philadelphia sponsored housing, providing around the clock coverage. Students must present their IDs upon entering the facility. Student's guests must leave a form of identification at the security desk upon signing in with their host. Guests must remain with their host at all times.

CAMPUS LAW ENFORCEMENTS

Campus staff with security responsibilities and security staff are always at the school during business hours. Persons employed as security personnel at The Art Institute of Philadelphia represent the school and are instructed to enforce campus security policies. While these individuals do not have arrest authority, such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. The Art Institute of Philadelphia security personnel periodically contact the Philadelphia Police Department servicing the area. The purpose of this working relationship is to ensure that The Art Institute of Philadelphia is aware of all of the criminal offenses and arrests that have occurred on The Art Institute of Philadelphia campus so that they can make timely warning reports on crimes which represent a continuing threat. It is the policy of The Art Institute of Philadelphia to promptly, accurately and completely document all criminal activity with the 9th District of the Philadelphia Police Department when appropriate.

At the school sponsored housing facilities, the professional staff, student Resident Assistants and the security staff maintain security responsibility. State law gives the Philadelphia Police Department the authority to make arrests for crimes committed on campus and at School sponsored housing facilities. The Art Institute of Philadelphia and the Community Relations Department of the 9th and 6th Districts of the Philadelphia Police Department maintain a professional working relationship. School security officials do not routinely interact with either the county or state law enforcement agencies in Pennsylvania. However, if the need arises, crime prevention and investigation officers are available.

Should an emergency arise, students residing in sponsored housing should contact the Resident Assistant on duty. The Resident Assistants are specially selected student and are trained in emergency procedures and school regulations. They will contact security personnel on site if necessary.

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of Philadelphia is located in Philadelphia, Pennsylvania. The Art Institute of Philadelphia maintains a close working relationship with the Philadelphia Police Department with periodic contact initiated by The Art Institute of Philadelphia personnel to ensure that the school 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 through posting on The Art Institute of Philadelphia Web site and posting of notices in appropriate locations within the school.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new students and employees can participate in a "Safety in the City" workshop at the New Student Orientation. The Art Institute of Philadelphia also sponsors workshops by the Philadelphia Police Community outreach unit that occur in conjunction with The Art Institute of Philadelphia's "Health & Wellness Days" programming. Housing personnel provide workshops for all new housing students as part of the orientation program when student move into school-sponsored housing. These programs include a description of campus security procedures, reporting a crime and suggestions on how to avoid becoming a victim of crime. All of these programs encourage students and employees to be responsible for their own security and that of others. Information is listed in the Student Handbook for students and in the Employee Handbook for faculty and staff. Everyone is encouraged to review these materials.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

In the event of certain crimes that represent a continuing threat to students and employees, The Art Institute of Philadelphia will issue warning reports to advise everyone on the types of recurring actions that have occurred and the procedures that can be taken to prevent these. For instance, in the case of repeated burglary of petty thefts in a facility, warnings will be distributed to all faculty and staff with instructions for faculty to read to all of their classes or posted throughout the building. If necessary The Art Institute of Philadelphia can make timely warning reports on crimes which represent a continuing threat. While The Art Institute of Philadelphia maintains a relationship with the Philadelphia Police Department the school is not routinely notified by law enforcement agencies of student's off-campus criminal behavior.

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, The Art Institute of Philadelphia 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 Art Institute of Philadelphia students and employees annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of Philadelphia 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.

The following excerpts from the Policy are important facts that every student should know:

- Employees and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the property of the school or when participating in any school activity. This prohibition applies while on the property of the school or when participating in any institutional activity. All underage students are also subject to Pennsylvania State laws regarding alcohol consumption. All students and employees are also subject to all Federal and State laws regarding illicit drug use.
- Employees or students who violate this policy will be subject to disciplinary action up to and including expulsion.
- In addition to legal penalties, the record of a felony or conviction of a drug related crime can prevent a person from entering some careers.
- Violations of this policy could result in the school losing its eligibility to receive funds or any other form of financial assistance under any federal program.
- Confidential help is available.
- Students with questions or concerns about drug and alcohol abuse should contact the school counselor immediately. The Counseling Office offers short-term treatment programs and assessments, along with maintaining referral information for those requiring long term treatment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

As part of the New Student Orientation safety programs, all students are given the opportunity to participate in safety workshops. Within these workshops, students receive training in how to avoid becoming a victim of sexual assaults. Counselors are also available to provide more specific workshops on sexual violence. The school's counselors are available for counseling, emotional support, and referrals to local hospitals, crisis programs, and sexual abuse programs. These programs include a promotion of awareness of rape, acquaintance rape and other forcible or non-forcible sex offenses.

Should a sexual offense occur the procedure is the same as reporting other crimes on campus. Students are encouraged to report to both the campus security and the Philadelphia Police immediately. The Dean of Student Affairs will assist in filing such reports at the student's request. The Rape Crisis Hotline in Philadelphia can be reached at 215.985.3333. For legal assistance, contact Women Against Abuse at 215.686.7082.

Victims of sexual assault or rape should follow these recommended steps. All evidence should be preserved in the event of a rape; clothes kept, the area of the offense unaltered, and the victim should not wash or clean before contacting police. Contact the police immediately by dialing 9-1-1. Do not destroy any of the clothing worn at the time of the attack. Go to a hospital emergency room for medical care. Make sure evaluations are made related to the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure injuries are properly evaluated, and could provide valuable evidence toward prosecution of the offender.) The victim should have someone with them to provide emotional support. It is the student's option to notify the appropriate law enforcement authorities, including on-campus authorities and local police.

In the case of an alleged offense, The Art Institute of Philadelphia will make reasonable arrangements to change a student's academic and living situation, if requested by the victim. An offender can be turned over to law enforcement officials when appropriate, although some cases may be handled internally. In such circumstances, students accused of offenses would be subject to investigation by officials of the school, be given the opportunity to make a statement in their defense in writing, and then could be subject to disciplinary actions up to and including suspension or termination from school. In the case of an investigation handled internally at the school, during the disciplinary hearing both parties have the right to have the other present. Both the accused and the accuser will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Philadelphia 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 Philadelphia'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

Members of the general public may request community notification information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in the community. Data on registered sex offenders is not available to the public in Philadelphia County.

CRIME STATISTICS

Please visit the Student Affairs Office on the 3rd Floor of 1622 Chestnut Street for information in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The Art Institute of Philadelphia prepares the crime statistics annually by gathering all reported data and preparing a report for its employees and students. These statistics include school-sponsored housing facilities.

DRUG-FREE WORKPLACE AND CAMPUS

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Philadelphia or in facilities controlled by The Art Institute of Philadelphia are prohibited by college regulations and are incompatible with The Art Institute of Philadelphia 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 Philadelphia and the requirements of state and federal law, The Art Institute of Philadelphia has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short Term Risks

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

Long-Term Risks

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

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users
- Intravenous Drug Use
- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

THE ART INSTITUTE OF PHILADELPHIA SANCTIONS

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

STATE AND FEDERAL SANCTIONS

FEDERAL LAW

The Federal Government prohibits the manufacture, distribution, dispensation and possession of controlled substances unless specifically permitted by statute. The government categorizes controlled substances according to Schedules I through V. Schedule I drugs have a high potential for abuse, with no accepted medical use. Schedule I drugs include, but are not limited to, heroin, marijuana, hashish, LSD and other hallucinogens. Schedule II drugs have a high potential for abuse, but some medical use, and include opium, morphine, codeine, barbiturates, cocaine and its derivatives, amphetamines, phencyclidine (PCP) and other narcotics. Schedule III, Schedule IV and Schedule V drugs have some potential for abuse, but less than Schedule I and II drugs, with Schedule III drugs having the most potential for abuse and Schedule V the least. Schedule III, IV and V drugs include chloral hydrate (IV), certain barbiturates (III and IV), benzodiazepines (IV), glutethimide (III), other depressants and narcotics (III and IV), amphetamines (III) and other stimulants (III and IV).

1. The federal penalty for the manufacture, sale or distribution of small amounts of Schedule I and II drugs, for the first offense, is from five to 40 years imprisonment and/or not more than a two million dollar fine for an individual (where death or serious injury occurs, not less than 20 years imprisonment and not more than life imprisonment); for a second offense, not less than 10 years imprisonment and not more than life and/or a fine of not less than four million dollars for an individual (where death or serious injury occurs, not less than life imprisonment). Penalties are doubled in many cases for the manufacture, sale or distribution of larger amounts of Schedule I and II drugs.
2. The federal penalty for the manufacture, distribution or sale of Schedule III, IV and V drugs of any quantity is: Schedule III Drug: not more than five years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense. Schedule IV Drug: not more than three years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense. Schedule V Drugs: not more than one (1) year imprisonment and/or a \$100,000.00 fine; penalty is doubled for a second offense.
3. Federal law provides separate penalties for the manufacture, sale or distribution of marijuana, hashish, or their derivatives. Penalties vary according to the quantity involved, the existence of a prior offense, and whether death or serious injury results. For a first offense involving small amounts (less than 50 kilograms of marijuana; less than 10 kilograms of hashish), the penalty includes not more than five years imprisonment and/or a \$250,000.00 fine for an individual. Penalties are doubled for second offenses. For larger quantities (between 50 - 100 kilograms marijuana; between 10 - 100 kilograms hashish), the penalty includes not more than 20 years imprisonment and/or a fine of one million dollars. Penalties are increased for second offenses. Where death or serious injury results, penalties are increased to include not less than 20 years imprisonment and not more than life for a first - time offender; not less than life for a second - time offender.
4. In addition to the manufacture, distribution or sale of controlled substances, federal law prohibits unauthorized possession of controlled substances. Penalties for simple possession include up to one year imprisonment and/or at least a \$1,000.00 fine (but less than \$10,000.00) for a first offense; up to two years imprisonment and/or at least a \$2,500.00 fine (but less than \$250,000.00) for a second offense; up to three years imprisonment and/or at least a \$5,000.00 fine (but less than \$250,000.00) for subsequent offenses. Special sentencing provisions apply to the possession of crack cocaine.
5. Special federal penalties apply to the sale or distribution of controlled substances to persons under age 21 or within 1,000 feet of school, college or university property.

PENNSYLVANIA LAW

The Commonwealth of Pennsylvania also imposes penalties for the possession, sale or delivery of a controlled substance. Pennsylvania classifies controlled substances according to Schedules I through V consistent with federal law. As with federal law, penalties vary according to the type of controlled substance involved.

1. The penalty for the sale or delivery, or possession with the intent to deliver, of a Schedule I or II drug, which is a narcotic, includes up to 15 years imprisonment and/or a \$250,000.00 fine.
2. The penalty for the sale, deliver or distribution of phencyclidines (PCP), methamphetamines, coca and its derivatives, and marijuana in excess of 1,000 pounds includes up to 10 years imprisonment and/or a \$ 100,000.00 fine.
3. The penalty for the sale, delivery or distribution of any other Schedule 1,II or III drug not listed in (2) or (3) above, is up to five years imprisonment and/or a \$ 15,000.00 fine.
4. The penalty for the sale, delivery or distribution of any Schedule IV drug includes up to three years imprisonment and/or a \$10,000.00 fine.
5. The penalty for the sale, delivery or distribution of any Schedule V drug includes up to one year imprisonment and/or a \$1,000.00 fine.
6. Penalties for unauthorized possession of a controlled substance include up to one year imprisonment and/or a \$5,000.00 fine for the first offense.
7. Penalties for possession of a small amount of marijuana for personal use or with the intent to distribute but not to sell or the distribution of a small amount of marijuana but not sale include up to 30 days in prison and/or a fine not to exceed \$500.00.
8. Penalties for the intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device include up to three years imprisonment and/or a fine not to exceed \$5,000.00.

Federal penalties and sanctions for illegal possession of a controlled substance include the following:

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both

Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both

After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

Convictions for Drug-Related Offenses

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and PHEAA State 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 Philadelphia need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM

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

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

COUNSELING

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

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

PHILADELPHIA AREA RESOURCES

There are also organizations that may be contacted for help.

DRUG & ALCOHOL TREATMENT PROGRAMS

Behavioral Health Service Initiative

801 Market Street, 7th Floor, Philadelphia, PA 19107, 215-546-1200

Caring Together Program

3300 Henry Avenue, Philadelphia, PA 19129, 215-842-7161, 888-745-CARE

Citizens Acting Together Can Help, Inc. (CATCH)

1409 Lombard Street, Philadelphia, PA 19146, 215-735-7435

Cedar Park

4926 Baltimore Avenue, Philadelphia, PA 19143, 215-724-6380, 215-724-6382

CHANCES

1200 Callowhill Street, Suite 102, Philadelphia, PA 19123, 215-923-0218

City Team Ministries- Chester

634 Sproul St., Chester, PA 19013, 610-872-6865, 610-876-9924. <http://www.cityteam.org>

Community Behavioral Health

801 Market Street, 7th Floor, Philadelphia, PA 19107, 215-413-3100, 1-888-545-2600 intake/member services, <http://www.phila-bhs.org>

Congreso de Latinos Unidos, Inc.

216 West Somerset Street, Philadelphia PA 19133, 215-763-8870, <http://www.congreso.net>

CORA Services

8540 Verree Road, Philadelphia PA 19111, 215-342-7660, <http://www.coraservices.com>

Family House New Options for Women (NOW)

1020 North 48th Street, Philadelphia, PA 19131, 215-878-8616, 215-878-8603,

First Step Refuge

1360 Ridge Avenue, Philadelphia, PA 19123, 215-236-0909, 215-236-5051

Gaudenzia Inc

Corporate Headquarters, 106 West Main Street, Norristown, PA 19401

Vantage House. 212 East King Street, Lancaster, PA 17601, 717-291-1020, 717-293-9064

Horizon House Rehabilitation Services, Inc.

120 S 30th Street, Philadelphia PA 19104, 215-386-5128

Intercommunity Action Group

6122 Ridge Avenue, Philadelphia, PA 19128, 215-487-0914, 215-487-3716,

<http://www.intercommunityaction.org>

Interim House

333 West Upsal Street, Philadelphia PA 19119, 215-849-4606

Interim House West

4108 Parkside Avenue, Philadelphia, PA, , (215) 871-0300

Kindred House

1030 South Concord Avenue, West Chester, PA 19382, 610-399-6571

Lenape Valley Foundation (Bucks County)

Health and Wellness Building, 501 Bath Road, Bristol, PA 19007, 215-785-2577 admin, 1-800-499-7455

Lower Merion Counseling Services

7 East Lancaster Ave 2nd Floor. Ardmore, PA 19003, 610-649-6512

Maternal Addiction Treatment Education and Research (MATER)

5601 Kingsessing Avenue, Philadelphia, PA 19143, 215-727-1640, 215-727-7453

People Acting Together to Help, Inc. (PATH)

Community MH/MR Center, 8220 Castor Avenue, Philadelphia PA 19152, Intake: 215-728-4565, Main: 215-728-4600

Philadelphia Health Management Corporation www.phmc.org/addictions**Progress Harbor**

5114 N. Broad Street, Philadelphia PA 19141, 215-324-2224, 215-324-8845

Resources for Human Development Ridge Connections

1360 Ridge Avenue, Philadelphia PA 19123, 215-236-2907, 215-236-0495

Salvation Army: The Bridge House

4050 Conshohocken Avenue, Philadelphia, PA 19131, 215-473-4088

Sobriety Through Outpatient (STOP)

2534-36 N. Broad Street, Suite 200, Philadelphia, PA 19132, 215-227-7867, 800-660-7867

Sunday Breakfast Rescue Mission

302 North 13th Street, Philadelphia, PA 19105, 215-922-6400, 215-922-5744

Temple Crisis Response Center

Temple Hospital, 100 East Lehigh Street, Philadelphia, PA 19140, 215-707-2577

Dr. Warren E. Smith Health Centers

1315 Windrim Avenue, Philadelphia, PA 19141, 215-456-2704, 215-456-2713

Women In Transition

21 South 12th Street 6th floor, Philadelphia, PA 19107, 1-866-723-3014 hotline, 215-564-5301, 215-564-5723, <http://www.womenintransitioninc.org>

Womenspace

6400 Germantown Ave., Philadelphia, PA 19119, Office Phone: 215-844-2400, Fax: 215-844-2425

Womenspace Ardmore

120 Ardmore Avenue, Ardmore, PA 19003, 610-649-8136, 610-649-4270

CRISIS RESPONSE CENTERS / EMERGENCY**Hall-Mercer Crisis Response Center (South Philadelphia / Center City)**

Pennsylvania Hospital, 245 South 8th Street, Philadelphia PA 19140, 215-829-5433

Einstein Crisis Response Center (Lower NE, North, NW Philadelphia)

Germantown Hospital, 1 Penn Boulevard, 3rd Floor, Philadelphia, PA 19144, 215-951-8300

Crozer Chester Mental Health Crisis Center (Southern Delaware County)

1 Medical Center Building, Upland, PA 19013, 610-447-7600

Chester County Crisis Center (Chester County)

222 North Walnut Street, West Chester, PA 19380, 610-279-6100

Larkspur Crisis Response Center (Northeast Philadelphia)

Friends Hospital, 4641 Roosevelt Boulevard, Philadelphia, PA 19124, 215-831-4616

Mercy Hospital Crisis Response Center (West, SW Philadelphia)

501 South 54th Street, Philadelphia, PA 19143, 215-748-9525

Mercy Fitzgerald Hospital (Northern Delaware County)

1500 Lansdowne Avenue, Darby, PA 19023, 610-237-4210

Montgomery County Emergency Services (Montgomery County)

Norristown State Hospital, 50 Beech Drive, Building 50, Norristown, PA 19403, 610-279-6100

SUPPORT GROUPS

Alcoholics Anonymous (AA)

1218 Chestnut Street, Suite 1004, Philadelphia, PA 19107-4825, 215-923-7900

Narcotics Anonymous

Greater Philadelphia, 1243 C South 22nd Street, Philadelphia, PA 19146, 215-440-8400

Lower Bucks County, 215-943-8866

Upper Bucks County, 215-629-6757

Delaware County, 610-534-9510

Lackawanna County, 717-963-0728

Montgomery County, 215-NA-WORKS

New Jersey, 732-845-2919, 800-992-0401

Cocaine Anonymous

Greater Philadelphia, 215-333-7798, Outside Philadelphia, 866-777-0983

HOTLINES

National Institute of Drug Abuse Hotline 800-662-4357

8 AM – 2 AM: M – F

11 AM – 2 AM: weekends

A list of emergency and sliding-fee scale resources is available from the counselor.

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 different ways. Not everyone experiences depression and suicidal tendencies in the same way. Some people may have behavioral changes, while others experience physical changes.

Depression and suicide have many common warning signs including:

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

Specific signs of potential suicide include:

- Talking openly about committing suicide
- Talking indirectly about “wanting out” or “ending it all”
- Taking unnecessary or life-threatening risks
- Giving away personal possessions
- Depression alone or in combination with aggressive behavior, substance abuse and/or anxiety is found in over half of all suicides. If depression is present, substance abuse, anxiety, impulsivity, rage, hopelessness and desperation may increase the risks of suicide.
- Suicide can be also be triggered by a number of things including:
 - stressful events, such as a failed exam or failure to get a job
 - crises in significant social or family relationships
 - interpersonal losses
 - changes in body chemistry
 - high levels of anger or anxiety

HOW TO HELP A FRIEND

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

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

RESOURCES

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

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

National Mental Health Association 1-800-969-6642 or www.nmha.org/index.cfm National Institute of Mental Health 1-800-421-4211 or www.nimh.nih.gov

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PROCEDURES FOLLOWING SUICIDE THREATS AND ATTEMPTS

The Art Institute of Philadelphia 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 Philadelphia student code of conduct. In the event that The Art Institute of Philadelphia 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 Philadelphia 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.