



**Ai** The Art Institute  
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MEDIA ARTS DESIGN FASHION CULINARY  
Student Handbook 2011-2012

# The Art Institute of Pittsburgh

## STUDENT HANDBOOK

2011-2012 The College for Creative Minds

<http://www.artinstitutes.edu/pittsburgh> (Campus)

<http://www.aionline.edu> (The Art Institute of Pittsburgh – Online Division)

See The Art Institutes: [aipprograms.info](http://aipprograms.info) for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

### I. Introduction

#### A. Notice to change

The Art Institute of Pittsburgh 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 Pittsburgh will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions or other methods deemed appropriate by the college administration.

#### B. Mission Statement

The mission of The Art Institute of Pittsburgh is to provide distinctive creative and collegiate education, based on a foundation of exemplary learning-centered practices, endowing graduates with skills, abilities, and competencies that enable them to achieve personal and professional success in an evolving global market. Our mission drives The Art Institute of Pittsburgh programs and practices and serves as the foundation for evaluating our college's effectiveness.

### II. Campus Information

#### A. Address

420 Blvd of the Allies  
Pittsburgh, PA 15219  
Local: 412 291 6200  
Toll free: 1 877 532 8941  
Web: [www.aip.aii.edu](http://www.aip.aii.edu)

#### B. Campus Organization

The Art Institute of Pittsburgh is organized into the following administrative departments: Academic Affairs, Admissions, Career Services, Registrar, Student Affairs, Student Accounting, Student Financial Services, Technology, and the Library.

#### Classrooms

Classrooms are lecture rooms, computer labs, and kitchen labs. Classes can meet during daytime and evening hours, Monday through Saturday.

### **Offices**

The administrative and faculty office suites accommodate faculty and academic administrators, school administrators, administrative support staff, student affairs, admissions, and student finance personnel

### **C. Parking and Transportation**

There is no parking associated with The Art Institute of Pittsburgh. Public parking is available at several locations close to the campus. To avoid problems of traffic and limited parking, consider using carpooling or public transportation. The public transportation system in Pittsburgh is The Port Authority. This public transportation consists of bus services, light rails and the inclines. For information on fares, tickets and schedules go to [www.portauthority.org](http://www.portauthority.org).

A bicycle rack is conveniently located next to the Smoking Terrace. You will need a locking device to secure your bicycle.

### **D. Student Portal**

[www.myaicampus.com](http://www.myaicampus.com)

The student portal provides access to a variety of campus services and related information. You can access your Art Institute of Pittsburgh email, registrations information, schedule and grades, online class access, bill payment and general Art Institute of Pittsburgh news.

### **C. Email Accounts**

All students are expected to activate and use their college e-mail account in all communications with the college. This includes but is not limited to all class work, communications with administrative, financial departments, academic advising, the library, and the registrar.

### **D. Animals on Campus**

In accordance with the Americans with Disabilities Act, service animals are permitted in college facilities. Service animals are animals that are individually trained to perform tasks for people with disabilities – such as guiding people who are blind, alerting people who are deaf, pulling wheelchairs, alerting and protecting a person who is having a seizure, or performing other special tasks. The animal typically wears a harness, cape, identification tag or other gear that readily identifies its working status.

Service animals are working animals, not pets.

### **G. Appropriate Attire**

You are expected to dress appropriately for your profession while attending The Art Institute of Pittsburgh. You are expected to display good judgment, and clothes should be comfortable and reasonable for the activities of education. Any attire with words or images that are offensive to others is not appropriate. It is required that you wear shoes and a shirt at all times. Violations may result in your being asked to leave The Art Institute of Pittsburgh until you can return in appropriate attire.

### **H. Children on Campus**

For reasons of safety and to ensure a proper educational environment, children are not permitted in the classrooms, labs, or Library. Unattended children are not permitted anywhere

in the College building or in the property surrounding it.

#### **I. ID cards**

Photo identification (ID) cards are produced and distributed by the Media Center on the 3<sup>rd</sup> floor. First quarter students are scheduled for photo IDs during early Registration and Orientation. Students are required to retain an ID card to be used for various purposes for the duration of their program:

- To gain entrance to the building;
- For checking out Library books and resource materials;
- For checking out individual department training equipment
- For use of open computer labs;
- For picking up class schedules, midterm grades, etc.;
- For entry into a sponsored housing facility, if you are a resident;
- For participation in student activities and social events; and
- For special discounts offered by some retailers, theaters, and restaurants to those who present a student ID card.

The student should not loan his/her ID card to anyone for any reason, as the student will be responsible for its use (loss or damage to books or equipment). Lost cards should be reported immediately and must be replaced. Refer to the Media Center for ID card replacement procedures. Replacement charge for a lost ID card is \$5.

Online students should contact their student support advisor to inquire about the process for securing a photo identification card.

#### **J. Personal Property**

The Art Institute of Pittsburgh is not responsible for the personal property of students (such as books, supplies, equipment or clothing). The student should place his or her name and student number on all items of value. Equipment serial numbers should be recorded and kept in a safe place. Students should review their personal property/homeowners insurance and automobile comprehensive insurance policies to determine whether valuable equipment (such as cameras) or personal items (radio, stereo, TV sets) would be covered in the event of theft or loss. Do not leave personal items of value unattended.

#### **K. Portable Communication Devices**

The use of portable telecommunication devices such as cell phones, pagers, mp3 players, radios etc. that emit an audible sound for calls and messaging are prohibited in all Art Institute of Pittsburgh classrooms and business offices. Such devices should be disabled prior to class periods to prevent them inadvertently sounding during class.

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

#### **L. Posters, Flyers, Banners, Solicitation**

Soliciting and posting on bulletin boards by individuals not affiliated with The Art Institute of Pittsburgh is not permitted.

Posters and signs may not be affixed to walls, elevators, or other places not intended for their display.

#### **M. Smoking Policy**

In compliance with the City of Pittsburgh ordinance, The Art Institute of Pittsburgh is a smoke free building. Smoking is not permitted anywhere inside the buildings nor is it permitted near any of the building entrances. Smoking is permitted outside the building in a designated area only.

#### **N. Student Messages**

Personal messages are not delivered to students except in the event of an emergency. The caller must identify him or herself and give a brief explanation of the emergency, before the Student Affairs Office will attempt to deliver the message to the student.

#### **O. Visitors on Campus**

Visitors or family are not permitted in class without prior permission from the instructor or the administration. All visitors must show a standard form of identification to enter the building.

#### **P. Lost and Found**

All items lost and found are taken to the Library on the third floor. Please remember to always check there first.

### **III. Student Services and Resources**

#### **A. Student Affairs**

##### **1. Student Housing**

The Art Institute of Pittsburgh has established student housing for students in Shannon Hall, Miller Hall and The Standard Life Building and other locations as needed. All of these buildings are located Downtown and are convenient to public transportation and potential part-time job opportunities.

Various apartment styles are available in one, two and three bedroom styles and are furnished. On-site laundry facilities and 24-hour security are features designed to make your home away from home more of a home. Electricity, cable and internet services are included. Quarterly apartment rent costs can be included in the student's financial plan.

The Student Housing License Agreement and Resident Information Handbook provide detailed information on housing services including rules and regulations.

##### **2. Independent Apartments**

The Residence Life and Housing Services Office can provide resources to assist in your search for an independent apartment in one of the city's numerous residential neighborhoods. Whether you are interested in sharing a house, looking for a roommate or a place in an apartment community, you can contact the Residence Life and Housing Services Office for up-to-date apartment listings. Independent apartments are not inspected or approved by The Art Institute. All arrangements are made between the student and the landlord.

### **3. Student Assistance Program/Student Support Services**

Students at The Art Institute of Pittsburgh may utilize the Student Assistance Program, a service offered at no additional charge to a student which provides 24 hour per day, 7 days per week confidential counseling via telephone. The program counselor may refer the student for limited visits with an area network mental health provider or assist the student with locating resources within the local community. For more information on this service contact the Student Support and Disabilities Coordinator in the Student Affairs Department at (412) 291 6290.

Campus and Online students can use this telephone number to utilize the service directly 1-888-(617) 3362.

### **4. Disability Services**

The Art Institute of Pittsburgh provides accommodations to qualified students with disabilities. The Student Support and Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institute of Pittsburgh.

Students who seek reasonable accommodations should notify the Student Support and Disabilities Services Coordinator at (412) 291-6290 or [bwhited@aia.edu](mailto:bwhited@aia.edu) of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Student Support and Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Dean of Services Affairs in Room 139, telephone number (412) 291-6298. Complaints will be handled in accordance with the college's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

### **5. International Student Services**

All students who attend The Art Institute of Pittsburgh in nonimmigrant student status are required to comply with all United States Department of Homeland Security (DHS) and United States Citizenship and Immigration Services (USCIS) regulations.

Immigration information is available through a variety of formats and sources. Not all information publicly available is always accurate and up-to-date. If you are unsure about a policy, i.e. wish to change your course of study, travel outside of the United States, or accept employment; always check with the Designated School Official (DSO) located in the Academic Advising Office on the fifth floor in Education Office 537.

The Art Institute of Pittsburgh is authorized under Federal law to admit nonimmigrant alien students. All international students are required to sign and submit an International Student Responsibilities Form to confirm their understanding and acceptance of Federal regulations that govern their attendance. This form must be signed upon matriculation and periodically re-signed throughout the duration of a course of study, if Federal regulations change. The following is a list of some of the most important compliance issues for nonimmigrant alien students:

### 1. Address Change

All address changes must be reported to the DSO within ten days of having occurred.

### 2. Employment

All forms of employment for nonimmigrant students require the authorization of the DSO. Some employment may also require USCIS approval. Consult the DSO before accepting any type of employment. Unauthorized employment carries severe penalties and can endanger future plans.

### 3. Travel Within and Outside the United States

When traveling within the United States, Federal law requires nonimmigrant students to carry all pertinent documents such as passport, Form I-94, Form I-20, and if applicable, Employment Authorization Document (EAD). If leaving the United States, have the DSO sign your current nonimmigrant student visa documentation to avoid re-entry problems.

### 4. General Requirements for Nonimmigrant Students

- Maintain a valid passport at all times; Contact your home country's consulate at least six months prior to expiration;
- Attend only the school that maintains your nonimmigrant record;
- Carry a full course of study (generally 12 credits or more; four classes or more);
- Consult the DSO regarding: enrollment in online classes; there are Federally imposed restrictions on the number of online classes in which certain nonimmigrant alien students may enroll
- Maintain *satisfactory academic progress* (meet all class attendance policies and minimum grade requirements as outlined in this handbook);
- Notify the DSO of any changes to your educational level prior to making any changes;
- Have your immigration forms signed prior to traveling outside of the United States (including all contiguous territories such as Mexico, Canada, Bahamas, Lesser Antilles);
- Follow USCIS procedures regarding eligibility for authorized vacation quarters \*(USCIS requires fulltime school attendance for three consecutive quarters to qualify for a vacation quarter; see the DSO for details.);
- Notify the DSO of any plans for transfer to another educational institution;
- Complete your studies and depart the United States by the completion date on your official immigration records. It is your responsibility to request an extension. See the DSO to determine extension eligibility.
- Recognize that you must adhere to Federally imposed requirements regarding: when you must depart the U.S. when not attending school;
- Follow all USCIS procedures for reinstatement or restarting nonimmigrant status In the event of a violation of your status, consult the DSO regarding specific procedures to restart or reinstate your status.

### 5. Medical Insurance

The school requires that international students maintain health insurance while attending The

Art Institute of Pittsburgh. Proof of this insurance must be provided to the DSO for placement in the student file. Insurance information is available in the Student Affairs Office.

#### 6. Special Requests

The DSO can assist students with information about courses of study, travel, obtaining attendance letters, scholarship letters, Social Security Card issues, Pennsylvania Driver's License or Photo ID Cards. Please contact the DSO for additional information.

Please be aware that the above requirements are not all inclusive and list only the primary requirements for nonimmigrant students.

#### **6. Student Health Insurance**

The Art Institute of Pittsburgh does not maintain a health services office. The Student Support and Disability Services Coordinator has listings of medical/physician referrals within close proximity of the college. All students are urged to carry a primary private insurance policy that covers comprehensive health care.

Students can enroll on-line in a student medical insurance program sponsored by Collegiate Insurance Resources (CIR). To access the site, direct your web browser to <http://secure.visit-aci.com/ai>. The Art Institute of Pittsburgh makes no representation as to the quality or adequacy of medical care or insurance coverage provided to any student during his or her enrollment at The Art Institute of Pittsburgh.

#### **B. Student Accounting**

##### **General Information**

The Student Accounting Office is located on the fifth floor at The Art Institute of Pittsburgh. Accounting representatives are available to assist you during regular business hours each quarter; Monday, Wednesday, Friday 7:30AM – 5:00PM, and Tuesday, Thursday 7:30AM – 7:00PM.

##### **Payments**

The student (or parents/guardian when applicable) will receive payment notices in accordance with the financial plan agreed upon in the Student Financial Services Office. Payments are due in full, on or before the designated due date. Payments can be made in the accounting office, by mail, over the phone or by enrolling in the automatic payment program. Details regarding these payment options are available in the accounting office. Please make all checks and money orders payable to *The Art Institute of Pittsburgh*, and include the student identification number on all payments.

The Accounting Office is sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, the staff works very closely with the Student Financial Services Department to assist students in developing a sound financial plan. Any student who has incurred or anticipates a financial problem is encouraged to consult with the accounting staff and/or the student's financial planner for possible assistance.

##### **Interest Charges**

Interest charges will be assessed on a student's account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month.

**\*\*Even if a student is not required to make payments to the school according to their financial payment plan, they may incur interest. For further information related to interest charges, please contact the Accounting Office.**

### **Special Funding Assistance**

Some students may be eligible for Vocational Rehabilitation or Job Training Partnership Act Funding. Information regarding these programs may be obtained from within the Accounting Office.

### **Student Refunds – In School Students**

The Accounting Office processes refunds for enrolled students with credit balances weekly; beginning the third week of the quarter. All students must submit a Refund Request Form to have a refund processed. The Refund Request Form can be found in the accounting office. All request forms are due by Noon on Fridays to receive a refund the following week and the student must be in attendance the week prior to receiving a refund.

All refunds will be disbursed directly from Sallie Mae. Students have the option to select the method they wish to receive their funds (Check, Direct Deposit, Sallie Mae Debit Card) by logging onto Sallie Mae's website at <https://debit.salliemae.com/AIPittsburgh>. For additional information regarding refunds, please contact the Accounting Office.

### **G. Supply Store/Print Services**

The Supply Store is a very specialized retail outlet located on the first floor. It carries required textbooks and most of the design, media, and fashion supplies needed by students as recommended by the instructors and academic department directors. This helps to ensure the student purchases the right materials and supplies for each assigned project, at the right price, and in the right quantity.

#### **Pre-Paid Charge Account Service**

The Supply Store has a pre-paid account service available to make obtaining class supplies even easier. By having a pre-paid charge account, the student will be assured funds will be available for them to obtain class supplies on an as-needed basis. An account is established by making a deposit of cash, check, Visa, MasterCard, Discover or American Express. At that time, a pre-paid charge account will be opened in the student's name, accessible with their student ID number. The Supply Store has discount pricing every day, and posts additional weekly specials.

### **D. Technology – On Campus**

The Art Institute of Pittsburgh's goal is to provide student centered services in support of the curriculum. The Technology Department looks to meet these needs with careful implementation and support of facilities and equipment.

You can find all policies, available equipment, current software, announcements, blog, and posted schedules for Technology by going to: <http://www.aip.aiitechnology.com>.

The Technology Department has five primary Service Counters to serve the technology needs of Art Institute of Pittsburgh students, faculty, and staff, which include:

**Help Desk**

Located on the sixth floor, The Art Institute of Pittsburgh Help Desk is a technical operations center available to assist with computer-related questions. Students are encouraged to report technical problems with computer labs, hardware, or software to Help Desk or go to <http://www.aip.aiitechnology.com>.

**Service Bureau**

Also on the sixth floor is the Service Bureau, a one-stop for most every output need offering convenience and quality at competitive prices. Services include professional color and large format printing and plotting, hi-resolution film scanning and photo printing, network rendering and rendering to tape of 3D animation and compositing, portfolio multi-disk generation, and media duplication to CD, DVD and VHS. To purchase these services, tickets are used, and can be purchased using one of two ticket machines located on the 6<sup>th</sup> and 8<sup>th</sup> floor. Detailed Service Bureau policies and pricing is available at the counter or go to <http://www.aip.aiitechnology.com>.

**Cage-Cave**

On the ground floor is the Cage-Cave, which provides equipment checkout in video, audio, graphics, and photography. The Cage-Cave also provides general assistance and maintenance for the darkrooms, edit suites, and studios, and audio-visual support to classrooms. Some checkout of equipment requires faculty pre-approval. Detailed Cage-Cave policies are available at the counter or go to <http://www.aip.aiitechnology.com>.

**Entertainment and Industrial Design Shop**

Located on the eighth floor, the Entertainment and Industrial Design Shop includes traditional large floor manufacturing tools such as metal lathes, drill presses, and band saws, and next generation design equipment such as CNC Routers, 3D scanners, and 3D printers. The Shop checks out numerous hand tools and consumable supply materials such as Bondo, cement powders, and glues. Supply tickets for IDT can be purchased using one of two ticket machines located on the 6<sup>th</sup> and 8<sup>th</sup> floor. Detailed Entertainment and Industrial Design Shop policies and pricing are available at the counter or go to <http://www.aip.aiitechnology.com>.

**Media Center**

Located on the third floor is the Media Center, which provides equipment checkout for research laptops, classroom laptops, media center carts, Wacom tablets, and small point and shoot cameras. The Media Center is also the place students can go to get their student IDs. Some checkout of equipment requires faculty pre-approval. Detailed Media Center policies are available at the counter or go to <http://www.aip.aiitechnology.com>.

**General Technology Policies and Procedures**

The following guidelines have been prepared to help make your use of facilities and equipment at The Art Institute of Pittsburgh both productive and enjoyable. Proper use and observance of these policies and procedures assure you of the best service and experience possible. If you have questions regarding these policies or the service of the Technology Department, please contact the Director of Technology or go to: <http://www.aip.aiitechnology.com>.

Technology facilities and equipment belong to The Art Institute of Pittsburgh and are only for the express use of currently enrolled Art Institute of Pittsburgh students, faculty, and staff for

class projects, assignments, and college-related purposes. Any use of technology facilities and/or equipment for freelance, commercial purposes, personal financial gain, or entertainment is strictly prohibited.

The technical facilities and equipment are a shared resource. Please be considerate of others in using them. Refrain from monopolizing computers, tools, and systems including overloading networks or servers with excessive data, wasting available equipment time, or using up costly supplies, including printer paper, on non-course related activities. Intentional misuse or abuse of technical facilities and/or equipment can lead to disciplinary action.

### **Policy for the Responsible Use of Information Technology**

The purpose of this policy is to make clear the governing philosophy for regulating student use of information technology resources at The Art Institute of Pittsburgh. It covers the appropriate use of resources such as computers, printers, network facilities, and all software used with these resources. It is intended to emphasize the importance of approaching information technology issues in a sensible, responsible way, consistent with the accepted principles of the academic community. It recognizes that local, state, and federal laws and regulations for copyright, security, and other statutes regarding electronic media apply to The Art Institute of Pittsburgh students.

1. All students are responsible to safeguard the integrity of all resources used in completing his/her class projects. All users must respect the rights of other users, respect the physical facilities and controls, and comply with all licenses, laws and contractual agreements with the highest of ethical standards in accordance with the Student Conduct Policy.
2. Users must respect the privacy of others including text (electronic mail and file transfer), and images (graphics and television). In addition, each user is assigned an account name and password for their use. Any attempt to circumvent system mechanisms that prevent unauthorized access to restricted information is prohibited. Students are responsible for assuring that their log-in and passwords are used only by them and only for authorized purposes.
3. Students are responsible for the appropriate use of the equipment, network, the Internet, and software provided to them in computer labs according to the Acceptable Use Policy. Violation of the Acceptable Use Policy can lead to immediate disciplinary action.

To promote understanding of what is considered unacceptable conduct, to encourage consistent action, the following guidelines are included here:

### **Acceptable Use Policy**

- It is inappropriate to violate software license agreements by making unauthorized copies of computer software or media or loading unauthorized copies of software or media onto Art Institute of Pittsburgh computers.
- It is inappropriate to copy or otherwise plagiarize the artwork, assignments or projects of other students or professionals. Users must not make or use unauthorized copies of IDs, supply tickets, copy written material or software, store the same on Art Institute of Pittsburgh systems, or transmit the same over its networks.
- It is inappropriate to send or post E-mail or electronic messages that include profanity, vulgarity, discriminatory, or derogatory language or remarks.

- It is inappropriate to broadcast messages of personal statements regarding private issues, especially those of a political, religious, or controversial nature.
  - It is inappropriate to harass, slander, libel, or discredit others through electronic means.
  - It is inappropriate to use facilities for soliciting other students, sending chain letters, or for pranks.
  - It is inappropriate to use facilities or resources within those facilities for freelance work, commercial purposes, personal financial gain, or entertainment.
  - It is inappropriate to use facilities for illegal activities.
  - It is inappropriate to use web access to visit sites that are pornographic, vulgar, and obscene or are otherwise of questionable moral value.
  - The preceding list is not exhaustive but is representative of the types of inappropriate conduct to be avoided. Failure to abide by these guidelines can lead to disciplinary action by the Student Conduct Committee and/or suspension of technology privileges.
1. In order to ensure proper use of equipment and networks, The Art Institute of Pittsburgh reserves the right to monitor or audit the use of all technical resources including electronic communications. All Internet access through The Art Institute of Pittsburgh network will be monitored.
  2. The Art Institute of Pittsburgh reserves the rights to extend, limit, restrict, or deny privileges and access to its information resources. No individual other than Art Institute of Pittsburgh faculty, staff, and students will be permitted access to technical sources without the express written consent of The Director of Technology and the appropriate Academic Department Chair.

### **Responsibility**

1. While every effort will be made to minimize the time when systems are unavailable, there will be times when the system or specific resources will not be available for use due to regularly scheduled system maintenance or administration. If you find unexpected technical problems in an area, please report it to the Helpdesk.
2. Audits will be conducted from time-to-time to ensure compliance with the above policies. Reports or discovery of suspected abuse will be immediately investigated. Violators of this policy will be subject to disciplinary procedures. Disciplinary action may include academic probation and expulsion. The Art Institute of Pittsburgh takes all violations of this policy seriously and will pursue disciplinary, criminal or civil prosecution of violators when appropriate.
3. Students are responsible for any damage or loss to equipment checked out under their name. Any intentional defacing or abuse of equipment or facilities will not be tolerated.

It is the responsibility of every user to request a license from the copyright holder. Do not assume fair use allows you to use someone else's work.

### **Notice of The Art Institute of Pittsburgh's Policies to Comply with the Higher Education Opportunity Act of 2008**

The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students and

individuals to civil and criminal liabilities. Almost all of the music, movies, television shows, software, games and images found on the Internet are protected by federal copyright law. The owner of the copyright in these works has the right to control their distribution, modification, reproduction, public display and public performance. It is therefore generally illegal to use file-sharing networks to download and share copyrighted works without the copyright owner's permission unless "fair use" or another exemption under copyright law applies.

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

A violation of the institution's policy for use of its information technology system can result in termination of network access for the student and/or other disciplinary action including removal of the student from the institution. Moreover, there are severe civil and criminal penalties for copyright infringement under federal law. A copyright owner is entitled to recover actual damages and profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$30,000 per work for a non-willful infringement and up to \$150,000 for a willful infringement, even if there is no proof of actual damages, in addition to court costs and reasonable attorneys' fees. The government also can file criminal charges that can result in fines and imprisonment.

The Art Institute of Pittsburgh's policies in regard to copyright infringement via the Internet prohibit the illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system. The Art Institute of Pittsburgh's policies prohibit use of The Art Institute of Pittsburgh computer network to engage in illegal copying or distribution of copyrighted works such as by unauthorized peer-to-peer file sharing (i.e., the sharing of copyrighted works, typically in digital or electronic files) without permission.

#### **Digital Millennium Copyright Act of 1998**

It is unlawful to produce and disseminate technology, devices, or services that are used to circumvent measures that control access to copyrighted works (commonly known as DRM) and criminalizes the act of circumventing an access control, whether or not there is actual

infringement of copyright itself. It also heightens the penalties for copyright infringement on the Internet.

### **Technology: Frequently Asked Questions**

*How do I use the facilities or check out equipment?*

Any student wishing to use technology facilities or check out equipment must present their active Art Institute of Pittsburgh ID card. Driver licenses are not an acceptable form of identification. Students without a current Art Institute of Pittsburgh ID will not be granted use of the facilities or equipment. ID cards will be scanned at the service counter as a "sign-in" for equipment and facilities, including overnight check out. The appropriate check out sheets must be signed and completed.

Certain equipment and facilities require advance reservation in-person. Shop and related tool reservations are made at the Entertainment and Industrial Design Shop. Video, audio, and photo-related reservations are made at the Cage-Cave. Student phone or email reservations are not accepted.

Students must be enrolled in a related course and be qualified to use equipment and tools. The Instructor and Technology staff has the right to grant or deny access to certain tools, hardware, or equipment.

Some equipment and facilities require "certification" and must be pre-approved by a faculty member. "Certification" indicates that the student understands important safety and operational procedures, has attended hands-on demonstrations of the equipment, and passed basic competencies. Once "certified", this information is encoded onto their Art Institute of Pittsburgh ID. For questions regarding specific certifications, see your instructor or the service counter.

Scheduled open shop, lab, and studio times are posted each quarter in the three main technology service counters (Entertainment and Industrial Design Shop, Service Bureau, and Cage-Cave) and are subject to change. You can find these schedules posted on the online services web site and technology department web site: <http://www.aip.aiitechnology.com>.

Technology areas are not available for use during quarterly breaks with the exception of scheduled workshops.

*When is there open lab, shop, or studio time?*

When a class is not scheduled in the shop, a lab or studio, it can become available or "open" for use by students as determined by the Technology Department. Open labs have a definitive starting and ending time. When the allotted time is over, students must leave the room.

Scheduled classes have first priority in using the facilities. When a scheduled class begins, the open time is closed. Students should limit the time used on equipment to the completion of necessary tasks. Please plan projects accordingly.

At an instructor's discretion and with his/her permission, other students can use open seats for open lab time in a computer classroom. If an exam is being taken or

reviewed, the instructor may close the open time. If a student disrupts the class or other users in any way, the instructor may remove the student(s) in question.

*What if I have a technical problem?*

Report any technical problems to an instructor or:

Computer related – Help Desk on the 6<sup>th</sup> floor

Video and Photography - Cage-Cave on the ground floor

Industrial Design – Entertainment and Industrial Design Shop office on the 8<sup>th</sup> floor

Unless authorized, no one is to tamper, change or disconnect cabling, settings, hardware, or software configurations at any time. At no time is anyone to install or download software, drivers, or updates. Only tech staff, under the direction of the Technology Department, may alter the hardware or software configurations of any facility or equipment.

The Art Institute of Pittsburgh technology staff has the responsibility for maintaining equipment, providing access, enforcing lab policy and procedures, and providing general assistance. Please understand that technology staff is not instructors. Relay any questions regarding software training to your instructor.

Regular system maintenance is performed at night and on weekends. Major system maintenance is normally performed over scheduled college breaks.

Loopholes in computer systems, hacking applications, or illegal passwords should not be used to alter computers, systems, obtain extra resources, or take resources from another person. If a problem is found in the security of any computer or system at The Art Institute of Pittsburgh, it should be reported to the Technology Department.

*How do I log into the computer labs?*

On shared computer systems, every user is assigned an ID. No one should use another person's user ID. All files are assumed to be private and confidential unless the owner has explicitly made them available to others.

*How do I store my work?*

Students are responsible for backing up their own computer work. The Technology Department recommends having at least two different backups of your work always on-hand. Backups, depending on size, can be stored to student owned removable media such as; CD, DVD, USB drive, or portable hard drive. Blank media is available for purchase at The Art Institute of Pittsburgh Supply Store. Student work should not be stored on the local classroom computer hard drive unless requested by the Instructor. The Art Institute of Pittsburgh and the Technology Department cannot be responsible for lost, failed or damaged media as a result of use in labs or the Service Bureau.

Students are provided a virtual folder on the network to store their work. This is a TEMPORARY space; files stored in the virtual folder are deleted by the Technology Department at mid-quarter and the end of the quarter. There are no guarantees given

for this space. It is subject to deletion at any time. Accounts of students will be removed when a student becomes inactive. Student accounts are NOT backed up. No student should ever tamper with or delete the virtual folder or files of another student.

#### *How do I print my work?*

Proofs and single finished pieces can be printed on laser printers found in each lab. These printers are not to be used for making large quantities. If you need to make copies of your work, for a fee, a photocopier is located in the Library. Large format and high quality color prints are made in the Service Bureau on the sixth floor. Trained employees of the Technology Department do Service Bureau printing.

Color output will incur a fee for printing. See the Service Bureau or Accounting Department for costs and to obtain printing tickets. If a fee is required, a ticket must be included with the completed "Printing Request Form."

To submit a file to be printed, an authorized "Request Form" must be completed. Incomplete forms will not be processed. The Technology Department is not responsible for printing or rendering errors caused by incorrect "Request Forms", missing or bad files, or unorganized work. Please see your instructor for assistance in reorganizing or correcting work for resubmission.

Students must present their active Art Institute of Pittsburgh ID to pick up completed projects from the Service Bureau. The Service Bureau will not release work to other students.

The Art Institute of Pittsburgh and the Technology Department are not responsible for the quality of work or output from its facilities.

#### *How do I reserve and check-out equipment from the Cage-Cave?*

Scheduled classes take priority and have the first opportunity to use equipment, studios and lab space. Students who do not have a scheduled class can sign out equipment one hour after a class starts.

Equipment sign out requires 24 hour advanced reservation at the Media Center Cage and must be approved by the Technology Department employee. If equipment is not listed on the "Over Night Sheet" then it cannot be checked out. Loaned equipment must be returned the next weekday by 8 a.m. unless other arrangements have been made with the Technology Department. Weekend checkouts are available. See the Media Center Cage for sign-out times and policies. A late return can result in suspension from equipment sign outs.

Equipment checked out from any technology area at The Art Institute of Pittsburgh is the responsibility of the student who signed the check out sheet.

Return equipment to the Cage-Cave in the same working condition as it was given. Students are advised to check all equipment with a tech staff member before signing it out under their care.

No equipment will be signed out a half hour before the Cage closes.

Audio and video studios and lab time may be signed out in two or four hour blocks and must be pre-approved by the appropriate Instructor. Each student is limited to four hours per week, pending demand. This time may be adjusted during the quarter. Prerequisites vary. Speak with your instructor.

Only The Art Institute of Pittsburgh photography students are permitted to use darkrooms.

*Is there a penalty for returning equipment late?*

All borrowed equipment must be returned by the DUE DATE and TIME listed above. It is the customer's responsibility to verify the due date and time at the time of checkout. Any equipment returned late will be subject to a late fee. More information on late fees and policies can be found at [www.aip.aiitechnology.com](http://www.aip.aiitechnology.com)

Lost, stolen or damaged equipment must be reported immediately to the Technology Department service counter. Repair and/or replacement are at the discretion of the Technology Department which reserves the right to specify what constitutes equal value and fair replacement. Financial obligations for the repair or replacement of equipment must be resolved before The Art Institute of Pittsburgh will grant your degree. Intentional damage to equipment or systems is grounds for suspension and/or termination from The Art Institute of Pittsburgh pending outcomes of a hearing before the Student Conduct Committee.

*What are the Entertainment and Industrial Design Shop procedures?*

Design Shop tools may be signed out overnight or on weekends after completing an "Overnight Tool Request" form that also requires Shop Supervisor approval and forfeiting a valid Art Institute of Pittsburgh ID.

Protective eye wear, goggles, or safety glasses, are to be worn when operating machinery or air driven tools. Horseplay will not be tolerated. Students must not interfere, converse with, or otherwise distract other students who are operating machinery.

Supplies are handed out in accordance with The Art Institute of Pittsburgh ticket system. Tickets can be purchased; Monday to Friday from 8:00 am to 5:00 pm in the Accounting Department on the fifth floor, Monday to Friday in the Library from 5:00 pm to close, and Saturday from 8:00 am to 5:00 pm in the Library.

Students using the "project storage area" to temporarily hold projects do so at their own risk. Students in their fifth quarter and above qualify for the "project storage area" space based on availability. Any remaining "project storage area" is available to all other students on a first come, first serve basis. Please note: The Art Institute of Pittsburgh and the Technology Department are not responsible for the loss, theft, or defacement of student work left in public areas. The Art Institute of Pittsburgh will investigate any suspect activity.

*Is there Internet access provided to students living in student housing?*

Full-time resident students in student housing receive high-speed direct Internet service from Comcast Cable. Students must agree to the Acceptable Use Policy. Wireless Internet is provided in the common areas through the student Wi-Fi network. More information can be found at: <http://www.aip.aiitechnology.com>.

## **In Conclusion**

Users of The Art Institute of Pittsburgh technology are required to read and understand the "Policy of the Responsible Use of Information Technology." A signed copy will be kept on file. Please refer to "Operational and Safety Procedures and Handbook" available at each of the Service Counters for specifics on individual facilities, equipment, tools and handling of materials or go to <http://www.aip.aiitechnology.com>. The above general guidelines have been prepared to make your use of facilities and equipment at The Art Institute of Pittsburgh both productive and enjoyable. Proper use and observance of The Art Institute of Pittsburgh technology policies and procedures assure you of the best service and experience possible. Policies and procedures are subject to change. If you have questions regarding the guide, please contact the Director of Technology.

## **IV. Academic Services**

### **A. Academic Advising**

Students are assigned an academic advisor based on their program of study. Advisors are available to assist with questions regarding scheduling, degree requirements, and academic resources. All students are required to meet with their advisor at least once a quarter to prepare for course registration. Students are ultimately responsible for meeting all course and degree requirements.

Faculty, academic advisors, and chairs of the academic department are available to assist students who have questions or concerns about their course work or other academic matters. Students are encouraged to make a special point to speak to all of them.

Students who experience academic difficulty, as well as those who receive midterm warnings from their instructors, are strongly encouraged to immediately consult with their instructor(s) and meet with their academic advisor or chair of their academic department to develop an action plan for resolving their academic needs and concerns.

## **V. Student Rights and Responsibilities**

### **A. Student Conduct Policy**

#### **Section I. Guiding Principles**

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

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

## **Section II. Scope**

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

## **Section III. Reach**

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

## **Section IV. Responsibilities of Dual Membership**

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

## **Section V. Disciplinary Offenses**

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

### **1. Scholastic Dishonesty**

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

### **2. Illegal or Unauthorized Possession or Use of Weapons**

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

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

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

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

- a) Assault, battery, or any other form of physical abuse of a student or college employee
- b) Fighting or physical altercation

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

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

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

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

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

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

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

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

## **8. Verbal Assault, Defamation and Harassment**

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

## **9. Hazing**

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

## **10. Falsification**

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

## **11. Abuse of The Art Institute of Pittsburgh disciplinary system, including but not limited to:**

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

## **12. Unauthorized Use or Misuse of College Facilities**

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

## **13. Violation of Federal or State Laws**

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

#### 14. Insubordination

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

#### 15. Violations of College Rules

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

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

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

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

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations

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

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

## **Section VII. Disciplinary Procedures:**

### **Complaint**

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

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

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

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

## **Search of Student's Property**

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

## **Notification and Determination of Violations That Warrant Disciplinary Meeting**

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

## **Notification and Determination of violations that warrant Disciplinary Hearing**

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

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee

5. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
  - a. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
  - b. The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

#### **Disciplinary Panel**

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

#### **Administrative Interim Suspension**

Students may be administratively suspended on an interim basis when:

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

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

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

#### **Section VIII. Appeal Procedure**

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

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

#### **B. Non-Discrimination**

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

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

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Director of Institutional

Effectiveness, Vice President/Director of Human Resources, [mhallett@aai.edu](mailto:mhallett@aai.edu), (412) 291-6286.

### **C. Arbitration**

Every student and The Art Institute of Pittsburgh agrees that any dispute or claim between the student and The Art Institute of Pittsburgh (or any company affiliated with The Art Institute of Pittsburgh, or any of its officers, directors, trustees, employees or agents) arising out of or relating to a student's enrollment or attendance at The Art Institute of Pittsburgh whether such dispute arises before, during, or after the student's attendance and whether the dispute is based on contract, tort, statute, or otherwise, shall be, at the student's or The Art Institute of Pittsburgh's election, submitted to and resolved by individual binding arbitration pursuant to the terms described herein. This policy, however, is not intended to modify a student's right, if any, to file a grievance with any state educational licensing agency.

If a student decides to initiate arbitration, the student 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 Pittsburgh intends to initiate arbitration, it will notify the student in writing by regular mail at the student's latest address on file with The Art Institute of Pittsburgh, and the student will have 20 days from the date of the letter to select one of these organizations as the administrator. If the student fails to select an administrator within that 20day period, The Art Institute of Pittsburgh will select one.

The Art Institute of Pittsburgh agrees that it will not elect to arbitrate any undividable claim of less than the relevant jurisdictional threshold that a student may 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 a student's claim exceeds than the relevant jurisdictional threshold The Art Institute of Pittsburgh reserves the right to elect arbitration and, if it does so, each student agrees that the matter will be resolved by binding arbitration pursuant to the terms of this Section.

IF EITHER A STUDENT OR THE ART INSTITUTE OF PITTSBURGH 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, A STUDENT 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 A STUDENT OR THE ART INSTITUTE OF PITTSBURGH 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 a student 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 the student resides. Upon a student's written request, The Art Institute of Pittsburgh 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 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 a student's relationship with The Art Institute of Pittsburgh. If a student has a question about the arbitration administrator mentioned above, the student can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006, [www.jamsadr.com](http://www.jamsadr.com), 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, [www.arbforum.com](http://www.arbforum.com), 800-474-2371.

#### **D. Student Grievance Procedure for Internal Complaints of Discrimination and Harassment**

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below. Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether The Art Institute of Pittsburgh Non-Discrimination Policy has been violated. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred.

Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with Vice President/Dean of Student Affairs, Nadine Josephs [njosephs@aii.edu](mailto:njosephs@aii.edu), (412) 291-6298 or for academic matters with Vice President of Academic Affairs, Dan Garland, [dgarland@aii.edu](mailto:dgarland@aii.edu), (412) 291- 6240. 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.

The Vice President/Dean of Student Affairs or Vice President of Academic Affairs will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence 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. When evaluating complaints of sexual harassment, the Vice President/Dean of Student Affairs or Vice President of Academic Affairs will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.

1. The decision of the Vice President/Dean of Student Affairs or Vice President of Academic Affairs may be appealed by either the complainant or the accused by petitioning the President's Office of The Art Institute of Pittsburgh. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Vice President/Dean of Student Affairs or Vice President of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
2. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in The Art Institute of Pittsburgh Academic Catalog.

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

## **VI. Health and Safety**

### **A. My Campus Alert – Emergency Notification System**

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

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

### **B. Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report 2011**

#### **Introduction**

The Art Institute of Pittsburgh ("The Art Institute") is providing the following information to all of its employees and students as part of The Art Institute'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, George Sebolt, 420 Blvd of the Allies, Pittsburgh, PA 15219, (412) 291-6210.

### **Campus Security and Crime Prevention Policy**

The Art Institute of Pittsburgh 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. The report is distributed to all students through their (stu.aii.edu) e-mail accounts and employees receive a copy through their staff (aai.edu) email accounts. Hard copies are available upon request in the Student Affairs office.

### **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 Nadine Josephs, Vice President/Dean of Student Affairs. The Reports are kept in a secure location in the Vice President/Dean of Student Affairs office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of The Art Institute of Pittsburgh 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 facilities to Nadine Josephs, Vice President/Dean of Student Affairs either in person or by calling 412-291-6298. If the Vice President/Dean of Student Affairs is not available, you may contact a member of the Executive Committee: George Sebolt, President, ext. 6210; Dan Garland, Vice President of Academic Affairs, ext. 6240; Jan Vucic, Vice President/Director of Administrative and Financial Services, ext. 6280; Don Stewart, Director of Career Services, ext. 6270; Malinda Hallett, Vice President/Director of Human Resources, ext. 6286; and Lee Colker, Vice President of Admissions; ext 6220 Kimbrea Browning, Senior Director of Admissions, ext. 6552 or Al Kuchinick, Facilities Manager, ext. 6380, and the Pittsburgh Police Department by dialing 911.

To report emergencies or criminal acts occurring in student housing, students should dial 911 to report a crime or emergency requiring an immediate response. Security Desk phone numbers for sponsored housing will be provided in the Residence Life Handbook. To reach the Residence Life and Housing Office, call 412-291-6294, or ext. 6297.

All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies by the victim. 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 Pittsburgh Police by dialing 911 and then notify the Vice President/Dean of Student Affairs.

### **Policies for Preparing the Annual Disclosure of Criminal Statistics**

All incidents are reported and documented on the Incident Report, which is sent to the Vice President/Dean of Student Affairs. Reports are kept in a secure location in the Vice President/Dean of Student Affairs office. The annual crime report is prepared by gathering

campus crime statistics and data from local and state police and other relevant information by Nadine Josephs, Vice President/Dean of Student Affairs.

### **Security and Access to The Art Institute**

It is the policy of The Art Institute of Pittsburgh that access to all campus facilities, including student housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to The Art Institute policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. The student or employee host should share responsibility for the lawful and appropriate behavior of visitors. Students, staff and faculty are required to show a valid Art Institute photo identification card to gain access to campus facilities.

Unarmed security personnel are responsible for ensuring that persons entering the building are students, their families or invited guests. Guards are authorized to request identification from those individuals who are unfamiliar to them. Students must carry their valid Art Institute photo identification card at all times. Security guards have the authority to evict unauthorized persons from the premises.

### **Student Housing**

The Art Institute of Pittsburgh has three student housing buildings: Shannon Hall located at 615 First Avenue, The Standard Life Building located at 345 Fourth Avenue and Miller Hall located at 100 Smithfield Street.

The main lobby entrance doors are electronically operated and remain locked at all times. Entry may be gained only with the use of an entry card. This entry card has an identification number that is unique to the individual to whom it is assigned. Residents who lose their entry card should report this immediately to the Security Desk at Shannon Hall. The identification number will be de-activated and a new number assigned. Identification numbers will also be de-activated when residents move out of the building. Entrance doors will be opened by the security guard at Shannon Hall and The Standard Life Building for guests who must sign in and wait for their host to arrive before entering the main building. Residents living at Miller Hall do not sign in guests. Security cameras at Miller Hall are monitored by security guards at The Art Institute of Pittsburgh building. Security desks at Shannon and The Standard Life Building are staffed 24 hours a day. Security guards monitor cameras and can record and review activity in all corridors and elevators. All residents are advised at orientations and in the Residence Life Handbook not to let unauthorized persons in the building. Residents are required to carry their valid Art Institute photo identification cards at all times. Residents must present their valid Art Institute photo identification card to gain access to the building and/or to have guests signed in. There is a limit of two guests per resident permitted to be signed in at any one time. Guests must present a proper form of identification (with photo ID) to enter the building. Guests of residents who live at Miller Hall do not need to sign in, however the residents are responsible for their guests at all times.

### **Campus Law Enforcements**

Persons employed as security personnel at The Art Institute of Pittsburgh, and security staff at student housing off-site, are instructed in security, security problems, specific college rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met. Unarmed security personnel at the college building are there at the direction of the college administration and are to assist students, faculty and staff of The Art Institute. Someone is

on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Art Institute photo identification card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact Al Kuchinick, Facilities Manager; Nadine Josephs, Vice President/Dean of Student Affairs or the President, George Sebolt if any illegal activity occurs.

Student residents at student housing should contact the Resident Advisor who resides at the complex should an emergency arise. The Resident Advisors, who are employees of The Art Institute, are trained in emergency procedures and college regulations. They will then contact the security personnel or staff Residence Life Coordinators on site if necessary.

#### **Relationships with Local and State Police**

The Art Institute of Pittsburgh is located in City of Pittsburgh, in Allegheny County. The Art Institute maintains a close working relationship with the Pittsburgh Police Department, Allegheny County Police and the Pennsylvania State Police departments with periodic contact initiated by The Art Institute personnel to ensure that The Art Institute 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. The Art Institute does not have agreements with such agencies for the investigation of alleged criminal offenses. Timely warning reports are provided to the campus community in the form of email, letters, memos, posters, notices placed in faculty and staff mailboxes, digital signs and announcements read in class.

#### **Program to Inform Students and Employees About Campus Security**

All new Art Institute of Pittsburgh employees and students are instructed on crime awareness, prevention and campus security during orientation or orientation activities, and are encouraged to take responsibility for their own security, as well as their fellow classmates. The student orientation program, which takes place four times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at student housing if applicable, and procedures for reporting any criminal activity or emergency. Students in student housing are given the names and phone numbers of the Resident Advisors, who live on the premises, in case of an emergency. The Resident Advisors discuss safety and first aid at orientation and quarterly student housing meetings. The program encourages students and employees to be responsible for their own security and the security of others. The Art Institute encourages victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, the names of victims or witnesses who provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by The Art Institute by the Vice President/Dean of Student Affairs in a secure location.

#### **Programs to Inform Students and Employees About the Prevention of Crimes**

The Art Institute of Pittsburgh also provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement, crime prevention specialists, or staff of The Art Institute annually. Topics

included in these informational programs are personal and basic safety, living in a city, and crime prevention. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year.

In the event The Art Institute, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community in the form of email, letters, memos, posters, notices placed in faculty and staff mailboxes, digital signs and announcements read in class. Incidents occurring at sponsored housing locations are announced by the distribution of notices to each student mailbox or apartment.

Students are requested to review The Art Institute's Student Handbook and Catalog where sections discussing Student Conduct Policy and Emergencies can be found. Employees are requested to review The Art Institute's Employee Handbook where information regarding Standards of Conduct and Safety can be found.

### **Off-Campus Student Organizations**

At this time, The Art Institute of Pittsburgh does not have any off-campus student organizations.

### **Drug and Alcohol Policies**

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug-Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to all The Art Institute of Pittsburgh 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 also enforces state laws regarding underage drinking. This prohibition applies while on the property of the college 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 the college or termination of employment.

### **Programs and Procedures Regarding Sexual**

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by members of the Student Affairs Department once a year. Speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the Student Affairs office. Should a student be sexually assaulted, it is the student(s) option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, sponsored housing personnel, security, the Vice President/Dean of Student Affairs, the Executive Committee or other Art Institute of Pittsburgh officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.

- Make sure you are evaluated for the risk of pregnancy and sexually transmitted disease.
- (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)
- Call someone to be with you, you should not be alone.

It is also recommended that victims call Pittsburgh Action Against Rape (PAAR) 1-866-363-7273. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, The Art Institute will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that The Art Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in The Art Institute student housing, if applicable or the transfer of classes.

#### **Disciplinary Action and Sanctions**

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Pittsburgh published Student Conduct Policy and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. 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 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 flyers or information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in that community.

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the City of Pittsburgh Police Department, located at: Zone 1, 1502 Brighton Road, 412-323-7200 for Allegheny Center; and Zone 2, Center and Devilliers, 412-255-2827 for 420 Boulevard of the Allies.

Information is also available on-line for the State of Pennsylvania at <http://www.psp.state.pa.us>. Individuals who wish to view this information can access it on-line at any of the computers in the Library, on the third floor, or in scheduled open computer labs.

#### **Emergency Notification and Evacuation Plans**

The Art Institute of Pittsburgh regards the safety and security of the college community as its highest and most immediate priority at all times.

The purpose of this plan is to serve as a basis for safety prevention and preparedness and for

guidance in managing the response and recovery for campus evacuations and crisis situations.

The Art Institute of Pittsburgh Crisis and Emergency Management Team understands that all situations deserve unique attention and will continue to respond to all emergency matters on a case-by-case basis.

While there is not a fundamental set of guidelines or instructions that will fully prepare an organization for the effects of what are unknown, we believe that prevention and preparedness are a key component to our campus safety and exist in an ongoing dialogue in the college community.

#### Levels of Emergency

Emergencies can generally be classified into three levels:

##### Level I - Disaster

A disaster is a community-wide emergency that seriously impairs or stops the operation of the college and outside emergency services would be needed. Major policy consideration and decisions would always be required.

Examples of Level I disasters include, but are not limited to:

- Mass casualties
- Natural disaster such an earthquake or tornados
- Large scale hazardous material spill
- Health epidemics
- Major weather emergency

##### Level II - Major Emergency

A major emergency is a serious emergency that completely disrupts one or more operation of the college and outside emergency services, as well as major efforts from campus support services, would be required.

Examples of a Level II major emergency include but are not limited to:

- Hostage situation
- Major fire
- Civil disturbance
- Widespread power outage
- Bomb threat
- Suicide
- Death of a student, faculty, or staff member
- Rape
- Shooting or stabbing

##### Level III – Minor Emergency

A minor emergency is a localized, contained incident that is quickly resolved with internal resources or limited help and does not affect the overall operating capacity of the college.

Examples of a Level III minor emergency include, but are not limited to:

- Small fire
- Small hazardous material incident

- Limited power outage

### Crisis and Emergency Communications

The President, Executive Committee, and the Regional Director of Public Relations are the primary contacts for crisis and emergency communications.

### Defining a Crisis

From a communications standpoint, a college-wide, large-scale emergency or crisis is defined as any event or situation that:

- Jeopardizes student or employee safety
- Escalates in intensity
- Interferes with normal college operations
- Gains the attention of the media
- Jeopardizes the reputation of the college
- Damages the fiscal or operational health of the college

### Sources for Information and Official College Communications

The Art Institute of Pittsburgh's Official Web Site: [www.artinstitutes.edu/pittsburgh](http://www.artinstitutes.edu/pittsburgh)

Consider The Art Institute of Pittsburgh web site as a centralized source for immediate information. Whenever possible, The Art Institute of Pittsburgh will post critical information that is appropriate for mass audiences.

### Emails and /or Memos

Depend on email and memos for correspondence related to crisis or emergency information that occurs during normal working or class hours. Emails and memos are also generally used for updating employees and students with instructions or for updating the community about current issues.

### My Campus Alert Notification

In the case of emergency or some other urgent situation that requires rapid wide-scale notification of The Art Institute community, The Art Institute of Pittsburgh participates in an emergency notification alert program known as My Campus Alert Notification. Students, faculty, and staff are strongly encouraged to sign up for the complementary service. In the event of a non-weather related closing (with the exception of severe and immediate life threatening weather conditions such as approaching hurricane), an alert can be sent via voice message to home, cell, or other PDA device, personal and school email accounts, and text messages to PDA devices. Sign-up can be done through <https://dalaf.messageone.com>.

### WTAE / KDKA / WPXI

Tune into the local news broadcasts of Pittsburgh's network affiliates of NBC, ABC and CBS for school closures for weather-related emergencies. KDKA RADIO (1020 AM) and [kdka.com](http://kdka.com) also display our listings for emergency and weather-related school closures.

### Phone Trees

All members of the Emergency and Crisis Management Team and department directors are expected to keep an active list of employee home phone numbers at their home residence in

the event that an emergency phone tree must be activated.

#### Media Policy

The Art Institute of Pittsburgh's Regional Director of Public Relations serves as the primary communicator for all serious emergency and crisis situations. It is The Art Institute of Pittsburgh policy that any and all inquires and requests made by members of the media are directed, exclusively and at any time, to the Regional Director of Public Relations.

If a member of The Art Institute of Pittsburgh community is approached by a member of the media regarding a college matter of any kind, he or she should refrain from responding and report the information to the Regional Director of Public Relations.

*SAMPLE RESPONSE: In order to assure that you receive the most up to date information, I will direct your request to the Regional Director of Public Relations who will return your call as quickly as possible.*

The Regional Director of Public Relations will coordinate all matters of media interest in collaboration with The President and The Executive Committee to establish an appropriate statement, interview or response.

There are absolutely no exceptions to this policy unless specific instructions are provided by The President or by an authorized member of the Executive Committee.

#### Media on Campus

Members of the media are strictly prohibited from gaining unauthorized access to The Art Institute of Pittsburgh or any student housing facility without permission or escort from an appropriate employee. If you witness or suspect unauthorized interviews taking place on campus, contact your supervisor or the Regional Director of Public Relations immediately.

#### Evacuation Procedure

Evacuate For:

Fire / Explosion / Smell of Smoke / Gas Odor / Fire Alarm / Bomb Threat

#### Principles of Evacuation

- DO NOT RUN, walk in an orderly manner.
- Remain calm and alert.
- Instructors are to stay with their class throughout the emergency and take their rosters with them if possible to verify who can be accounted for if needed.
- When possible, instructors should advise students and department managers advise staff to secure their valuables and close the classroom or room door after last student or staff has exited the classroom.
- Use the floor exit closest to the room you are located at the time of the emergency.

#### Front Exits

All students exiting the front stairwell are to make a left onto the Boulevard of the Allies and continue across Smithfield Street, down the Boulevard of the Allies to Wood Street. All faculty members for these classes are to proceed and wait with students until clearance is

given to enter the building.

#### Rear Exits

All students exiting the rear stairwell exit are to turn right onto Cherry Way and continue to First Avenue, then make a left. Continue on First Avenue to Grant Street. All faculty members for these classes are to proceed and wait with students until clearance is given to enter the building.

#### Smoke Terrace Exit

All students exiting the terrace exit are to make a right onto First Avenue. Continue on First Avenue crossing Smithfield Street to Wood Street. All faculty members for these classes are to proceed and wait with students until clearance is given to enter the building.

#### Instructions for the Physically Challenged

Persons on the lower level through ninth floors should proceed to the front stairwell landing. If this is not possible, proceed to the rear stairwell landing. The floor Fire Marshal will assist you. All persons should proceed to their designated area and wait for further instructions. In the event of a real emergency, fire fighters or rescue team personnel will assist physically challenged students in evacuating.

#### Shelter-in-Place Procedures

##### The Art Institute of Pittsburgh's Shelter in Place Locations

1. Room 440 at The Art Institute of Pittsburgh, 420 Blvd. of the Allies, Pittsburgh, PA 15219
2. Shannon Hall, 615 First Avenue, Pittsburgh, PA 15219
3. Education Management Corp., 210 Sixth Avenue, Pittsburgh, PA 15222

#### What Shelter-in-Place Means

One of the instructions you may be given in an emergency where hazardous materials may have been released into the atmosphere is to shelter-in-place. This is a precaution aimed to keep you safe while remaining indoors. (This is not the same thing as going to a shelter in case of a storm.) Shelter-in-place means selecting a small, interior room, with no or few windows, and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions provided in this section.

##### 1. Notification

Notification of the need to shelter in place may come through several ways:

- Severe weather alert sirens
- Emergency Alert System media broadcast
- Direct observation or sense of dangerous situation
- Directly from The Art Institute of Pittsburgh staff or other emergency personnel

##### 2. Additional Actions

- Close all doors and windows to the outside
- Do not use elevators as they may pump air into or out of the building

- If possible, close and / or seal vents and ducts
- Do not go outside or attempt to drive unless you are specifically instructed to evacuate

### 3. Information Sources

- Tune to the Emergency Alert System station on your radio or television for further information.
- Remain in place until appropriate college or emergency personnel tell you it is safe to leave.

### Lockdown Procedures

A lockdown is an emergency to prevent people or information escaping. They are also used to protect people inside a facility from a dangerous external event.

The term “lockdown” can be defined as an emergency course of action taken to contain a problem or incident within the area of its origin by controlling the movement of people.

It is appropriate to implement lockdown under extreme conditions including but not limited to: hostile intruder, weapon, hostage situation, active shooter, criminal activity, or awareness of a dangerous animal.

Partial Lockdown means that the doors leading outside of the building are locked and people may not exit or enter the building.

During a partial lockdown, teaching and normal work processes can continue until the “All Clear” is given.

Full Lockdown means that people must stay where they are and may not exit or enter a classroom or office.

- Close and lock the doors, barricading if possible.
- Turn off the lights and close the blinds/shades.
- Doors leading outside of the building are locked and secured.
- Seek protective cover (behind concrete walls, filing cabinets, etc.) away from windows and doors.
- Keep quiet and act as if no one is in the room.
- Maintain a calm environment.
- Remain in lockdown condition until it is safe to leave.

The emergency notification system and the evacuations plans are published and distributed in the Student Handbook and tested annually.

### Missing Person Notification Policies and Procedures

Any student believed to be missing from the campus unexpectedly for 24 hours shall be immediately reported to Nadine Josephs, Vice President/Dean of Student Affairs. It is the policy of The Art Institute that the Vice President/Dean of Student Affairs will investigate any report of a missing person filed with the office that is filed by someone with knowledge of that student being missing or otherwise not where s/he is expected to be. This report may be filed by a parent/guardian or other family member of the person, by a roommate, a staff member (including student staff), faculty, employment supervisor, or anyone else with

information that indicates the person is missing. Student Affairs will conduct an initial investigation to determine if the person appears to be missing, or has simply changed her or his routine unexpectedly, and whether or not there is reason to believe the person is endangered.

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

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

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

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

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

**Note for Students Underage of 18 and not Emancipated:** For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.

For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

#### **Fire Evacuation Policy**

**College Policy on Reporting of Fires:** Any member of the community who becomes aware of any active or past fire must notify Al Kuchinick, Facilities Manager, 412 291-6380 or Nadine Josephs, Vice President/Dean of Student Affairs 412 291-6298.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. On the inside of the student housing apartment doors is a floor plan of the building, marked with the location of the Fire Exits. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from a college administrator or City fire official. No occupant will re-enter a building until clearance is given by a college administrator or City fire official.

### **Prohibited Items in Sponsored Housing:**

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

- Candles, incense, open flames

- open heating coils
- hookahs
- grills

### **Community Responsibilities**

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

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Residence Life and Housing staff or fire officials during a drill or an actual alarm. In 2010, there were 4 fire drills performed.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Residence Life and Housing office.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Residence Life and Housing office.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

### **What should I do if I discover a fire?**

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

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

### Student Housing Fire Safety and Sprinkler Systems

Below is a listing of the student housing fire safety systems

<b>Building</b>	<b>Smoke Detectors</b>	<b>Heat Detectors</b>	<b>Carbon Monoxide Detectors</b>	<b>Sprinkler System</b>
Shannon Hall	X	X	X	Throughout the Building
Standard Life Building	X	X	X	Throughout the Building
Miller Hall	X	X	X	Throughout the Building



### **C. Drug-Free Workplace and Campus**

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

#### **Effects of Drugs and Alcohol**

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

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

In keeping with the mission of The Art Institute of Pittsburgh and the requirements of state and federal law, The Art Institute of Pittsburgh has adopted this program to ensure a drug-free campus and workplace and to prevent the use of controlled substances and the abuse of alcohol.

#### **Health Risks Associated with the Use of Alcohol**

##### **Short Term Risks**

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

##### **Long-Term Risks**

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis
- Pancreatitis
- Birth defects
- In males-testicular atrophy and breast enlargement

- In females-increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years.

### **Health Risks Associated with the Use of Drugs**

#### **Amphetamines (Speed, Uppers)**

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

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

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

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

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

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

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

#### **Intravenous Drug Use**

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

#### **Marijuana and Hashish**

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

#### **Stimulants (Cocaine)**

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

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

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

- Overdose leading to convulsions, coma, death

## **Sanctions**

### **The Art Institute of Pittsburgh Sanctions**

The Art Institute of Pittsburgh, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, The Art Institute of Pittsburgh 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 Pittsburgh standards of conduct. Students and employees may also be referred for prosecution. Disciplinary sanctions may include the completion of an appropriate rehabilitation pro-gram, at the student's or employee's expense, if necessary.

### **State and Federal Sanctions**

The law of the Commonwealth of Pennsylvania concerning the use of alcoholic beverages reads as follows:

Section 6308 (a): A person commits a summary offense if he/she, being less than 21 years of age, attempts to purchase, purchases, consumes, possesses or knowingly and intentionally transports any alcohol, liquor or malt beverages within the Commonwealth.

#### **Violation**

Maximum penalty: \$300 fine.

Additional penalty for subsequent offenses: \$500 fine.

Police required to notify parents.

Immediate suspension of operator's license. First offense: 90-day suspension. Second offense: one-year suspension. Subsequent offenses: two-year suspension.

Section 6309 (a): A person is guilty of a misdemeanor of the third degree if he/she knowingly, willfully, and falsely represents to any licensed dealer or other person, any minor to be of full age, for the purpose of inducing any such licensed dealer or other person, to sell or furnish any intoxicating liquors to a minor.

#### **Violation**

Maximum penalty: one year imprisonment.

Minimum penalty: \$300 fine.

Section 6310.1 (a): A person commits a misdemeanor of the third degree if he/she intentionally and knowingly sells or intentionally and knowingly furnishes, or purchases with the intent to sell or furnish, any liquor or malt beverage to a person who is less than 21 years of age.

#### **Violation**

Maximum penalty: one year imprisonment.

Minimum penalty: \$1,000 fine for first violation; \$2,500 fine for subsequent violations.

Section 6310.6: Definitions: "Furnish" to supply, give or provide to or allow a minor to possess on premises or property owned or controlled by the person charged.

Section 6310.7 (a): A person commits a summary offense if he/she intentionally and knowingly sells or furnishes nonalcoholic beverages to any person under 21 years of age.

Definition: "nonalcoholic beverages" means any beverage intended to be marketed or sold as nonalcoholic beer, wine or liquor having some alcohol content but does not contain more than 0.5% alcohol by volume.

**Violation**

Maximum penalty: \$300.

Liquor Code Title 47 Section 4-493.1, Unlawful acts relative to liquor, malt and brewed beverages and licensees

**It shall be unlawful -**

- Furnishing liquor or malt or brewed beverages to certain persons
- For any licensee or the board, or any employee, servant or agent of such licensee or of the board, or any other person, to sell, furnish or give any liquor or malt or brewed beverages, or to permit any liquor or malt or brewed beverages to be sold, furnished or given, to any **person visibly** intoxicated, or to any insane person, or to any minor, or to habitual drunkards, or persons of known intemperate habits

Both the Commonwealth of Pennsylvania and the United States of America have enacted laws concerning what are commonly known as illegal drugs or controlled substances.

**The Federal Penalties & Sanctions for Illegal Possession of a Controlled Substance are as follows:**

21 U.S.C. 844(a)

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.

After one prior drug conviction: At least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: At least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both if:

- First conviction and the amount of crack possessed exceeds five grams.
- Second crack conviction and the amount of crack possessed exceeds three grams.
- Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

21 U.S.C. 853(a)(2) and 881(a)(7)

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one year imprisonment. (See special sentencing provisions re: crack.)

21 U.S.C. 881(a)(4)

Forfeiture of vehicle, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of federal benefits, such as student loans, grants, contracts and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses.

18 U.S.C. 922(g)

Ineligible to receive or purchase a firearm.

### **Miscellaneous**

Revocation of certain federal licenses and benefits, for example, pilot licenses, public housing tenancy, etc., which are vested within the authorities of individual federal agencies.

## **Pennsylvania Penalties and Sanctions**

### **Misdemeanors**

- **Misrepresentation:** It is unlawful for any person to acquire or obtain possession of a controlled substance by misrepresentation, fraud, forgery, deception or subterfuge.  
Penalty: Imprisonment for one year, a fine of \$5,000, or both.
- **Possession:** It is unlawful for a person to knowingly or intentionally possess a controlled or counterfeit substance unless he/she is registered under the act or obtains the substance by use of a valid prescription.  
Penalty: In the case of a first offense, imprisonment for one year, a fine of \$5,000, or both. In the case of a second offense, imprisonment for three years, a fine of \$25,000, or both.
- **Possession and distribution of a small amount of marijuana (30 grams of marijuana or eight grams of hashish):** It is unlawful for a person to possess a small amount of marijuana for personal use; to possess it with the intent to distribute it; or to distribute it.  
Penalty: Imprisonment for 30 days, a fine of \$500, or both.
- **Use and delivery of paraphernalia:** It is unlawful for a person to use, deliver or possess, with the intent of using or delivering, paraphernalia (such as grow kits, pipes, needles and roach clips) to grow, conceal or ingest drugs.  
Penalty: Imprisonment up to one year, a fine of \$2,500, or both.

### **Felonies**

- **Delivery:** It is unlawful for a person to manufacture, deliver or possess, with intent to manufacture or deliver, a controlled substance by a person not registered under this act.  
Penalty: In the case of most opiates, imprisonment for 15 years, a fine of \$250,000, or both; in the cases of most hallucinogens, imprisonment for five years, a fine of \$15,000, or both; in the cases of most drugs available legally under prescription, imprisonment for three years, a fine of \$10,000, or both.

Note: Manufacture means the production, preparation, propagation, compounding, conversion or processing of a controlled substance.

### **City of Pittsburgh Sanctions**

601.08: The law of the City of Pittsburgh concerning the alcohol or liquor consumption on streets or sidewalks reads as follows:

- **Prohibited Conduct.** No person shall consume alcoholic beverages or carry or possess an open container of alcoholic beverages in the public right-of-way, or on private property without the consent of the landowner or tenant, except that this prohibition shall not apply to block parties held under special permit issued by the Department of Public Works and in accordance with regulations issued pursuant thereto.
- **Penalty.** Any person who violates the provisions of this section shall be subject to:
  - A fine not exceeding \$50 for a first violation.
  
  - A fine not exceeding \$100 for a second violation of this section within one (1) year and, in default thereof, imprisonment not exceeding twenty-four (24) hours.
  
  - A fine not exceeding \$500 for each additional violation of this section within one (1) year, and in default thereof, imprisonment not exceeding 72 hours.
- This section shall be known as the "Open Container Law"  
(Ordinance 23-1994, effective 9-23-94)

### **Convictions for Drug-Related Offenses**

Any student convicted of any drug-related criminal statute must notify the Vice President/Dean of Student Affairs, in writing, no later than five days after such conviction regardless of where the offense occurred. 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. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of Pittsburgh need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

### **Danger Signals Indicating a Drug or Alcohol Problem**

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

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

### **Counseling**

If you observe any of these changes in yourself or another student, you are encouraged to talk with the Student Support Coordinator in the Student Affairs Department.

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

**Pittsburgh-Area Resources**

These are also organizations that may be contacted for help.

<b>Adult Children of Alcoholics</b>	<b>412-276-4474</b>
Alcoholics Anonymous	412-471-7472
<b>Allegheny County Health Department</b>	<b>412-350-4046</b>
Al-Anon	1-800-628-8920 or 412-572-5141
<b>Center for Victims of Violent Crimes</b>	<b>412-392-8582</b>
Contact Pittsburgh	412-820-4357 (24 hour hotline)
<b>Gateway Rehabilitation</b>	<b>412-766-8700</b>
Greenbriar Treatment Center	1-800-637-4673
<b>Helpline</b>	<b>412-255-1155 (24 hour hotline)</b>
Mercy Behavioral Health	412-232-3900

<b>Narcotics Anonymous</b>	<b>412-391-5247</b>
<b>Pittsburgh Action Against Rape (P.A.A.R.)</b>	<b>412-765-2731 (hotline) or 412-431-5665</b>
<b>United Way Help Line</b>	<b>412-255-1155</b>
<b>Western Psychiatric Institute and Clinic</b>	<b>412-624-1000</b>
<b>Women's Center and Shelter of Greater Pittsburgh</b>	<b>412-687-8005</b>

The National Institute on Drug Abuse Hotline 800-662-4357 is available from 8 a.m. to 2 a.m., Monday through Friday and from 11 a.m. to 2 a.m. on weekends.

#### **D. Suicide Prevention**

##### **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 also be triggered by a number of things including:

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

**How to help a friend**

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

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

**Resources**

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

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

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

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

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

### **Procedures following suicide threats and attempts**

The Art Institute of Pittsburgh expects and encourages students to maintain a reasonable concern for their own 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 Pittsburgh's student code of conduct. In the event that The Art Institute of Pittsburgh has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, The Art Institute of Pittsburgh 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 Art Institute of Pittsburgh will ask the mental health professional to share information about what steps The Art Institute of Pittsburgh 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 Art Institute of Pittsburgh at its discretion may set restrictions and/or conditions for the student to return to college including receiving outside counseling, signing a safety contract, and restricting or denying sponsored housing accommodations.

The Art Institute of Pittsburgh 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 Art Institute of Pittsburgh 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.

### **E. Firearm Policy**

The Art Institutes is committed to maintaining educational environments that are free of violence. This obligation includes eliminating recognized hazards that contribute to violence or serious harm. This Policy applies to anyone on The Art Institute's premises, unless otherwise prohibited by law.

It is the responsibility of all employees, students, alumni and all others to adhere to the provisions set forth in this policy and to report any known violations of this policy to Student Affairs or a member of management.

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

### **F. Policy Concerning Sexual Violence**

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by The Art Institute of Pittsburgh. Complaints of sexual violence should be made to Vice President/Dean of Student Affairs, (412) 291-6298.

Upon learning of possible sexual violence involving a student, The Art Institute of Pittsburgh will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, the alleged perpetrator and other potential witness as appropriate and reviewing other evidence such as calendars, videos, phone records, etc.

If The Art Institute of Pittsburgh determines that sexual violence may have occurred, The Art Institute of Pittsburgh will take steps proactively designed to promptly and effectively end the

sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

The Art Institute of Pittsburgh will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:

1. Reporting any subsequent harassment or retaliation to Vice President /Dean of Student Affairs
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
5. Providing academic support services, such as tutoring
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

#### Disciplinary Actions and Sanctions

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Pittsburgh's published Student Code of Conduct and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. 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 Pittsburgh'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.

Students who have been subjected to sexual violence are encouraged to review the No Harassment Policy, the Non-Discrimination Policy, the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment and the Programs and Procedures Regarding Sexual Assault (available in the Student Affairs Office).

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