

2011-2012

STUDENT HANDBOOK

VOLUME 1, NUMBER 7 SEPTEMBER 2011

This handbook was prepared by The Art Institute of Portland, 1122 NW Davis, Portland, Oregon 97209. The information contained herein applies to the Academic Year 2011-2012. The Art Institute of Portland 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 Portland will make reasonable attempts to notify students promptly of any policy changes through Web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

THE ART INSTITUTE OF PORTLAND
1122 NW Davis, Portland, Oregon 97209
Local: 503.228.6528
Toll free: 888.228.6528
www.artinstitutes.edu/portland/

MISSION STATEMENT

The mission of The Art Institute of Portland is to prepare students for careers in design, fashion, media arts, culinary arts, and management in creative fields by providing a quality academic experience shaped by evolving technologies, the liberal arts and sciences, and the needs of the global marketplace. As a learning-centered institution, we focus on providing academic and administrative support for student success while striving to be a leader in higher education for the professional design community.

ABOUT THIS HANDBOOK

The Art Institute of Portland Student Handbook is a valuable resource for you as you progress through your academic program. Use it as an appointment calendar or simply as a source of reference. You will find valuable information and many important policies in this handbook. In addition, the planner section includes many important dates and deadlines.

LETTER FROM THE PRESIDENT

Dear Student!

It is my pleasure to welcome you on behalf of our community to The Art Institute of Portland! Our institution is a lively community of teachers, practitioners, scholars, artists and designers, managers and business people, administrators and counselors who come together for the benefit of students and who work diligently towards the ambitious goal of educating students for their chosen careers in design. We want our community to work for students! We have many resources to help students succeed, e.g., our Peer Tutoring program, open to all students, for all classes, at no cost; please take advantage of this resource and get some assistance when you need it. This Student Handbook directs you to many such helpful resources.

One request: please tell us what you think! We try to keep changing, adapting, to find new ways to improve ourselves. Adding your voice to the conversation helps us do just that. Perhaps this is part of what the Norwegian playwright Henrik Ibsen meant when he defined being a student this way: "For a student has essentially the same task as the poet: to make clear to himself, and thereby to

others, the temporal and eternal questions which are astir in the age and in the community to which he belongs.”

I wish you the good fortune of enjoying and flourishing in your studies.

Sincerely,

Timothy Moscato
President

GETTING THE MOST FROM YOUR EDUCATION

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

At The Art Institute of Portland, you become part of a vibrant, energetic learning community where you are supported and encouraged to do your best. It is a community where we celebrate diversity. It is a community bound by mutual respect for individuality and creativity.

Your responsibilities as a student at The Art Institute of Portland include:

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

Reading and understanding the policies in this handbook, the enrollment agreement and financial plan, the catalog, the syllabus for each of your classes and any policies subsequently provided to you are also your responsibility. The doors of the faculty and staff are open to you. If you have any questions, do not hesitate to ask.

I HAVE QUESTIONS

I want to	I should see
Check my financial aid	Student Financial Services (2 nd floor)
Find a part time job	Career Services (2 nd floor)
Inquire about disability accommodations	Disability Services (2 nd floor)
Get an official copy of my transcript	Student Financial Services (2 nd floor)
Pay a college bill	Student Accounting Office (2 nd floor)
Register for classes	Advising Center (3 rd floor) or Academic Department Director (3 rd floor)
Inquire about why I received a certain grade	Course Instructor
Join a club or participate in STAC (Student Action Committee)	Student Development Office (2 nd floor)
Talk with someone about a personal problem	Student Support Coordinator (2 nd floor)

Develop a professional resume	Career Services (2 nd floor)
Check lost and found	Student Affairs (2 nd floor)
Ask about my international student status	Student Affairs (2 nd floor)
Get a snack or cup of coffee	Student Commons (3 rd floor)
Get supplies for my class	Supply Store (3 rd floor)
Find a tutor for a class I'm taking	Student Success & Advising Center (3 rd floor)
Locate a doctor or dentist	Student Affairs (2 nd floor)
Information about health insurance	Student Affairs (2 nd floor)
Ask about calendar for next term	This Handbook or Registrar's Office (3 rd floor)
Find a faculty member or Department Director	Academic Affairs Office (3 rd floor)
Find out about upcoming events	Ai Departments Web site or bulletin boards
Talk to someone about a class	Faculty Member or your Department Director
Buy a discount Tri-Met pass	Supply Store (3 rd floor)
Report that I was injured on campus	Front Desk (1 st floor) or Student Affairs Office (2 nd floor)
Find parking or transportation information	Student Affairs (2 nd floor)
Ask about VA benefits	Registrar's Office (3 rd floor)
Get help finding housing	Housing Office (2 nd floor)

HOURS OF OPERATION

REGULAR OPERATING HOURS*

Monday through Thursday 7:30 a.m. to 11:45 p.m.

Friday and Saturday 7:30 a.m. to 10 p.m.

Sunday 12:00 a.m. to 10:00 p.m.

*Operating hours change on the breaks between terms. Adjusted schedules are posted appropriately.

COMPUTER LABS

Open labs -- rooms 259 and 264 will be open during all regular operating hours listed above.

Evenings and weekends -- see the schedules posted near the lab doors.

LEARNING RESOURCE CENTER

Monday through Thursday 7:30 a.m. to 10:00 p.m.

Friday 7:30 a.m. to 9:00 p.m.

Saturday 9:00a.m. to 5:00 p.m.

Sunday Noon to 10:00 p.m.

SUPPLY STORE

Monday through Thursday 7:30 a.m. to 6:30 p.m.

Friday 7:30 a.m. to 5:30 p.m.

Saturday and Sunday Closed

EQUIPMENT CAGE AND TECHNOLOGY SERVICE CENTER

Monday through Friday 7:30 a.m. to 1:00 p.m. and 3:00pm to 10:30pm

Saturday 8:00 a.m. to 4:45 p.m.

Sunday: Closed

PRINT SERVICE CENTER

Monday through Friday 7:30 a.m. to 6:00 p.m.

Saturday 8:00 a.m. to 1:00 p.m.

Sunday Closed

ALL OTHER DEPARTMENTS

Please consult the Hours of Operation schedule posted each term on bulletin boards throughout the school.

Note: check all posted building and lab schedules regularly as availability may vary, as circumstances require. Building and lab schedules vary on the break between terms.

IMPORTANT THINGS TO KNOW ABOUT

GUESTS AND VISITORS

Guests, including a student's family members and animals, are not allowed in the classrooms or labs without prior written permission from the Dean of Academic Affairs with the exception of a designated service animal. Classrooms and labs are professional environments and guests can be a distraction from the educational goals at hand. Classroom space and equipment are for student use only. Guests and dependents must check in with the security desk, be issued and wear a visitor ID while on campus, and be accompanied by staff, faculty, or student at all times while on Institute-owned or controlled property.

WALKSAFE PROGRAM

WalkSafe assistants are on duty from 8:00 p.m. to 11:00 p.m. Monday through Thursday to accompany students or staff members to and from The Art Institute of Portland within one mile of the school. To use the WalkSafe service, just ask at the front reception desk or call (503) 228-6528.

SUPPLY KIT DISTRIBUTION SCHEDULE

Supply kits are available, with Accounting Department approval, in the Supply Store during the New Student Orientation and the first week of each term.

POLICY ON PROJECT RETURNS

At the end of each term, all projects will be returned. Check with the instructor and check classrooms for a notice from the instructor about the location of projects. Work will only be held through the end of the first week of the next term. After the first week of the new term, any remaining artwork or projects will be given away or recycled. Direct your questions to the course instructor or the department director. Thank you for sharing your work. Student displays are always inspirational!

TELEPHONE AND FAX USAGE

The Art Institute of Portland cannot operate a telephone message service for students. Only in a case of an emergency will a message be taken for a student. Public phones are located in nearby

locations. Administration and faculty phones and fax machines are for office use only.

LOST AND FOUND

Lost and Found is located in the Student Affairs Office on the second floor; all unclaimed items will be donated at the end of every term.

MY CAMPUS ALERT - EMERGENCY NOTIFICATION SYSTEM

In an emergency, The Art Institute of Portland 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.

REPORTING AN EMERGENCY

Dial 911 from any phone to reach local police, fire or emergency services (to dial from a school telephone you must dial 9 first). On-campus, you can report emergencies to the Reception/Security desk on the First Floor (503-382-4748) or the Student Affairs Office on the Second Floor (503-382-4710).

WEATHER ANNOUNCEMENTS

When The Art Institute of Portland is closed due to bad weather, announcements will be made on many local television and radio stations. In addition, the major television stations (KATU, KGW, KOIN) all post weather-related closing information on their Internet sites. Closings will also be announced on The Art Institute of Portland's main telephone number (503-228-6528). Online, you can check

http://www.newsbridge.net/Art_Institute_of_Portland/ for status updates, or view an emergency pop-up emergency notice on the home page of our Web site:

<http://www.artinstitutes.edu/portland/>. This will display emergency notices once for each time you launch your Internet browser.

HEALTH INSURANCE AND MEDICAL REFERRALS

Information concerning medical and dental providers, as well as emergency resources, is available in the Student Affairs Office. Information is also available describing medical insurance for which you may qualify. Students should review their personal and family insurance policies to determine if adequate coverage exists.

DIRECT DIAL NUMBERS

Most staff, faculty and departments may be contacted directly. Dial (503) 382-xxxx (the extension you are trying to reach).

NUMBERS TO KNOW:

Equipment Cage (503) 382-4797

Supply Store (503) 382-4798

Print Service Center (503) 382-4795

Library (503) 382-4796

Registrar's Office (503) 382-4817

Student Accounting (503) 382-4747

Technology Support (503) 382-4795

Reception/Security Desk (503) 382-4748

ACADEMIC CALENDAR

October 2011

10/03/11 Fall Term Begins
10/31/11 Halloween Party

November 2011

11/24/11 – 11/25/11 Thanksgiving Holiday (School Closed)

December 2011

12/12/11 -12/14/11 Finals Week Snacks (Student Affairs)
12/16/11 Honors Reception
12/16/11 Graduation
12/23/11 Christmas Holiday (School Closed)
12/26/11 Christmas Holiday (School Closed)
12/30/11 New Years Eve (School Closed)

January 2012

01/05/12 New Student Orientation
01/09/12 Winter Term Begins
01/16/12 Martin Luther King, Jr., Day (School Closed)

February 2012

02/24/12 President's Day (School Closed)

March 2012

03/06/12 -03/08/12 STAC Officer Elections
03/19/12 – 03/21/12 Finals Week Snacks (Student Affairs)
03/23/12 Honors Reception
03/23/12 Graduation
03/29/12 New Student Orientation

April 2012

04/02/12 Spring Term Begins
04/06/12 Good Friday (School Closed)

May 2012

05/28/12 Memorial Day (School Closed)

June 2012

06/11/12 – 06/13/12	Finals Week Snacks
06/15/12	Honors Reception
06/15/12	Graduation

July 2011

07/04/12	Fourth of July (School Closed)
07/05/12	New Student Orientation
07/09/12	Summer Term Begins

August 2012

September 2012

09/10/12 - 09/12/12	Finals Week Snacks
09/14/12	Honors Reception
09/14/12	Graduation
09/26/12 – 09/27/12	New Student Orientations

October 2012

10/01/12	Fall Term Begins
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The Art Institute of Portland calendar dates are subject to change. The Art Institute of Portland reserves the right to modify The Art Institute calendar, curriculum, and class schedules as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of interaction among students. Days of attendance will vary for students according to their program of study, and may change from quarter to quarter.

PEOPLE AND PLACES

COMPUTER LAB INFORMATION AND POLICIES

OVERVIEW

Welcome to The Art Institute of Portland! We encourage you to use the computer labs while studying at The Art Institute of Portland. The technology team is here to provide access to hardware and software, and also administer all technology resources through policy guidelines. Our goal is to provide fair and efficient service to all students, staff and faculty. Not surprisingly, we have found that the most successful students plan their time well and increase their skill and proficiency by working on the computers as much as possible. Your responsibility is to know and abide by the policies set forth in this handbook.

Use this guide, and familiarize yourself with the best way to get your work done. Our intention is to give clear direction on matters that come up frequently. If you have suggestions for new inclusions to this handbook, please let us know!

WHO CAN USE THE COMPUTER LABS

Students. Full-time and part-time students are welcome to use the computer labs during open lab times. You must display a valid student ID card and have an active My AI Campus account to log into any campus computer. For your safety and the protection of our machines, if you see a non-student in our labs, please report him or her immediately to the front desk.

Graduates. The Art Institute of Portland supports all graduates of Art Institutes System schools in their efforts to improve and update their portfolios and resumes. Graduates are considered guests of the college. Graduates who wish to use the computer labs must first submit a written request to the Dean of Academic Affairs which should include purpose, description of the work to be performed, time frame and computer equipment needed. Upon approval for use, Graduates must always register with the Receptionist upon arrival. Graduates must adhere to the policies established in the lab handbook. **Our computers are not to be used for freelance jobs of any kind.** Our machines and software are intended for educational use only. Due to the volume of students enrolled in classes, current students will be given priority access to equipment. Graduates are not allowed access during the last two weeks of each quarter.

Faculty and Staff. All faculty and staff have access to computer labs and equipment with an active directory (Web mail) account.

Guests and Visitors. The computer labs and their equipment are intended for the exclusive use of our faculty, staff and students. Accordingly, only guests and visitors escorted by the appropriate school personnel are allowed in the computer labs at any time.

DESCRIPTION OF COMPUTER LABS

In general, we purchase computer hardware and software in conformity with a system standard used by all Art Institute schools. In conjunction with the Technology Support Supervisor, the Technology Committee specifies hardware and software needs based on curriculum adopted by the school. A complete description of each of the labs may be found posted in each lab. Specifics change periodically, such as software installed, versions, storage and peripherals available.

COMPUTER LAB HOURS

It is our goal to provide as much time of lab and classroom access to computers as possible. Closing times are strictly enforced. You must vacate the lab immediately at closing time. Please do not expect to work straight up until closing time, then attempt to "finish up," make backups, copy files, etc. Our lab personnel are instructed to close the lab immediately, and they have other responsibilities to attend to. *Please do not ask for exceptions.*

Computer Labs are closed on school holidays and are open limited hours during quarter breaks as posted. Please do not ask for exceptions during quarter breaks, as this time is used to rebuild labs, update software and train personnel.

LAB SUPERVISION

Lab Technicians and/or student workers are on duty during most open lab hours. The lab technicians conduct routine maintenance, and assist students with general software issues, peripheral device usage and hardware issues. The function of a lab technician or assistant is to help students with computer troubleshooting and to monitor the computer labs. Please don't expect the lab staff to know how to use specific features of any given software application.

OPEN LAB POLICIES

Open lab time is defined as times the labs are open for general use outside of class time. A schedule for open lab hours is posted on the door to each lab and available at the Technology Service Window. Please check this schedule frequently over the course of the quarter, as it may occasionally be modified.

USE OF COMPUTER LABS DURING CLASS

Students who are not registered for a class that is meeting in a computer lab are not allowed to use open machines. The instructors will not allow any students who are not registered for their class in

the lab during the class times. There are no exceptions to this rule.

STORAGE MEDIA

The Art Institute of Portland strongly encourages you to make multiple backups of all your digital work. In general, CD-RW, DVD-RW, USB drives and Firewire Drives are the most common form of portable storage students use in our labs. The Supply Store carries most of these items. You are responsible for removing your data from the machine where you work and taking the digital files with you. Files left on the machines are subject to removal daily.

A shared data drive on the server is accessible to all computers. This should only be used to transfer data from one computer lab to another. This drive is deleted first thing every morning so be sure to back up any files you may have on the data drive before you leave.

REPORTING PROBLEMS

Despite the quality of the equipment and your careful use, sometimes computers do malfunction. One reason problems occur is that the machines are simply used by so many different people. The machines are truly not personal computers, but are used by hundreds of users per month. With this in mind, help us to track and repair problems quickly by filling out a problem report on the clipboard in each room. If a problem is not reported, we cannot possibly know to fix it. The worst thing you can do for yourself and others if you experience a problem is to simply move to another machine without reporting the issue. Although there are exceptions, the technical staff strives for a 3-day turnaround time on reported problems.

TROUBLESHOOTING

Over 60% of reported problems turn out to be fixable by returning the machine to its default state and following proper procedures. A few short tips: Always start with the machine from a cold boot. If the machine is on when you arrive, close all programs, shut down the machine, and then let it reboot normally. Load only the application you will be using for your work, and save your files frequently. Copy your files onto the hard drive on the "student work" folder/directory. Work only from the hard drive until you are finished; close applications, and copy your files to your media. In class, you should ask your instructor for help with issues that arise.

COMPUTER PRINTING

Black and White Printing

Please limit black and white print jobs to no more than two copies. If you need more than two copies, print one copy and use the copier in the Learning Resource Center (LRC). Since use of these printers is free of charge, please do not use the printers for non-school work. If the printers need toner or paper, please alert the lab assistants. Please do not attempt to remove jammed paper yourself. Do not place custom paper in the printers; only standard printer paper is used. Do not touch the plotter. The plotter is very easy to break and requires a knowledgeable technician.

Color Printing

For all color printing, a service request form must be filled out. The form allows you to specify which printer, number of copies and specific details. In general, you need to provide your print file ready to print. It is your responsibility to know the maximum printable area of each printer, and to adjust your file accordingly. Do not expect the Print Service Center to make adjustments to (re size) the file before printing. A big part of becoming a skilled graphics professional is the trial and error process of learning color calibration. The color prints will always vary from printer to printer, and from the monitor on which you created the work. Your computer monitor cannot be considered "color accurate." In general, color prints are at least 20% darker than perceived on monitors. "Reprints" require the same print fee as the original. Do not ever give your only copy of any file to anyone, including the Print Service Center or your instructor. By filling out a print form, you acknowledge to us that you have made a good backup copy. Our liability is for replacement of the media only. Please see the Print Service Center for more information.

COMPUTER LAB RULES

- No food or drink is permitted in the computer labs except in designated areas.

- Open labs are designated for the completion of schoolwork only. **Use of school computers for playing computer games or for freelance or outside work is prohibited.**
- No student software may be installed on school computers or run on computers from external drives (i.e. personal Firewire drives).
- Printers are to be used for creating proofs and finished pieces, not for making large quantities of copies. Carefully prepare and proof your work before you print to avoid time-consuming reprints.
- During open lab, please leave the computers with specific uses open for student access. These include computers with dedicated scanners, video decks, etc.
- The computer lab staff is responsible for maintenance of printers, scanners, PVRs and computers. Damages resulting from student intervention or violation of lab policies will result in disciplinary action and/or fines.
- No visitors or guests are allowed in the labs.
- No personal technology equipment (Non AI equipment) may be physically plugged into the AI network. All personal laptops may use the wireless network with proper virus protections and operating system updates.
- Only AI Technology approved paper is permitted in school printers – any printer damage incurred by improper use will be charged to the student.
- No person shall perform any questionable activities utilizing the AI computers, or the AI wireless network. Such activities include but are not limited to: Attempting to circumvent Network securities, Network scans, or any areas falling under “Computer Crimes” and/or “Net Crimes” (See Wikipedia for an example of these activities)
- Do not modify or re-configure AI equipment hardware. This includes, but not limited to, monitors, mice, keyboards, projectors, computers, printers, etc.

EQUIPMENT CHECKOUT

The Art Institute of Portland offers many different pieces of equipment for checkout in the Equipment Cage on the third floor and the Technology Service Center on the second floor. When checking out equipment, you are liable for the replacement cost if the item is not returned or is damaged. You are also responsible for late fees if equipment is returned late. Failure to return equipment on time will result in a fine of up to \$20 per day and/or loss of checkout privileges for a period of time determined by the Dean of Academic Affairs. Do not leave equipment unattended. Be sure to give it directly to a technology department staff member. Please consult the official Cage Student Handbook, available at the Equipment Cage or online at <http://tech.aidepartments.com>

COMPUTER GAMES

Playing computer games is only allowed on Sundays in designated labs. Depending on the term, gaming may be available during breaks as well. Violations of this policy will result in disciplinary action determined by the Dean of Student Affairs.

EQUIPMENT CAGE INFORMATION AND POLICIES

CAGE HOURS:

Monday through Friday	7:30 a.m. to 11:45 p.m.
Saturday	8:00 a.m. to 11:45 p.m.
Sunday	10:00 a.m. to 11:45 p.m.

CONTACT

Phone Number (503) 382-4797

Email: ask381@stu.aii.edu

Website: <http://tech.aidepartments.com/cage.asp>

RESERVATION POLICY

Student reservations must be made in person at the Cage desk. Reservations can only be made for dates within the current term and are non-transferable. Failure to pick up reserved equipment before 5:00 p.m. will result in a \$10 fine and the reservation will be deleted so that the equipment can be made available for other students. To avoid this fine, students must cancel reservations by phone or in person before 11:00 a.m. on the scheduled checkout day. **Please ask for a printed confirmation of your reservation and bring it with you the day of pick-up. Please note:** The Cage will make every attempt to provide reserved equipment at the time of your reservation. However, we cannot guarantee that all items will be available at check-out time due to circumstances beyond our control. These circumstances include situations such as a student with a previous reservation not returning the equipment on-time, or when equipment has been recently damaged and all other similar equipment is booked.

PROFICIENCY TESTING

The Equipment Cage offers students the opportunity to check out special professional equipment. To check out this equipment, students must either pass a proficiency test or obtain written permission from certain faculty.

All students are required to pass a proficiency test in order to check out the following equipment:

- Canon EOS 30D Digital Still Cameras
- Nikon D70/D100 Digital Still Cameras
- JVC GY-300/500 Digital Video Cameras
- Panasonic DVX100AP Digital Video Cameras
- Panasonic HVX200 Digital Video Cameras*

The content and questions for each test are directly derived from the instruction manuals of each camera. Instruction manuals may be checked out from the Cage or are available digitally. Students must receive a passing grade before they are allowed to reserve or check-out the cameras listed above. Tests are administered by Cage staff and must be taken at the Cage desk. A passing grade will be entered into our computer system and tests will be kept on file. Completed tests must be returned to the Cage. Under no circumstance may a student take a test away from the Cage. **After a non-pass attempt, students must wait one day before testing again.**

*** An additional proposal form must be filled out/signed to check out the Panasonic HVX200 Digital Video Cameras.**

The following equipment is for ON-CAMPUS use only and requires students to obtain written permission from the current ART 141- Basic Photography instructor.

- Calumet Professional Flash Kit

CHECKING OUT EQUIPMENT

To check out equipment, students must present a valid and current Art Institute of Portland (AiPD) identification card. Reservations are recommended.

On Monday through Thursday, the checkout period is 12 p.m. of the first day to 10 a.m. the following day. *Please note, ALL equipment items (including headphones, Wacom tablets & pens) are due by 10 a.m. the following day regardless of what time they are picked up the first day.

FRIDAY TO MONDAY CHECKOUT

Equipment checked out on Friday is not due until Monday at 10 a.m. When The Art Institute of Portland is closed for a holiday, equipment is due the first day the school is open after the holiday. For example, equipment checked out on a Friday will not be due back until Tuesday at 10 a.m. if Monday is a holiday.

*Noted Exception to Check-Out Period: Huskystar sewing machines and all equipment manuals may be checked out for three days.

EQUIPMENT RENEWALS

Renewals allow equipment to be checked out for one additional checkout period. Renewal of equipment is only available if there are no conflicting or pending reservations. Renewals can be made in person or by phone, but must be confirmed before 9 a.m. on the original return day, or fines will be applied. After being renewed, one day must pass before the same equipment may be checked out again

EQUIPMENT RETURN INFORMATION:

When checking in equipment, students are required to remain at the Cage desk until all equipment has been scanned. A Cage staff member will provide a confirmation that your student equipment account is clear and no items are missing. Students who leave the cage window before all items are checked in will be charged a \$10 fine.

If equipment is damaged, inoperative, or missing parts, students must inform the Cage staff at check-in by filling out the Cage Equipment Report. Students will be held responsible for missing accessories and parts. Gear must be returned to the Cage during regular business hours by the student who checked out the equipment. Students will be liable for gear left at the Cage desk after hours or on campus in any other fashion.

SPECIAL PERMISSION FOR EQUIPMENT:

Students who would like to check out equipment for longer than the regular checkout period, or use multiple pieces of the same equipment must complete a **Special Permission Equipment Request Form**. This form must be signed by the student, the student's Department Director and the Equipment Cage Supervisor before a reservation can be made. Students who would like to reserve the Video or Audio Studio for more than the 4-hour increment must also fill out this form.

CHECK-OUT AGREEMENT & FINES

By checking out equipment, students are agreeing to return equipment by the due date & time in the same condition in which it was checked out. Cage personnel will examine equipment after returns for damage and test items to ensure proper operation. Students are responsible for late fines and any replacement or repair costs if equipment is lost, stolen or damaged. **All equipment must be returned to the Cage by 10:00 a.m. on the due date.** Late equipment will result in a fine of \$5 per item, per hour. After 2:00 p.m. the fine is \$20 per item, per day up to the maximum value of the item. Please keep in mind that returning any equipment late affects other students who are counting on equipment to be available for their projects. All fines **MUST** be paid before additional equipment can be checked out.

PENALTIES AND SUSPENSIONS

If your equipment is returned late and it is not available for the next person who has it reserved, you will be suspended from all Cage checkout privileges for one week per reservation affected. This includes checkout of any equipment as well as any room reservations, including the Video Studio, Audio Studio and all editing rooms. Late fines will still be applied and all fines **MUST** be paid before additional equipment can be checked out.

AUDIO/VIDEO STUDIOS

The Audio/Video Studios and A/V editing stations may be reserved for 4 hours at a time. Reservations for these facilities must be made in person at the Cage. If you need to reserve the Audio/Video Studios or an A/V editing station for more than the 4-hour increment, a **SPECIAL PERMISSION EQUIPMENT REQUEST FORM** (blue form) must be completed and signed prior to the date and time of use.

Maximum Duration Per Reservation Room

- Video Studio 4 hrs Rm 363
- Audio Studio 4 hrs Rm 358
- Audio editing stations 4 hrs Rm 381, 382
- Pencil test animation stations 4 hrs Rm 383

To access the Audio and Video Studios or the A/V editing stations, students must first check in at the Cage, present their current student ID badge and obtain a special access badge or key. This will allow students to enter the studios or A/V rooms during their reserved time. Students who do not show up for their Studio or A/V editing station booking 30 minutes after the start time of their booking will be charged a \$10 cancellation fee. The reservation will then be deleted and made available for others. The Cage phone number is 503-382-4797.

NON-STUDENT(S) ON CAMPUS

Students who would like to bring non-students into the building as part of a special project and/or Video/Audio Studio reservation are required to fill out a **NON-STUDENT RELEASE FORM** (pink form). The form is a release form that a student must fill out, sign AND have their instructor sign. Copies of the form must then be given to the Security/Front Desk AND the Cage, at least 24 hours prior to the project date. These forms are available in the Cage.

STUDENT AFFAIRS OFFICE

The Student Affairs Office is located on the Second floor at the main campus (1122 NW Davis St.)

Dean of Student Affairs:	Jason Clary
Director of Housing and Residence Life:	Melissa Carter
Residence Life Coordinator:	Jonathan Scrimenti
Student Support & Disability Services Coordinator:	Daynia Flynn

HOUSING

The Art Institute of Portland provides students the opportunity to live with other Art Institute of Portland students in a supervised environment near campus through the Student Housing program. Information about the costs, availability and application process for Student Housing is available from the Housing Office. The school also offers a comprehensive referral list for nearby housing options in the Portland area for students who wish to live independently. The Art Institute of Portland neither inspects nor approves independent housing facilities. Please direct questions to (503) 382-4750.

INTERNATIONAL STUDENT ADVISING

The International Student Advisor works with international students to ensure a smooth transition to the American educational process. Questions concerning immigration and visa requirements should be directed to the International Student Advisor at (503) 382-4710.

TRANSPORTATION

The Student Affairs Office offers information about Tri-met such as bus information and schedules. Parking information, ride-sharing information and car pool assistance is also offered each term. Review the Parking and Transportation section of this handbook.

STUDENT LIFE

The Art Institute of Portland places a high value on the student life experience both in and out of the classroom setting. We provide an environment that encourages a wide variety of activities of an academic and social nature, including clubs and organizations, community service activities and

various committees designed to enhance the quality of life on campus. See the Dean of Student Affairs for more information.

STUDENT FORUMS

The Student Affairs Department conducts student feedback forums regularly to hear feedback from students on any and all aspects of The Art Institute of Portland. The days and times of these forums change so watch for postings on the hallway bulletin boards and in the Student Commons.

STUDENT SUPPORT SERVICES

Student Affairs provides assistance with utilizing a wellness approach for the student population, including:

- Special events/workshops on health or wellness related areas
- Information on human services in the local area.
- Assistance with study habits, time management, stress management, communication, problem solving, transition to college, and many other college success topics.
- Referral to short term counseling provided by the Student Assistance Program (1-888-617-3362) for students in need of emotional support or guidance.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program is a service available at no charge to students and provides confidential counseling via telephone 24 hours per day, 7 days a week. The program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. Through the program, students can receive assistance with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse, and any other relevant concerns. For more information, please contact the Student Affairs office.

Disability Services

THE ART INSTITUTE OF PORTLAND provides accommodations to qualified students with disabilities. The Disability Services office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at THE ART INSTITUTE OF PORTLAND.

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at 503-382-4836 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 Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs in Room 274, telephone number 503-382-4710. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

INTERNATIONAL STUDENT SERVICES

The International Student Advisor's primary function is to provide resources and assist international students with all issues pertinent to their status as non-immigrant visitors to the United States. The advisor also serves as the designated school official for the U.S. Department of Homeland Security Bureau of Citizenship and Immigration Services (BCIS).

Additionally, the office provides the following services:

- International Student Orientation
- Employment and graduation information

The International Student Advisor at The Art Institute of Portland is Jason Clary, Dean of Student Affairs. His office is located in the Student Affairs office area on the second floor and his telephone number is (503) 382-4710.

TRANSPORTATION AND PARKING

TRANSPORTATION:

Portland Streetcar - runs about every 14 minutes

Northbound: the nearest stop is 10th & Everett

Southbound: the nearest stop is 11th & Couch

Max Light Rail - Nearest stop is Galleria approximately 4/10 miles from the school (you can transfer to the streetcar to go to the school or walk)

Eastbound -10th & Yamhill

Westbound - 10th & Morrison

Bus Routes - Nearest lines to the school are

20 Burnside (stops at 11th & Burnside)

17 NW 21st AVE (Stops at 11th & Everett or 11th & Glisan)

For all other bus lines and information, check with the Student Affairs Office for detailed information or check Tri-met online at www.trimet.org.

PARKING:

There are several parking lots and parking structures near the school.

Some of them are listed below:

Parking at The Art Institute of Portland:

PMC Parking Garage - (503) 221-3203

There are two entrances: 13th (Between Couch & Davis) and 12th (Between Couch & Davis)

Hourly - \$1.25 first hour and \$1.75 second hour (higher for subsequent hours).

Daily - \$9.95 (if in before 10:00 a.m.) or \$12.00 (if in later)

Monthly--To sign up for monthly parking, you will need to go to the PMC office located at 920 SW 6th Ave, Suite 233

Street Parking:

Metered parking is available on many of the streets surrounding the school for \$1.25 per hour. Most have a 90 minute limit.

Other parking:

- 720 NW Marshall (503) 790-9300

Special rate for AiPD student of \$85 per month

- City Center Parking Garage - 1111 NW Davis (503) 221-1666

(across street from the school) Daily \$7.95, Monthly, \$185.00

- City Center Parking Garage--14th & Burnside (503) 294-3811

Daily--\$6.95 Monthly--\$159.00

Note: Daily rates are "early bird rate" good for parking all day as long as you park before a certain hour (9:00 a.m. or 10:00 p.m. depending on the lot). All of the above also offer hourly parking – rates vary from \$1.50 to \$3.00 per hour.

*** Please note these rates were accurate at time of publication but are subject to change***

STUDENT FINANCIAL SERVICES

ADMINISTRATIVE AND ACCOUNTING OFFICE

Office hours:

Monday through Thursday 8:00 a.m. to 6:00 p.m.

Friday 10:00 a.m. to 5:00 p.m.

***Please note, hours may change during summer term and on the break between terms.*

Student Accounting Services is responsible for the following services:

- Billing
- Receipt of payments
- Endorsement of all student/parent loan checks
- Processing of student refunds

Forms of payment accepted: cash, checks, money orders, Visa, MasterCard, Discover, or American Express * *Automatic monthly Debit and Credit Card payment service available.*

STUDENT FINANCIAL SERVICES

Office hours:

Monday through Thursday 8:00 a.m. to 7:00 p.m.

Friday 10:00 a.m. to 5:00 p.m.

Saturday 9:00 a.m. to 4:30 p.m.

Student Financial Services is responsible for the following services:

- Assisting students with the federal financial aid application process
- Development of individual financial aid plans
- Continuing assistance as financial circumstances change
- Loan counseling for student borrowers

HOLDS

This is our most efficient means of communicating with students with urgent matters! If you receive a hold on your student account, please see one of us right away. If you do not respond, this may delay your financial aid being processed, block you from registering for future quarters or withhold you from attending class.

FAFSA:

Renewal of your FAFSA is due every year by March 1st, preferably, after filing taxes including parents or spouses. **See you're Financial Aid Officer if you are unable to make this deadline!** See your Financial Aid Officer immediately with financial problems – drop in or schedule an appointment by calling 503-382-4784.

SUPPLY STORE

The Art Institute of Portland Supply Store is located on the third floor. The store carries the very specialized materials that The Art Institute of Portland students need for classes and projects, including art supplies, media supplies and general items like pens, pencils, paper and notebooks. The Supply Store works with faculty to ensure that the materials specific to students needs are available and prices are usually lower than nearby retail art supply stores. In addition, the Supply

Store is a great place to find everything from a beverage holder to shirts and other items with The Art Institute of Portland logo.

CAREER SERVICES

The Career Services office is located on the Second floor at the main campus (1122 NW Davis St.) We are open from 9:00 a.m. to 6:00 p.m. Monday through Thursday and from 8:00 a.m. to 5:00 p.m. on Friday. You are always welcome to drop in, but appointments are recommended. Check us out on the web at www.artinstitutes.edu/portland/.

WHAT CAN CAREER SERVICES DO FOR YOU?

We like to think of ourselves as a one-stop career center. We will help you find that first "Survival Job" when you are just starting school. When you are ready to start an internship, we will work with you and your Academic Department Director to assist you in locating one. After gaining some experience and skills, we can assist you in finding freelance opportunities. Upon graduation, our department will assist you in finding a field-related position. There are many other services available between these points. Career Services will bring employers on campus for recruiting events, as well as, host our Graduate Portfolio Show. Workshops are available covering many job searching skills. Start preparing for your future now. Come and meet the Career Services staff and get involved. It is never too early to start working on your portfolio, your resume or your work experience.

WHAT CAN YOU DO AS A NEW STUDENT TO PREPARE FOR THE WORKFORCE?

- Look for opportunities to volunteer in the community
- Get a part time job
- Develop a good resume
- Begin a list of businesses that you may want to work for some day
- Put together a Career Binder to keep track of all your professional job search information
- Begin a great portfolio
- Start networking early
- Get involved in the industry
- Attend industry events and association meetings
- Do pro bono work for a not-for-profit that you are passionate about
- Attend workshops offered by Career Services
- Attend job fairs
- Attend internship job fairs
- Attend each quarterly Portfolio Show
- Talk to your instructors about the industry
- Use the Internet to research the market

Please see our Website for more information.

Web address: <http://www.artinstitutes.edu/portland/CareerServices/> or <http://careers.aidepartments.com/>.

LIBRARY

MISSION STATEMENT:

The Art Institute of Portland Library provides access to resources that support student and faculty research, scholarship, and artistic and professional achievement, and promotes the acquisition of critical thinking and research skills through information literacy instruction.

LIBRARY LOCATION & HOURS

3rd Floor, RM 372

Monday through Thursday	7:30 a.m. to 10:00 p.m.
Friday	7:30 a.m. to 9:00 p.m.
Saturday	10:00 a.m. to 6:00 p.m.
Sunday	12:00 p.m. to 10:00 p.m.

LIBRARY CONTACT INFORMATION

To Renew Books and for General Information call: (503) 382-4796

Or email: aipdLibrary@aii.edu

For Text Message Questions, 160 characters or less: (503) 482-9549

For Reference Questions, email aipdLibrary@aii.edu

LIBRARY STAFF

Library Director

Tricia Juettemeyer

email: tjuettemeyer@aii.edu

call: (503) 382-4829

IM: aipdlibrarian on GTalk and AOL

Library Technical Assistant

Belia Marquez

email: bmarquez@aii.edu

call: (503) 382-4739

WEBSITE

<http://library.aidepartments.com>

CATALOG (FIND LIBRARY MATERIALS)

<http://library.aidepartments.com/catalog/>

RESEARCH DATABASES

<http://library.aidepartments.com/research/new/>

Passwords for off-campus database access are available on MyAICampus -> Academics -> Library and in the library.

LIBRARY BLOG & TWITTER

<http://aipdlibrary.blogspot.com> and **aipd_library** on Twitter: add us to find out about library resources, news, and events.

CHECK OUT

Use your student ID to check out library materials.

TIME LIMIT

Books – Two weeks

DVD/VHS – 3 days

General Reserve Items – Two hours, in library use only

Overnight Reserve Items - After 3:30 p.m., due by Noon

OVERDUE FINES

Books, CDs - .15 cents per book per day

DVD/VHS - .50 per day

Reserve Items - \$5 per day

Replacement cost is charged for lost and damaged books.

RESTRICTIONS BASED ON OVERDUE ITEMS / FINES

If fines total \$5 or more, no books may be checked out. Transcripts are held until fines are paid. Pay fines at the accounting window on the second floor. Bring the receipt to the library to have the fine removed.

RENEWALS

A book may be renewed up to five times, unless it has been requested by another patron. Renew by phone at 382-4796. DVDs and VHS tapes may be renewed once.

PLACING A HOLD

Place holds on checked-out material by phone or at the library.

COPYING AND PRINTING CHARGES

Please bring small bills and change to pay for copies.

Black & White: 10 cents

Color: 50 cents

Printer: Free

Please be aware that all copying is subject to US copyright law.

COMPUTERS

The library has nine computers for use. These computers are primarily for library and internet-based research. When others are waiting, please limit your use to no more than 15 minutes.

SCANNER

There is a scanner in the library for educational purposes. Please be aware that all copying by scanning is subject to US copyright law. Please ask a librarian if you have any questions about appropriate use of the scanner.

TEXTBOOKS

The library maintains copies of each course's textbook(s). Textbooks are in-library use only. They are shelved behind the circulation desk; ask at the desk to check them out.

FOOD AND DRINK

Covered drinks (with a secured lid) **are** allowed in the library. Food is **not** allowed in the library.

NOISE / MUSIC PLAYERS / CELL PHONES

The library is a quiet study area, please be respectful of others. Ipods and other music devices are okay, but please keep the volume low enough so no one else can hear the sound. Cell phones must be silenced. Please leave the library if a phone conversation is necessary.

LIBRARIANS & STUDENT STAFF

The library staff and student workers are here to help! **Please ask us!**

Visit the library! Ask a question, find a resource, or read a book or a magazine! We're here to help!

ACADEMIC INFORMATION

ACADEMIC ADVISING

While every effort is made to assist students in planning their schedule, it is the student's responsibility to know course sequence and prerequisites as listed in The Art Institute of Portland Catalog. If a student fails a prerequisite to a course for which he or she may have pre-registered, it is the student's responsibility to have his or her schedule changed prior to the end of the schedule adjustment period. Students with questions should consult with their Academic Advisor or the Academic Department Director for the Department in which they are studying.

ACADEMIC SERVICES

Who we are and why we're here

Sometimes a student enters The Art Institute with a slight deficiency in his/her academic preparedness. The sooner these road-bumps are met and solved, the sooner the student can

enjoy a more successful and enriching experience while on the path to a college degree and rewarding career. In simplest form, the purpose of our Academic Services Department is to keep road-bumps from becoming road-blocks. We try to do this by offering a number of ways to help our students address such difficulties.

For information about any of our academic services, contact your Academic Advisor.

OTHER ACADEMIC SERVICES

1. Course challenge exams for certain 100-level courses – see your Academic Department Director or an Academic Advisor for information (fee: \$100/exam)
2. Tutoring Program – see separate page
3. Registration – see separate page

TUTORING PROGRAM

ABOUT OUR TUTORING PROGRAM

You can get tutoring assistance for many courses offered at The Art Institute of Portland. Tutors are students who (a) have successfully completed the courses they're tutoring and (b) have an overall record of solid academic success.

WHO CAN RECEIVE TUTORING ASSISTANCE?

Any student enrolled at The Art Institute of Portland can receive tutoring assistance at no charge.

There are a few limitations:

- (a) You must be enrolled in a course that requires the skills for which you are being tutored.
- (b) You are eligible for tutoring for up to 2 hours/week per course.
- (c) Tutors are not permitted to help with final examinations or to directly contribute to final projects.

ARE TUTORS AVAILABLE FOR EVERY COURSE?

The Art Institute of Portland makes every effort to have tutors available for every course. However, we cannot guarantee this, as in order to hire tutors we must first be able to identify qualified students who are able to make the commitment to become a tutor. Also, because our tutors' jobs are first and foremost to be successful students, we give our tutors the flexibility to decline tutoring opportunities if they conflict with coursework or other commitments. With that said, we do strive to (a) have at least one tutor for each course for which students generally request tutoring, (b) have multiple tutors per course whenever possible, so if one tutor is unavailable another tutor may help, and (c) facilitate arranging tutoring and/or identify a new tutor for a course if a student is having trouble finding a tutor. If you do not see a tutor for your course or are having trouble connecting with a tutor, please contact the Director of the Tutoring Center.

HOW DO I GET TUTORING HELP?

There are two steps:

- (a) Visit the Tutoring Center website, linked from aidepartments.com. There you may find a tutor by course, software, or expertise.
- (b) Using the contact information provided on the website, please call, email, or text a tutor to request a tutoring appointment. Tutors respond to tutoring requests within 24 hours. If you would like help finding a tutor, or if you don't see an available tutor or are having trouble connecting with a tutor, please contact the Director of the Tutoring Center. Or, stop by the Tutoring Center inside the Education Department on the third floor.

Remember that once you make an appointment with a tutor, you're committed to keeping it.

HOW DO I BECOME A TUTOR?

We recruit tutors for paid positions based on faculty referrals, and we also accept direct applications from students. To become a tutor, you must (a) have a 3.0 GPA and (b) have at least an A- in the courses you are interested in tutoring. You will also be considered for the position

based on other pertinent skills, such as communication skills. To find out more about becoming a tutor, please contact the Director of the Tutoring Center.

EDUCATION AND ADMINISTRATIVE SERVICES

REGISTRAR'S OFFICE

Location: 3rd floor, room 312

Office phone: (503) 382-4817

Office fax: (503) 228-4227

SERVICES

The Education Department is the heart of The Art Institute of Portland. Department administrators and faculty members have been carefully recruited to assure excellence in the educational process. Faculty members not only have appropriate academic credentials but in many cases, professional experience and backgrounds in the career-related areas they teach. Further, they have been selected because they enjoy communicating and working with students. Overall, faculty are selected on the basis of their academic and professional credentials and must demonstrate that they are capable communicators and conscientious professionals. Students come to The Art Institute of Portland to prepare for employment in the career field of their choice. They do not come only for the purpose of earning credits or degrees. The entire focus of the educational process is devoted to the development of employable skills and professional attitudes so that graduates are prepared for the career field. It is very important that the student use every resource at his/her disposal and get the maximum benefit from every course undertaken. The student should consult with instructors and department administrators any time there is a need for additional support services.

ACADEMIC ADVISING

Academic advising is provided by the Academic Department Directors, four fulltime advisors, the Dean of Academic Affairs, and select faculty. The student's academic advisor is his/her Department Director, unless he/she is notified otherwise. Students must consult quarterly with an academic advisor in designing their academic program. New students will receive initial academic advisement by the appropriate Academic Department Director or Academic Advisor.

REGISTRATION PROCEDURES

Registration for continuing students takes place during the fifth week of each academic quarter. Appropriate notices regarding the time and place are posted in advance. Before registering, a student should consult the schedule of classes. Students first meet with their Financial Aid Officer to determine the appropriate course load and pick up a Registration form. Then with the help of their academic advisor, students select class and bring the completed registration form to the Registrar's Office. New students should also meet with their Financial Aid Officer before selecting their courses with the assistance of an Academic Advisor and then submit their registration forms to the Registrar's Office. A great amount of course, instructor, and classroom scheduling takes place in the short period between registration and the start of classes. Therefore, it is very important that every student register on time. Students who register late will be subject to schedule delays and course selection on a space-available basis.

ACADEMIC OVERLOAD

Registration for more than 18 credits per quarter is considered academic overload. Students must justify their need for an overload schedule and obtain approval from their advisor and the Dean of Academic Affairs for the overload. Students who are in their first quarter of coursework will not be permitted to carry an overload.

RESPONSIBILITY FOR MAINTAINING ACCURATE REGISTRATION

It is the student's obligation to add, drop, or withdraw from classes before the published deadlines. This applies even if the student has never attended class. Applicable dates are printed in the Course Schedule, sent via email, and are posted around the College.

SCHEDULE ADJUSTMENT

Any request to make a schedule adjustment, e.g., to add or drop a course, must be completed and turned in to the Registrar's Office prior to the end of the designated course adjustment period. There is no fee or grade associated with this procedure if completed during the schedule adjustment period. The schedule adjustment period runs through the first week of the quarter; this schedule differs for midquarter classes, so please refer to aidepartments.com for more information. To add or drop a course, the student must complete a schedule adjustment form, available from any Academic Advisor. The signature of the student's academic advisor is required to make any changes to the student's schedule, as is the VA Certifying Official for any student receiving VA benefits. Additionally, any student dropping a course from his/her schedule without adding a replacement course must also obtain the signature of his/her financial aid officer. A course dropped during the first week of classes will not appear on the student's permanent record, unless the student is withdrawing from the College (see "Withdrawing from School" section below).

COURSE WITHDRAWAL

A course dropped after the end of the schedule adjustment period and before the end of the ninth week of classes will be recorded on the student's transcript as a "W" for withdrawal, and the student will receive no refund of tuition. The signatures of the student's Academic Advisor, the course instructor, the Financial Aid Officer, and if applicable the VA Certifying Official are required to withdraw from a course during this period. Alternate calendar courses, i.e. accelerated or Online, will be recorded on the student's transcripts as a grade of 'W' at the end of the 5th week, and the student will receive no refund of tuition. Courses dropped after the ninth week of classes will be assigned a "WF" code, which indicates withdrawal after the ninth week. Non-attendance of courses does not constitute an official withdrawal. A student who discontinues course attendance without official withdrawal will receive an "F" grade for the course.

Both full-time and part-time students receiving financial aid who plan to drop courses must contact Student Financial Services because a reduced course load may affect a student's financial aid status and it may change payment arrangements. International students who plan to drop courses must contact the International Student Advisor prior to making any schedule changes because a reduced course load may affect the international student's legal status with the Department of Homeland Security.

WITHDRAWING FROM SCHOOL

Students withdrawing from school will receive a "W" for a grade ("WF" for students withdrawing in Weeks 10-11). It is the student's responsibility to notify their Academic Department Director, in person, of intent to withdraw from school. Students should consult their Enrollment Agreement for refund calculation information.

COURSE CHANGES

The Art Institute reserves the right to alter or change course titles, course content, or the sequencing of courses at any time necessary for the purpose of enhancing the education program.

PROGRAM AND ATTENDANCE STATUS CHANGE

A student who alters his/her academic progression in any manner is considered to be making a "status change." Basic status changes include:

- Enrollment change from one program of study to another
- Withdrawal, leave of absence, suspension, or termination of studies
- Transferring from one Art Institute to another

Students wishing to request an academic status change must receive approval first. Status Change forms and procedural details are available at the Registrar's Office.

STARTING CLASSES

The Student must clear any holds by the first week of the quarter or the student may not be allowed to attend classes.

CLASS SCHEDULING

Students may view their schedules via MyAiCampus immediately after registering for classes. The Art Institute reserves the right to make any schedule changes dealing with courses, room

assignments, instructors, session assignments and student reassignment, as deemed appropriate by the Dean of Academic Affairs.

GRADE REPORTS

The student may view a final grade report at the end of each academic quarter for all courses during that quarter via the student's My AiCampus account. A printed copy is available at the Registrar's Office after the close of each quarter. Grades are not released by telephone. Students who have failed to make payment of tuition, library fines, or other required fees may have grades withheld until total payment is made. If a student has questions about a grade that has been issued, the student should contact the instructor of the course in question immediately. At the latest, questions regarding grade issues should be made in writing to the instructor of the course by the end of the first week of the succeeding quarter (the quarter following the quarter in which the grade was assigned). When writing the request, the student should also submit a copy to the department director supervising that course. Please see the section entitled "Student Grievance Procedure" for further information.

MY AI CAMPUS

MyAiCampus is a dynamic Web site for current students that provides secure, password-protected, Internet-based services. A student can view her/his own grades, schedule and administrative holds from any location. Students are issued a MyAiCampus account with access to the student and faculty email directories, an email address, and a personal Web site that they can design, present and maintain. Student email is the official and sole means for general communication, distribution and notification of the quarterly Schedule of Classes, textbook lists, important dates and information, and relevant news bulletins. A student's MyAiCampus email, in turn, can be forwarded to other email addresses.

FIELD TRIPS

Field trips are one of many important elements of the educational experience at The Art Institute of Portland. On-site visits allow for first-hand observation of principles and concepts introduced in the academic environment. Attendance is taken on all field trips, and the standard course rules for absence apply. The field trip is part of the syllabus for the class. Important information may be conveyed only in a field experience as opposed to a lecture or reading assignment. At all times students are representing The Art Institute as well as making important future business contacts for themselves. Since manufacturers, retailers, designers, advertisers, and others willingly give their time for the benefit of our students, it is common courtesy to be prompt and attentive. Students are required to provide transportation to local field trip locations (car, car pool or public transportation). Those students who provide car pool assistance to fellow students should be certain they have adequate insurance coverage.

The Art Institute is not responsible in the event of an accident. Field trips outside the local area (more than 75 miles) generally involve prearranged public or private transportation and, in some instances, overnight accommodations. Students who participate in these field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip.

INCLEMENT WEATHER ANNOUNCEMENTS

In the event of inclement weather, please listen to radio and television announcements to determine whether The Art Institute of Portland will be open. Most TV station home pages have a "School Closure" link. The Art Institute offers both day and evening classes. Even if day classes are cancelled, weather conditions may improve enough to permit evening classes. Classes are canceled when the College is closed; during Finals Week, exams are postponed. Ultimately, each individual should make his or her own determination about the safety of commuting to The Art Institute in hazardous conditions. If the student chooses not to attend, he or she should take the initiative to make arrangements with instructors to make up missed class or studio hours.

STUDENT RIGHT-TO-KNOW

According to the regulations published by the Department of Education based on the Student

Right-to-Know Act, the graduation/completion rates for first-time, full-time students who entered school in 2000 and who graduated/completed within 150 percent of the normal time to complete the program is 36%. See The Art Institutes: aiprograms.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

ADMINISTRATIVE INFORMATION

GUESTS/VISITORS

Guests, including a student's family members, are not allowed in the classrooms, labs, library or other work places. Classrooms and labs are professional environments and guests can be a distraction from the educational goals at hand. Classroom space and equipment are for student use only. All guests must sign-in and be issued a visitor's badge while on Art Institute property, and be escorted by staff or faculty at all times while on Art Institute property.

IDENTIFICATION (ID) CARDS

All students are issued an ID card which must be worn at all times while on Art Institute property. The card is needed for various purposes including checking out books and resource materials from the Learning Resource Center, use of laboratories, facilities access, and checking out training equipment. (See information under "Property of The Art Institute.") There is no charge for the student's first ID card. There is a \$10 replacement charge for each additional ID card.

CHANGE OF ADDRESS OR PHONE NUMBER

Students must notify The Art Institute of any permanent or mailing address changes. To do this, a student should complete a change of address form available from the Registrar's Office or online at: www.registrar.aidepartments.com.

NAME CHANGE

Misspelled names on official College documents may be corrected by presenting a current driver's license or passport to the Registrar's Office. A currently enrolled student who wishes to change his/her name must present a new social security card to the Registrar's Office where a copy will be made and retained for the student's file.

TRANSCRIPT REQUESTS

Official copies of transcripts are available through the Registrar's Office. Requests must be in writing and include the student's name, years attended, ID number, signature, and return address. Transcript request forms are also available in the Registrar's Office. Transcript cost is \$3 each. This cost applies to official and unofficial transcripts. Transcripts will only be issued to students who are in good financial standing with the Administrative and/or Student Financial Services Offices and who do not have an academic hold on their records. (The Art Institute maintains custody of Bassist College academic records.) Please allow 10 business days for processing.

VETERANS' INFORMATION

Programs are approved for the training of veterans and the children of deceased or disabled veterans. Veterans considering entering The Art Institute of Portland are expected to meet admission requirements appropriate for their educational backgrounds and follow the instructions under "Admissions Procedures." Students with questions concerning their eligibility should contact their nearest Veterans Administration Office.

TUTORING CENTER

The Tutoring Center is located just inside the Education office. Here you can get academic assistance, including faculty-level tutoring, and help with time management and study skills.

FACULTY-LEVEL TUTORING:

In math and writing, you have the benefit of being able to get help from a tutor who has faculty-level training. This means that you get extra, one-on-one instruction from someone who is qualified to teach the courses you are in but who is there just to work with you at your level.

HELP WITH TIME MANAGEMENT AND STUDY SKILLS

If you are struggling in school, or if you would simply like to become a better student, the Tutoring Center can help you develop skills toward success. These can vary from time management to

effective reading to good communication with your instructors. It all depends on what you need!

HOW TO GET HELP

Stop by the Tutoring Center to make an appointment, 3rd floor just inside the Education office.

STUDENT RIGHTS AND RESPONSIBILITIES

CREATIVE RIGHTS

Students shall retain rights to their creative academic work. The college and its faculty shall give full attributive credit for any student work used in publications, classes, performances, exhibits, or elsewhere. Student creative work shall not be so used without permission, except that general display may be part of a course or degree requirement. Nonliterary work shall be purchased from the student if it is not returned after a reasonable display period. The College does not assume liability for damage to artwork put on display. Every quarter, The Art Institute of Portland documents student work, student achievement and campus activities. The archive built and maintained by The Art Institute of Portland can be used for editorials, promotions, advertisements, trade, or other purposes. The Art Institute of Portland will not use a student's artwork, image or quote for promotional purposes without the student's prior permission.

The Family Educational Rights and Privacy Act of 1974, as amended

("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Portland may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

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

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

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

II. Disclosure Of Educational Records

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

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

a. a person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or

b. a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

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

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.

3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.

4. To organizations conducting certain studies for or on behalf of the school.

5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.

6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

7. To comply with a judicial order or lawfully issued subpoena.

8. To appropriate parties in health or safety emergencies.

9. To officials of another school in which a student seeks or intends to enroll.

10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.

11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).

12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

14. Student Recruiting Information as requested by the U.S. Military. Student recruiting Information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of Portland will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Portland officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Portland will maintain a record indicating the parties who have requested or obtained personally

identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

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

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

Notice of these categories and of the right of an individual in attendance at The Art Institute of Portland to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Portland, 1122 NW Davis St., Portland, Oregon 97209. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

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

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

the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph 6 above, The Art Institute of Portland will:

- (a) maintain the statement with the contested part of the record for as long as the record is maintained; and
- (b) disclose the statement whenever it discloses the portion of the record to which the statement relates.

VI. Student Right to File Complaint

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

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

ACADEMIC GRIEVANCE PROCEDURE

A student with a grievance concerning an academic issue (faculty, plagiarism or other grading issues) has a right to be heard. The Art Institute of Portland abides by the following adjudication process to resolve student academic issues.

STUDENT / INSTRUCTOR CONFERENCE / ACADEMIC / DEPARTMENT DIRECTOR MEDIATION

Grievance procedures regarding a grade should begin with the instructor. Students should discuss the grievance with the instructor. If the issue cannot be resolved, the Academic Department Director will mediate a grade review with both parties.

WRITTEN APPEAL TO THE DEAN OF ACADEMIC AFFAIRS

If the grievance still remains unresolved, the student may petition in writing to have his or her grievance heard by the Academic Grievance Committee. Students wishing to file a grievance should appeal directly to the Dean of Academic Affairs in writing with accompanying documentation. Prior to filing a written petition to the Dean, the student must meet with his or her instructor and/or submit to mediation with the Academic Department Director. If the step is not completed, the Academic Grievance Committee will not review the student's appeal.

ACADEMIC GRIEVANCE COMMITTEE WILL REVIEW STUDENT'S APPEAL

Upon receipt of the formal petition and documentation, the Dean of Academic Affairs will follow the process outline below:

- Forward appeal to the standing Academic Grievance Committee comprised of staff and faculty.
- The Academic Grievance Committee is charged with examining the matter further and recommending a course of action to the Dean of Academic Affairs.
- Student will receive written notification of the Dean's decision. A student is allowed only one petition per academic grievance.

EXTERNAL RESOURCES FOR ADJUDICATION

If a student feels that a concern or a complaint has not been adequately resolved using the procedure described above, the student may direct his/her complaint or concern in writing to the Oregon Office of Degree Authorization, 1500 Valley River Dr., Suite 100, Eugene, OR 97401, or to the Northwest Commission on Colleges and Universities, 8060 175th Ave. NE, Suite 100, Redmond, WA 98052-3981. Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

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 Portland 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.

1. 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 The Dean of Student Affairs, room 274, jclary@aia.edu 503-382-4710 or for academic matters with The Dean of Academic Affairs, rengeldinger@aia.edu 503-382-4713. 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.

2. The Dean of Student Affairs or The Dean 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 Dean of Student Affairs or The Dean 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.

3 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 -2- 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.

4. THE DECISION OF THE DEAN OF STUDENT AFFAIRS OR THE DEAN OF ACADEMIC AFFAIRS MAY BE APPEALED BY EITHER THE COMPLAINANT OR THE ACCUSED BY PETITIONING THE PRESIDENT'S OFFICE OF THE ART INSTITUTE OF PORTLAND. THE WRITTEN APPEAL MUST BE MADE WITHIN 20 CALENDAR DAYS OF RECEIPT OF THE DETERMINATION LETTER FROM THE DEAN OF STUDENT AFFAIRS OR THE DEAN 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.

5 MATTERS INVOLVING GENERAL STUDENT COMPLAINTS WILL BE ADDRESSED ACCORDING TO THE STUDENT COMPLAINT PROCEDURES, A COPY OF WHICH CAN BE FOUND IN THE STUDENT HANDBOOK OR THE ART INSTITUTE OF PORTLAND 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](http://www.ed.gov/OCR).

HARASSMENT

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

Definition of Sexual Harassment

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

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

Sexual violence is considered to be a form of sexual harassment and is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

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

Other Forms of Harassment

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

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the "Student Grievance Procedure"). Students who have been subjected to sexual violence should also review the **Policy Concerning Sexual Violence** and **Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, The Art Institute of Portland will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against subsequent harassment and school-related retaliation. If an investigation confirms the allegations, The Art Institute of Portland will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

RESPONSIBILITY

All employees and students are responsible for implementing this policy and helping create an environment free of harassment. We trust that all employees and students will act responsibly to maintain a respectful working environment, free of discrimination, allowing each employee and student to perform to his or her maximum potential. The Art Institute of Portland encourages any employee or student to bring questions she or he may have regarding any type of discrimination to the Director of Human Resources.

ANTI-HAZING POLICY

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

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

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the College's student conduct process and if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs located at 1122 NW Davis Street, second floor. The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the College community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

STUDENT CONDUCT POLICY

SECTION I. GUIDING PRINCIPLES.

The Art Institute of Portland 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 Portland 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 goal.

SECTION II. SCOPE.

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

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 Portland, 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 Portland may sanction other conduct not specifically included on this list.

1. Scholastic Dishonesty

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

2. Illegal or Unauthorized Possession or Use of Weapons

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

3. Sexual Assault or Nonconsensual Contact

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

4. Threatening, Violent or Aggressive Conduct

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

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

5. Theft, Property Damage and Vandalism

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

6. Disruptive or Disorderly Conduct

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

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

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

12. Unauthorized Use or Misuse of College Facilities

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

13. Violation of Federal or State Laws

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

14. Insubordination

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

15. Violations of College Rules

- a) Violations by guest of a student on college property. Students are responsible for the actions of their guests

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

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

SECTION VI. SANCTIONS.

The Art Institute of Portland 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 Portland 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 Sponsored Housing: The student will be immediately dismissed from school-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
5. Suspension: Separation of the student from the school for a pre-determined period of time. The student may be able to return to school once specified conditions for readmission are met. The student may not attend classes, visit college-sponsored housing, use school facilities, participate in or attend college activities, or be employed by the school during his/her suspension.
6. Expulsion: The student will be expelled from The Art Institute of Portland 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 Portland community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Portland 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 Portland 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 Portland reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of the Institute staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

Notification and Determination of violations that warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
2. The Chief Conduct Officer or his/her delegate 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 Portland 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 school sponsored housing.

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

SECTION VIII. APPEAL PROCEDURES.

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

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute of Portland 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 Portland 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.

ARBITRATION

Every student and The Art Institute of Portland agrees that any dispute or claim between the student and The Art Institute of Portland (or any company affiliated with The Art Institute of Portland, 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 Portland 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 Portland'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 Portland 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 Portland, 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 Portland will select one.

The Art Institute of Portland 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 Portland 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 Portland 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 Portland 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 Portland 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 Portland. 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, 8003525267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405, www.arbforum.com, 800-474-2371.

ACADEMIC POLICIES AND PROCEDURES

The Art Institute of Portland maintains academic policies to assure a quality education process and

provide meaningful measurements of student academic progress.

ACADEMIC GRADING SYSTEM

The grading system incorporates letter grades and codes with the following numeric equivalents and definitions:

Equivalent Letter Grade/Grade Points	Additional Letter Codes
A = 4.0	K = External Transfer Credit (No longer in use)
A- = 3.7	P = Proficiency Credit by Exam
B+ = 3.3	PA = Pass (C or better)
B = 3.0	NP = No Pass (C- or lower)
B- = 2.7	S = Suspension from Course
C+ = 2.3	T = Termination from Institute
C = 2.0	TR = External Transfer Credit
C- = 1.7	W = Withdrawal from Course (first 9 weeks)
D+ = 1.3	WF = Withdrawal (after 9 th week)
D = 1.0	
F = 0.0	

ADVANCE COURSE CREDIT (TR OR P)

Course credit transferred from another accredited postsecondary institution is assigned a "TR" code. Credit awarded on the basis of an exam is assigned a "P" code. Such credit is applied to the total credits required for graduation, but has no letter point value and is not computed in the cumulative grade point average (see section entitled "Credit by Challenge" for more information).

All transfer credits must be approved by the Education Department.

PASS/NO PASS (PA/NP) GRADING

Grades of "PA" and "NP" are used for Internships and transitional studies courses. The "PA" grade indicates successful completion (grade "C" or better); the "NP" grade indicates unsatisfactory performance (grade "C-" or less). "PA"/"NP" grades are not calculated into the GPA.

SUSPENSION

A student who is suspended from a program is effectively dropped from all courses on the date the action takes place. The resulting "W" and "WF" grades may entail additional academic action pursuant to the Satisfactory Academic Progress Policy. The suspended student cannot continue without appeal and approval.

TERMINATION

A student who is terminated from The Art Institute during the quarter receives "W" or "WF" grades at the time of the action. The terminated student cannot attend.

WITHDRAWAL (W/WF)

The student who withdraws from a course or from the program during the first nine weeks of the quarter will be assigned a "W" code for each course. The "W" code is not used in the computation of the student's grade point average; however, "W" credits are counted toward total credits attempted. The student who withdraws from a course or from the program after the ninth week of the quarter will be assigned a "WF" code for each course. The "WF" code is the equivalent of a grade of "F" and is used in computing the student's grade point average.

Students wishing to withdraw from The Art Institute of Portland must file an official status change form with the Registrar.

INCOMPLETE (I)

A student who, due to exceptional causes, cannot complete the required class work must document his/her situation and submit a written request for an incomplete grade to be entered.

Incompletes must be requested, approved, and submitted to the Registrar's Office before Final Examination Week commences.

To remove an incomplete, a student must complete the required coursework and submit it to the instructor before the next quarter commences. If a student does not complete the work within the timeline, an "F" grade will be entered to replace the incomplete. To initiate a request for an incomplete grade, the student must fill out an incomplete form and submit it to the appropriate instructor. Once the student has the instructor's permission, the student must collect the signatures of both the Academic Department Director and the Dean of Academic Affairs before submitting the completed form to the Registrar's Office before the deadline (the Friday prior to Final Examination Week).

Upon successful compliance with the terms above, the instructor will complete and submit a **Grade Change Form** to the appropriate Department Director for approval.

COURSE WAIVED (WV)

In certain unusual situations, and through petition of the appropriate Academic Department Director, the Dean of Academic Affairs may waive (WV) a required course.

No course credits are granted for a "WV." Additional coursework must be taken in the same content area of the waived course to earn credit for degree requirements.

REPEATED CLASSES

Grades of "F," "W," "WF," "S," or "T" are included in the maximum attempted credits calculation and incremental completion rate (ICR) requirements for academic progress. Grades achieved in repeated classes will replace grades of "F," "W," "WF," "S," or "T." The highest grade earned will be used in computing the GPA and awarding credit toward graduation. Grades of "I" (Incomplete) are calculated as a grade of "F" when determining a student's academic progress.

ACADEMIC PERFORMANCE MEASUREMENTS

Student academic performance is recorded, reported, and monitored by the Registrar on a quarterly basis using the following measurements:

Grade Point Computation: The grade point for an individual course is computed using the equivalent grade points shown under the Academic Grading System. The total grade points for the individual course are determined by multiplying the letter grade equivalent grade points times the credit hours for the course.

Quarterly Grade Point Average: The quarterly grade point average (QGPA) is computed by dividing the total grade points earned for all courses attempted in the quarter by the total credits attempted for that quarter.

Cumulative Grade Point Average: The cumulative grade point average (CGPA) is computed by dividing the total grade points earned for all courses attempted at The Art Institute by the total credits attempted. The resulting CGPA is expressed as a whole number and a tenth, e.g., 2.5, 3.2. The CGPA is used in all evaluations of student academic progress and/or standing.

FACULTY GRADING SCALE

Letter Number

Grade Rating

A = 95–100 = Excellent

A- = 90–94

B+ = 87–89

B = 83–86 = Good

B- = 80–82

C+ = 77–79

C = 73–76 = Satisfactory

- C- = 70–72
D+ = 67–69
D = 62–66 = Marginal
F = Below 62 = Failure

The Art Institute of Portland does not have grades of A+ or D-.

TRANSFER CREDIT

Generally, credits and coursework of accepted transfer students are evaluated by the Registrar's Office. Generally, transfer credit is granted only for courses taken at other regionally accredited colleges or universities or at international institutions recognized by relevant ministries of education. Any coursework taken prior to accreditation cannot be evaluated. Grades of "C" or above are considered for transfer. Transfer credit for courses is allowed to a maximum of 12 credits toward a diploma program. Transfer credit for courses is allowed to a maximum of 60 credits toward an associate's degree. Transfer credit for courses is allowed to a maximum of 135 credits toward a bachelor's degree; of these credits, a maximum of 90 credits can be from lower division coursework.

Approval of transfer credit toward program requirements for courses taken at another regionally accredited college or university must be made by the Registrar's Office and with the Academic Department Director of the subject field if necessary. Transfer course credit is not calculated in maximum attempted credits or incremental completion rate requirements, but transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit is one and one half times the number of credits required for the individual to complete the program at The Art Institute. Grades for credits transferred, if applicable to the program, will be recorded as "TR" credit and will not affect the student's CGPA. Grades from classes from another program at The Art Institute of Portland, however, do count toward the student's CGPA (except in cases in which a student has graduated from The Art Institute in one major, then subsequently begins work in a different major; in such cases the previous CGPA in the program from which the student graduated will not be applied to the student's new program CGPA calculation).

CREDIT TRANSFERABILITY STATEMENT

The Art Institute of Portland is licensed by the State of Oregon to confer the Bachelor of Science, Bachelor of Fine Arts, Associate of Arts degrees and Diploma programs and accredited by the Northwest Commission of Colleges and Universities, an accrediting agency recognized by the United States Department of Education. However, the fact that a school is licensed and accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U. S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

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

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

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

NON-REGIONALLY ACCREDITED INSTITUTIONS

The Registrar's Office is authorized to evaluate credits completed at non-regionally accredited colleges or universities only after a student has completed 15 quarter credits of coursework when enrolled in a bachelor or associate program or 9 quarter credit hours when enrolled in a diploma program at The Art Institute of Portland. Any coursework taken prior to accreditation cannot be evaluated. Credits from non-regionally accredited institutions are evaluated in accordance with the policies and procedures listed in "Transfer Credit Practices," published by the American Association of Collegiate Registrars and Admissions Officers. Credit will not be given for courses from business colleges or other schools not officially recognized as institutions of higher learning. Credits earned in trade or technical schools are not transferable to The Art Institute of Portland.

Reevaluation of Transfer Credit

Students are entitled to one reevaluation of transfer credit rewarded, should the student believe an error occurred. To request a second evaluation of previous transcripts, the student should submit the Appeal for Reevaluation Form to the appropriate Academic Department Director. Reevaluations must be requested no more than one year after initial evaluation is performed.

Transfer Credit After Matriculation

Transfer credit after matriculation is generally not accepted. Any student who has left The Art Institute of Portland for any time period must go through the formal reentry process and each student's academic status must be reviewed before reentry can be considered. After an absence of more than 2 quarters, reentry students are subject to the most recent degree requirements and catalog updates. These degree requirements could be significantly different from previous degree requirements, rendering any coursework taken at another institution potentially inapplicable. The Art Institute of Portland cannot make a prior guarantee that any courses taken at another institution will be accepted as transfer credit nor provide any assistance in advising what coursework to take at another institution. If granted readmission to The Art Institute of Portland after taking courses at another institution, the student must submit official transcripts of all coursework taken. At this time an evaluation will be made to determine which courses, if any, are eligible for transfer.

GRADUATION REQUIREMENTS

The Art Institute of Portland awards Diplomas, Associate of Arts, Bachelor of Science or Bachelor of Fine Arts degrees to graduates of its degree programs. To graduate, students must have a cumulative grade point average of not less than 2.0. Students are required to complete the degree requirements listed for their specific degree and major in the Programs of Study section in his/her entering year catalog. In addition, the candidate for graduation must have fulfilled all financial obligations. To be qualified to graduate, the student must:

1. Submit an Application for Graduation to the Registrar's Office by the first Friday of the term in which s/he plans to graduate
2. Be enrolled as a current student during the term of intended graduation
3. Earn the required credits in each general education program
4. Earn the required credits in each of the disciplines for their program
5. Achieve a minimum CGPA of 2.0
6. Display an approved portfolio in the Graduate Portfolio Show (excluding Diploma candidates)
7. Satisfy all financial obligations to The Art Institute of Portland

8. Satisfy the residency requirement of 45 credits at The Art Institute of Portland (12 credits in diploma programs)

ATTENDANCE POLICIES AND PROCEDURES

Students are expected to attend all classes as scheduled, to arrive on time, to remain in the class for the full duration of the class session, and to keep up with coursework regardless of absence. **Week One Attendance Policy** Students who are absent from all scheduled classes during Week One and fail to notify the Registrar of intent to remain enrolled for the quarter will be dropped from all classes and withdrawn from the College. **Attendance Suspension** Students who are absent from all scheduled classes over a 14-day period (2 weeks) are subject to attendance suspension. This 14-day period begins on the first day of full absence from scheduled classes. Absence from any individual course does not constitute withdrawal from that course. Students must take responsibility for initiating timely withdrawal.

What Attendance Suspension Means

The student is administratively withdrawn from all classes and from the Institute and will receive grades of "W" or "WF," depending on the date of suspension. The student is not permitted to attend classes and cannot continue at The Art Institute of Portland unless he/she successfully appeals for reinstatement.

What To Do in Case of Prolonged Absence

A student who anticipates violating the attendance policy should contact an academic advisor immediately to discuss options, such as withdrawal from the Institute or the appeals process. An appeal may be submitted before policy violation occurs. In such a case, if the appeal is granted, the student is bound to the dates and conditions determined by the Associate Dean of Academic Affairs.

Financial Impact of Attendance Suspension

In the case of attendance suspension, the refund policy stated in the "Student Financial Services" section of this catalog will apply.

Impact on Satisfactory Academic Progress

Withdrawals from courses due to attendance suspension will affect a student's incremental completion rate (ICR) and, in the case of "WF" grades, cumulative grade point average (CGPA). (Please see the "Satisfactory Academic Progress Policy" section of this catalog.)

Procedure for Appealing Attendance Suspension to Resume Class in the Current Academic Term

A student wishing to appeal an attendance suspension and be reinstated to resume class in the current term must do so in writing to the Appeals Committee for Academic Affairs. The appeal must include documentation of the mitigating circumstances contributing to the suspension, as well as an explanation of how those circumstances have been remedied or changed. Examples of mitigating circumstances include hospitalization of the student, family emergencies, natural disasters, and other special circumstances. Successful appeal of attendance suspension will not override any individual instructor's attendance or grade penalties. Failure to attend all classes after a successful appeal will result in the immediate reversal of the reinstatement; students must immediately begin attending classes and must attend every scheduled class to maintain reinstatement following an attendance suspension.

Procedure for Reentry in a Subsequent Academic Term after Attendance Suspension

A student wishing to return in a subsequent academic term must contact the Assistant Director of Readmissions and go through the formal reentry process. The student's academic status must be reviewed in regard to the Satisfactory Academic Progress Policy before she or he can be considered

for reentry. For details, please refer to The Art Institute of Portland's procedure for readmission.

COURSE INFORMATION

QUARTER CREDIT HOUR

All coursework at The Art Institute is measured in quarter credit hours. One quarter credit hour is awarded for each 10 classroom contact hours of lecture, 20 classroom contact hours of laboratory/studio instruction, or 30 contact hours of internship. One classroom contact hour is defined as 50 minutes within a 60-minute period. The student is assumed to devote appropriate time to preparation and study outside the classroom. Measurements in credit hours or the listing of credits for courses does not imply transferability into programs at other postsecondary institutions.

Student status based on credit hours is defined as follows:

Full-load degree programs: The full-load schedule for a particular program is 15 credits (12 credits in evening programs).

Full-time: Financial aid eligible, enrolled in 12 credit hours or more in an academic quarter.

Three-quarter-time: Enrolled in 9–11 credit hours in an academic quarter.

Half-time: Enrolled in 6 credit hours in an academic quarter.

Less than half-time: Enrolled in 1–5 credit hours in an academic quarter.

Academic Year: 36 quarter credit hours and 3 quarters.

COURSE NUMBERING SYSTEM

Courses numbered 0–99 are non-credit or pre-college “transitional” courses not applicable toward degree requirements. Course numbers 100–299 are lower-division level. Courses number 300–499 are upper-division level.

ACADEMIC CLASSIFICATION

A student has freshman standing until successful completion of 36 credits, sophomore standing for completion of 37–90 credits; junior standing for completion of 91–135 credits, and senior standing when more than 135 credits have been completed.

PREREQUISITES

A prerequisite indicates an academic requirement that must be met prior to taking particular courses. Prerequisites are noted at the end of course descriptions. Students must earn a passing grade in prerequisite courses before enrolling in subsequent coursework. If relevant knowledge or experience is demonstrated and/or documented, the appropriate department director may waive the prerequisite requirement.

CREDIT BY CHALLENGE

Students who feel they have the requisite experience and skills may seek to challenge certain Art Institute of Portland courses by examination. Under this provision, students are awarded credit by successfully passing an examination composed and administered by a faculty member who is or has been directly involved in teaching the course. Courses that may be challenged are so indicated in the course description. Credit by examination is not offered for internships. Students interested in challenging a course should contact the Academic Department Director of that course to discuss the general content of the exam. It is the student's responsibility to file the appropriate paperwork and follow the procedures below to challenge a course.

In order to pass the challenge examination, the student must receive a grade of “B” or better on the

examination. Upon successful challenge of a course, a "P" code is assigned. Such credit is applied to the total credits required for graduation, but has no letter point value and is not computed in the cumulative grade point average. A maximum of nine credits may be earned by challenge exam and applied toward graduation. A student may only attempt a challenge examination one time per course.

The fee for challenging a course is \$100 and is non-refundable. Financial aid recipients cannot use financial aid dollars to challenge classes. Challenge forms are available in the Advising Center.

AP AND CLEP PROGRAMS

Students who have successfully completed Advanced Placement courses in high school, or have earned credits in the College Level Examination Program may be able to use those courses toward graduation requirements for their program. For further information on the evaluation of such credits, contact the Registrar's Office.

Undergraduate Satisfactory Academic Progress (SAP) Policy **Effective SU11**

The Satisfactory Academic Progress Policy ensures that all students are maintaining satisfactory academic progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses on a consistent and successful manner. This ability is measured in three ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR) within a maximum time frame (MTF).

Failure to complete courses successfully for any reason may negatively affect satisfactory academic progress. Failing courses or withdrawing from courses could result in the loss of Financial aid and Academic termination.

In order for a student to graduate, the minimum requirements are a CGPA of 2.0, 66.67% ICR, and completion of the program in no more than 150% of total program credits.

Periods of attendance when a student does not receive Title IV aid are included in determining Satisfactory Academic Progress. Periods of Non-Attendance are not included in determining SAP. While the term Academic Warning/Financial Aid Warning and Academic Probation/Financial Aid Probation are used, the status applies to all students whether receiving aid or not.

Criteria for Honors Designation

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

Term Honors Designation (at the completion of a quarter) – Students who enroll for and complete 12 credits or more (of courses which are not transitional studies) and meet the following criteria may receive the corresponding designation:

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

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

Transitional studies classes are not considered when evaluating Honors Designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

Compliance with SAP is reviewed every quarter for Certificate, Diploma, and Degree Programs. A student who starts or re-enters at a MID session will have that session count as an entire quarter for SAP purposes.

Certificate/Diploma	Evaluation Point	Milestones(CGPA and ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.5 and/or 50.00%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of Third Quarter And every quarter thereafter	< 2.0 and 66.67%	Warning (if 1 st time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal
Degree	End of First Quarter	< 1.0 and/or 33.33%	Warning
	End of Second Quarter	< 1.0 and/or 33.33%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of Third Quarter	< 1.25 and 50%	Warning (if 1 st time)/ Dismissal (if on

			Warning)
	End of the Fourth and Fifth Quarter	< 1.50 and 50%	Warning (if 1 st time)/ Dismissal (if on Warning)
	End of Sixth Quarter* And every quarter thereafter	< 2.0 and 66.67%	Warning (if 1 st time)/ Dismissal (if on Warning)
	Anything in excess of 150% MTF		Dismissal

Certificate and Diploma Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter.
2. At the end of the second quarter, students must attain a minimum CGPA of 1.5 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning -in the previous term. If the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**.
3. At the end of the third quarter, and every quarter thereafter, students must attain a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning -in the previous term they would be **dismissed**.
4. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it will be very difficult to meet the minimum requirements of the next evaluation point. Students should -consult with their academic advisor concerning the exact requirements.

6. Students attending certificate or diploma programs may take transitional study courses.

Please note that **dismissals** can be appealed. Please see the Appeal Process below.

Degree Programs:

1. At the end of the first quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% (transitional study courses do not impact GPA or ICR so they are exempt from the calculation). Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
2. At the end of the second quarter, students must achieve a minimum CGPA of 1.0 and an ICR of 33.33% for all courses that are not transitional studies. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter if the student had not been on Academic Warning/Financial Aid Warning in the previous term. However, if the student was on Academic Warning/Financial Aid Warning in the previous term, the student will be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
3. At the end of the third quarter, students must attain a minimum CGPA of 1.25 and an ICR of 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**. If a student has only attempted transitional studies the student is considered to be making SAP unless the student attempts and does not successfully complete the same transitional study course three times.
4. At the end of the fourth and at the end of the fifth quarter, students must have a CGPA of at least 1.5, and an ICR above 50%. Anything below these milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning -in the previous term they would be **dismissed**.
5. Students should note that if they are on Academic Warning/Financial Aid Warning, it could be very difficult to meet the minimum requirements of the next measuring point. Students should consult with their academic advisor concerning the exact requirements.
6. At the end of the sixth quarter and thereafter, students must accomplish a minimum CGPA of 2.0 and an ICR of 66.67%. Anything below these

milestones will result in Academic Warning/Financial Aid Warning for one quarter unless the student was on Academic Warning/Financial Aid Warning in the previous term. If the student was on Academic Warning / Financial Aid Warning in the previous term they would be **dismissed**.

7. Students may not attempt more than 150% of the credits in their programs; anything in excess of 150% of the credits will result in **dismissal**.

8. Transitional Studies Courses are based on the results of the academic placement test. Like any course, students must successfully complete such courses in order to progress in the program. Transitional Studies Course credits do not count towards the total number of credits for graduation nor do they count in the CGPA or ICR; however, they do count in determining the maximum time frame in terms of credits attempted and credits earned. Transitional Studies/Remedial courses do have credit hours assigned to them for enrollment and tuition charging purposes. Transitional Studies Courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in **dismissal**.

Students on Academic Warning/Financial Aid Warning are considered to be making progress towards meeting SAP and if otherwise eligible, can be eligible for financial aid.

The grades, gpa and cumulative data for all courses a student attempted at the institution as well as courses successfully transferred in from prior postsecondary education are available on the student portal for their review. There is also an indication if a student is on Academic Warning/Financial Aid Warning or Academic Probation/Financial Aid Probation or is terminated.

Appeal Process for Academic Probation/Financial Aid Probation

The process to appeal allows the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided and retained. The result of the appeal (appeal granted or appeal denied) must be provided to the student and catalogued in the Student Information System as well as the student's academic file. As part of the appeal the student must document in writing why he or she did not meet SAP and what in the student's situation has changed that will allow he or she to meet SAP according to a written academic plan.

If the student's appeal (see appeal policy below) is granted, he or she will be placed on Academic Probation/Financial Aid Probation for **one or two** quarters. For students in a certificate/diploma program they will **only** have **one** quarter of Academic/Financial Probation due to the shorter length of the program. For

associates degree or higher programs, if the student and the institution agrees to a **two-term Academic/Financial Aid -Probation** the student must agree with and **sign a written academic plan** developed and approved by the institution which documents that he or she will be required to attain CGPA and ICR milestones by the next evaluation point (term) but they must be meeting SAP at the end of the second term. A student not meeting the conditions of their plan at the end of the first quarter **will be dismissed**. If the student is meeting their academic plan at the end of the first term, they will stay on Academic/Financial Aid Probation. Student is eligible to receive Title IV aid while on Academic Probation/Financial Aid Probation if he or she is otherwise eligible. Failure to meet the minimum CGPA and ICR milestones following the Academic Probation/Financial Aid Probation period(s) will result in a **permanent dismissal**.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student may then request an additional appeal for reinstatement, but would have to demonstrate academic accomplishments or changes that show a degree of college readiness that reliably predict success. After being out of school, the applicant will have to meet the appeal requirements as stated in the first paragraph including describing why the student failed to meet satisfactory academic progress before and what has changed to ensure that he or she will be able to meet satisfactory academic progress if re-admitted. Should the student have his or her appeal denied a second time, the student will be **permanently dismissed** from the Institute.

Following is a comprehensive list of events that indicate there may be a Mitigating Circumstance which has negatively impacted academic progress:

- Death of an immediate family member
- Student illness requiring hospitalization (this includes mental health issues)
- Illness of an immediate family member where the student is a primary caretaker
- Illness of an immediate family member where the family member is the primary financial support
- Abusive relationships
- Divorce proceedings
- Previously undocumented disability
- Work-related transfer during the term
- Change in work schedule during the term
- Natural disaster
- Family emergency
- Financial hardship such as foreclosure or eviction
- Loss of transportation where there are no alternative means of transportation

- Documentation from the School Counselor and/or a Professional Counselor

Deans of Academic Affairs are responsible for determining the appropriateness of the mitigating circumstance in regards to severity, timeliness, and the student's ability to avoid the circumstance. Student life issues and making the transition to college are not considered mitigating circumstances under this policy.

Documentation from the SAP program or professional counselor should not breach the student/counselor relationship and should remain confidential. A memorandum or letter on school or organizational letterhead indicating a counselor's opinion that student issues may be accommodated to ensure that the student will be able to meet satisfactory academic progress will suffice as proof of mitigating circumstances as well as a student's ability to meet satisfactory academic progress with accommodations from the institution.

Students are NOT allowed to appeal dismissals for violating the 150% completion rate.

A student who attempts but does not pass the same remedial course three times is **dismissed and there is not a right to appeal the termination**. Students dismissed for failing the transitional courses three times may reapply for reinstatement once these courses and the college level equivalents are completed and are submitted on an official accredited institutions transcript as part of the reinstatement appeal.

The Metrics of SAP

Academic Grading System

The grading system incorporates letter grades, equivalent numeric values and letter codes as follows:

<u>Letter Grade</u>	<u>Quality Points</u>
A	4.0
A-	3.7
B+	3.4
B	3.0
B-	2.7
C+	2.4
C	2.0
C-	1.7
D+	1.4

D	1.0
F	0.0 *

*F does compute in GPA and CGPA and does count as credit attempted.

Other Grade Codes worth Zero Quality Points:

CR = Credit through examination

Credits Earned/TR grade does not affect ICR/CGPA.

I = Incomplete

Affects ICR/MTF/CGPA(Computes as an F)

S = Suspension

Affects ICR/MTF/CGPA(Computes as an F)

NP = Not passing/Fail

Does not affect ICR/CGPA This grade designation is utilized to indicate that a student did not acceptably complete a non credited course

P = Proficiency Credit by Exam or Portfolio

Does not Affect ICR/MTF/CGPA

PA = Pass

This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.

SP or SA = Satisfactory/Pass

This grade designation is utilized to indicate that a student acceptably completed a non credited course. Does not affect ICR/MTF/CGPA.

T = Termination from course

Affects ICR/MTF/CGPA (Computes as an F)

TR = External Transfer Credit

Grade designation utilize for transfer credits. This does not affect CGPA. They do impact ICR and MTF.

U = Unsatisfactory

Indicates that a student unsuccessfully completed a non-credited course. Does not affect ICR/MTF/CGPA.

WV = Waiver

Commonly used when waiving a remedial courses and does not affect ICR/MTF/CGPA

WX = Course was registered for but never attended

Self-explanatory and does not affect ICR/MTF/CGPA

Students receive grades at the end of each quarter including midquarter. The grade report contains both the grade point average for the quarter (GPA) and cumulative grade point average (CGPA) for the program. When a course is repeated after failure, the grade earned upon repeating the class replaces the original grade in determining the grade point average, though the failing grade will still appear on the transcript.

Repeating Courses

Grades earned in repeated courses will replace grades of 'F', 'W', or 'WF'. Course credits with grades of 'F', 'W', or 'WF' are included in the maximum time frame (MTF) and incremental completion rate (ICR) requirements as credits attempted but not earned. Students with incomplete grades will receive an 'F' if a grade change is not submitted by the end of the second week of the following term. The grade 'I' indicates Incomplete and is calculated as if it is an 'F' until it is changed to another grade and the course will be included as course credits attempted, but not earned. Students may also retake classes in which they received a passing grade in order to improve their CGPA but can retake a course passed only one additional time. Credits from all repeated courses are included as credits attempted.

Changed Grade

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Dean of Academic Affairs. Only the final grade (not the original grade/code) will be computed in the grade point average. The final grade is the one that counts in the calculation.

Calculations

The Art Institute measures and records academic performance by computing the Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) for each student, using the letter grades, four-point scale and credit-hour values. GPA is the average of grade points a student earns during one quarter. CGPA is the cumulative average of all grade points a student has earned over all quarters at The Art Institute.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two courses during one quarter. One course has a four credit hours value and the student earns an A. The second course has a three credit hour value and the student earns a B. Remember, each letter grade carries a grade point value. Grade point values are multiplied by credit hours.

In this example:

A = 4 grade points x 4 credit hours = 16 grade points earned

B = 3 grade points x 3 credit hours = 9 grade points earned

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

In this example:

16 grade points + 9 grade points = 25 total grade points

25 grade points earned divided by 7 total hours earned = student's GPA for the quarter, 3.57, which is rounded to 3.6.

A student's CGPA is computed in the same way by dividing the student's total grade points earned from all quarters/semester at The Art Institute by the student's total credit hours earned from all quarters at The Art Institute. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if the last digit is less than 5. Example: $1.95 = 2.0$, $1.94 = 1.90$)

Incremental completion rate is determined as follows (remedial credits do not count in this calculation):

(EARNED CREDITS at the institution + TRANSFER CREDIT Accepted)

(ATTEMPTED CREDITS at the institution + Transfer Credits Accepted)

The 150% MTF is determined as follows:

TOTAL CREDITS NEEDED TO GRADUATE FROM THE PROGRAM x 1.5 = TOTAL NUMBER OF CREDITS ALLOWED TO ATTEMPT.

STUDENT STATUS CHANGES AND SAP

Transfer Students

Transfer credits from other post-secondary institutions are calculated in the maximum time frame allowable credits and incremental completion rate requirements. Therefore, the maximum number of attempted credits for a student with transfer credit is still one and one-half times the number of credits required to complete a program for graduation.

Example: if a student transfers in 36 credits to a program consisting of 180 credits, the calculation would be $180 \times 1.5 = 270$ credits. Therefore, the 36 transfer credits would be considered attempted and earned so only 234 more credits could be attempted.

Grades for credits transferred in from any post-secondary institution (including an Art Institute) will be recorded as “TR” in the Student Information System and will not affect the student’s CGPA.

Students wishing to transfer from one Art Institute to another may do so only if they are in good standing at the sending school. If the student is transferring to a different institution (as defined by the Department of Education), then he or she is treated as a student transferring in from an unaffiliated institution. Any student dismissed for violation satisfactory academic progress cannot transfer or be considered a New student (if they had a break in enrollment) at another Art Institute until he or she has been granted an appeal at the original school and is deemed to be making satisfactory academic progress.

Changes in Program

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

Courses taken in one program that is applicable to the second program will be transferred with the applicable grade. If the student has taken a course more than once, only the grades transferred to that new program will apply to the second program. All grades earned in the original program that apply to the new program will count towards the CGPA. For ICR and 150% purposes only, those courses transferred will apply to the second program will be considered.

In the formulas below, the “CHANGE OF MAJOR” adjustment factor would be those credits from the previous major that we will NOT count in the student’s current major.

Incremental completion rate is determined as follows (remedial credits do not count in this calculation):

(EARNED CREDITS in the New Program + TRANSFER CREDIT ACCEPTED) minus CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS

(ATTEMPTED CREDITS in the New Program + Transfer Hours Accepted) minus -CHANGE OF MAJOR ADJUSTMENT FACTOR FOR EARNED CREDITS

The 150% MTF is determined as follows:

TOTAL CREDITS NEEDED in the PROGRAM TO GRADUATE times 1.5 = MTF.

Second Degree

When a student has graduated from The Art Institute in one program, then subsequently begins work in a different program, grades used in the CGPA of the previous program will not be applied to the student's new program CGPA calculation. The grades will be recorded as TR.

THE ART INSTITUTE OF PORTLAND/JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

INTRODUCTION

The Art Institute of Portland (the "Institute") is providing the following information to all of its employees and students as part of the 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 Dean of Student Affairs, The Art Institute of Portland, 1122 NW Davis Street, Portland, Oregon 97209.

I. Campus Security and Crime Prevention Policy

The Institute's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy in their faculty or staff mailboxes. The report is distributed to all students through the Student Handbook.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Dean of Student Affairs. Reports are kept in a secure location in office of the Dean of Student Affairs. Names of victims or witnesses are not disclosed in the crime report. It is the policy of the Institute 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 Institute's facilities to the Dean of Student Affairs either in person or by calling 503-382-4710. If the Dean of Student Affairs is not available, you may contact campus security at 503-382-4748 and the Portland Police Department by dialing 911 or 503-823-0097 (Central Precinct) for non-emergency reports. To report emergencies or criminal acts occurring in school-sponsored housing, students should dial the Residence Life Coordinator, 503-382-4812 or dial 911 to report a crime or emergency requiring an immediate response. All criminal activity is documented by the completion of an Incident Report and is reported to local police agencies and the Dean of Student Affairs. Criminal activity might include, but is not limited to, burglary, motor vehicle theft, aggravated assault, robbery, sexual offense, hate crimes, gender crimes or murder. In the event of fire or medical emergencies, staff and employees should contact the Portland Police by dialing 911 and then notify the Dean of Student Affairs.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Dean of Student Affairs. Reports are kept in a secure location in office of the Dean of Student Affairs. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by Jason Clary, the Dean of Student Affairs.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of the Institute that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to the Institute's policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to show their valid identification card to gain access to campus facilities.

ACCESS TO ACADEMIC BUILDINGS

Campus staff members with security responsibilities include campus security, the President, the Dean of Student Affairs and the Dean of Academic Affairs. In some combination, these persons are generally on campus Monday through Friday 7:30 a.m. until 12:00 a.m. and on weekends during all open office, library, and laboratory hours (consult quarterly schedule). The Institute security desk is located in the first floor lobby. Exterior lighting is located around the Institute facility and in the parking garage. Suspicious persons are questioned and asked to leave. Please notify the security attendant of any security concerns.

SCHOOL-SPONSORED HOUSING

School-sponsored housing facilities are locked communities with exterior lighting illuminating the grounds and parking lots. Key cards are required for entry into the building. The Resident Assistants and the Residence Life Coordinator can be reached at 503-382-4812. The City of Portland Police can be reached by dialing 503-823-0097. In the event of a crime in progress, dial 911.

CAMPUS LAW ENFORCEMENTS

Campus staff with security responsibilities or security staff are always on campus during business hours. Persons employed as security personnel at the Institute are instructed to enforce campus

security policies. Such persons have the authority to evict unauthorized persons from the campus premises but do not have arrest authority. Security personnel maintain a positive working relationship with the Portland Police Department (PPD), the Multnomah County Sheriff's Office, and the State Police and notify appropriate authorities of all actual or suspected criminal activities, including trespassing. Institute security personnel periodically contact PPD serving the Institute's jurisdiction. The purpose of these working relationships is to ensure that the Institute is aware of all the criminal offenses and arrests that have occurred on the Institute's campus so that they can be properly reported in the criminal statistics, and if necessary, the Institute can make timely warning reports on crimes which represent a continuing threat. Security staff will assist, as appropriate, with the reporting of incidents. Students should contact the Security Desk in the first floor lobby at 1122 NW Davis immediately, in the case of an incident. Security Desk personnel will contact the appropriate security staff or the police.

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

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Institute is located in the city of Portland and Multnomah County, Oregon. The Institute maintains a close working relationship with the Portland Police Department, the Multnomah County Sheriff's Office and the Oregon State Police with periodic contact initiated by the Institute personnel to ensure that the 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. Timely warning reports are provided in addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year and appropriate measures are taken to assure continued safety. The campus community is notified via bulletin board notices and notices read by instructors to the students in their classes. Employees are notified via employee newsletters.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

All new Institute employees and students are instructed on crime awareness, prevention and campus security during orientation, and encouraged to take responsibility for their own security, as well as their fellow classmates. The orientation program, which takes place four times per year, includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the main campus and at school-sponsored housing if applicable, and procedures for reporting any criminal activity or emergency. Students in school-sponsored housing are given the names and phone numbers of the Resident Advisors, who live on the premises, in case of an emergency. The Resident Advisors discuss first aid and safety at orientation and quarterly housing meetings. The program encourages students and employees to be responsible for their own security and the security of others. The Institute has no formal policy in place that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. However, names of victims or witnesses that provide information on criminal offenses are not disclosed in the annual disclosure of crime statistics and are maintained by the Dean of Student Affairs in a secure location.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

The Institute also provides in-service programs designed to heighten awareness of crime and its prevention. These in-service programs are conducted by local law enforcement officials two times per year. Topics included in these informational programs are personal safety, living in a city, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual campus security report, students and staff are notified of specific security concerns as they arise throughout the year. In the event The Institute, working with local police and/or campus security personnel, determines that

a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms, and notices in the student newsletter. Incidents occurring at The Institute student housing location are announced by the distribution of notices to each student apartment. Students are requested to review the Institute's Student Handbook where sections discussing Crime Awareness and Campus Security and Student Conduct Policy can be found. Employees are requested to review the Institute's Employee Handbook where information regarding Standards of Conduct and Safety can be found.

OFF-CAMPUS STUDENT ORGANIZATIONS

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

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

Educational programs promoting the awareness of rape, acquaintance rape, and other sex offenses are presented by the Student Affairs Department. All new students are instructed on sexual assault awareness, prevention and procedures during the scheduled first quarter orientation program four times a year. Guest speakers present discussions on rape awareness, reducing the risk of being a rape victim, and what to do if you are attacked. Brochures on sexual assault issues are available in the 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, housing personnel, security, the Dean of Student Affairs, the Executive Committee or other Institute officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack.
- Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.
- Go to a hospital emergency room for medical care.
- Make sure you are evaluated for the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.) Call someone to be with you, you should not be alone.

It is also recommended that victims call the Portland Women's Crisis Line at 503-235-5333. 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 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 Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in school-sponsored housing, if applicable or the transfer of classes. Other rape crisis centers or mental health agencies available to assist a victim of sexual offenses include the Multnomah County victim's assistance line, 503-988-3222 and the Multnomah County mental health crisis line, 503-988-4888.

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with the Institute's published Student Conduct Policy. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the Institute's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

As required under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994, the State of Oregon must provide information regarding registered sex offenders. This information, provided by The Oregon State Police Sex Offender Registration Unit, is available by telephone at (503)378-3720, x 4429.

MISSING PERSON NOTIFICATION POLICIES AND PROCEDURES

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

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

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

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

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

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

be.

NOTE FOR STUDENTS UNDER AGE 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 Brewery Block Security Officer or AiPD Security Officer immediately.

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. Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or Brewery Block Security Officer, or AiPD Floor monitor with yellow hat/vest. No occupant will re-enter a building until clearance is given by fire and/or Brewery Block Security Officer, or AiPD Floor monitor with yellow hat/vest.

Prohibited Items in School Sponsored Housing:

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

- Candles, incense, open flames
- open heating coils
- hookahs
- grills
- Smoking is prohibited in all school sponsored housing and all academic and administrative buildings.

Community Responsibilities

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

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Director of Residence Life & Housing, Resident Life Coordinator, RA's, or fire officials during a drill or an actual alarm. In 2009, there were two 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 Director of Residence Life & Housing, Resident Life Coordinator or RA's.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

What should I do if I discover a fire?

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

1. Pull the nearest fire alarm. If there is no nearby fire pull station, call 911Public Safety at x800.
2. Exit the building immediately; notify those in the immediate area of the danger.
3. Never use the elevator; use the stairways.
4. Assist in removing any person needing assistance from the immediate area to the stairwells to wait for fire department personnel (or to the outside if that can be done safely). However, never place yourself in danger.
5. Assemble outside your building at the predetermined location.
6. Follow the instructions given by the Student Affairs Officials, Resident Assistants, and members of the Portland Fire Department.

Emergency Evacuation Plan

CRISIS: A fire, bomb threat, hazardous materials leak, earthquake, or other emergency requires evacuation of the campus building.

CRISIS MANAGEMENT OUTLINE:

- Stay calm. Stop work immediately. Grab your valuables but do not pack up supplies or work in progress.
- Follow directions from nearest faculty or staff member for exiting your area. Exit building using nearest stairwells only.
- For earthquakes, duck, cover and hold on. Evacuation occurs after shaking stops – follow Earthquake Disaster Plan, which includes gathering clothing and other material.
- Physically challenged individuals are to wait at the top of the stairwell for authorized emergency personnel to assist them. A near-by staff or faculty member should wait with this individual and instruct another employee to notify emergency personnel of their whereabouts.
- After exiting, immediately head North from the buildings and/or garages.
- When decided upon, The President, or designee, will contact the Director of Technology/Facilities to add a message to the AlertFind Emergency notification system. They will post and send the message.
- Do not reenter the building or garage until emergency personnel give the “All Clear”.
- Each area of the building will have a designated person to check that all offices, classrooms, and restrooms are evacuated. They are as follows:

DAY:

1st floor: Director of Admissions/Security

2nd floor: President/Dir. Of HR

3rd floor: Dean of Education/Registrar

EVENING:

1st floor: Security

2nd floor: Security

3rd floor: Security

Emergency Evacuation of Disabled

All disabled faculty, staff and students are encouraged to file an emergency status card with the Safety Committee, President, the Registrar, and the Director of Student Services.

In the event of an emergency, occupants of wheelchairs and other persons mobility-impaired should observe the following Emergency Evacuation Plan:

If you can move to the exit and have persons to assist you:

- Wait until all persons on the floor have evacuated and traffic in the stairwell has cleared. Move to the exit stairwell.
- If the stairwell is free of smoke, enter and wait in the stairwell landing. Two people should wait with you, while one person should inform the arriving Fire Department of your location. Make sure that the door is securely closed.
- Wait with your assistants for further instructions. The Fire Department will send fire fighters to assist you if evacuation is necessary.
- If you are waiting in the exit stairwell and traffic builds from the evacuation of upper floors, re-enter your floor (if safe) to allow others to pass and the stairwell to clear.
- If there are too many individuals waiting on the landing, an area of refuge should be sought on the floor, such as a classroom or an office with a door, window and telephone. Use the fire survival skills described below.
- Assistants should not attempt to carry you down the stairs unless conditions in the stairwell become threatening. If conditions deteriorate, the assistants can then move you down the stairs to safer areas.
- If you do not have persons waiting with you, or are unable to leave your area, refuge should be sought on the floor. Most appropriate would be a totally enclosed room with a telephone and window. This may be a classroom or an office.

If you are not able to leave the floor, observe the following survival rules:

- Use towels or clothing to block openings around doors or vents where smoke might enter. If available, put a wet cloth over your mouth or nose.
- Place a signal in the window. The signal can be anything that will call attention to your location. For instance, slant the venetian blinds erratically.
- If smoke or fire enters your area, call (9) 9-1-1 to report your location. Stay low to the floor to breathe the best air.
- It is advisable not to open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk to smoke entering from the outside, and will hamper rescue efforts below.

Emergency Evacuation Contingencies: Relocation

CRISIS: The crisis is such (fire damage, explosion, earthquake, no power, etc.) that students cannot return to the campus building following evacuation. Secure and use the Disaster Planning Reports.

CRISIS MANAGEMENT OUTLINE:

Short-term (0-48 hours):

- If there are injuries, immediately have injured parties transported to local hospital via ambulances and other emergency vehicles. First-aid trained employees may provide some first aid on-site. An emergency team, determined by the Director of Public Relations, will, as much as possible, maintain a list of students and employees transported from the site by emergency personnel.
- Establish an Information Center on site where information can be gathered and dispersed. Under the direction of the Director of Public Relations, the center will be staffed by Department Directors and if needed, Student Services staff. If additional support is needed,

employee volunteers will be used.

- Create and distribute an information sheet with instruction to students and employees regarding what they need to do in the immediate future (i.e. stay in the area until receive additional instructions, check in with the information center, go home etc.)
- Depending on the condition of the building, set up a "Retrieval Unit" which would allow a controlled number of evacuees to gain entrance to the building and to be escorted to their classrooms/offices to retrieve their belongings. This unit would be staffed with AIPD employees.
- Make phones available to enable evacuees to call home/family. For earthquake and huge-scale disaster, do not use phones for personal calls until assured that emergency use will not be impaired.
- The police or fire department may close down access to the building with the exception of emergency personnel. In this event, the President will hire additional security to maintain watch over damaged buildings to protect any salvageable property.

If the emergency is such that evacuees can not get home:

- If the Emergency Services (fire, police) responded to the crisis, they may provide resources for emergency needs, including contacting the Red Cross (503-284-1234). If needed, call (9) 9-1-1 for additional resources.
- Student Services and Department Directors will assist with finding lodging for evacuees. Review options for temporary lodging for displaced evacuees, including other academic buildings, school-sponsored housing community spaces, and local hotels/motels. Encourage those who live within walking distance to provide temporary housing for those who cannot get home immediately.
- For those evacuees who cannot get home, have them report in at the Information Center. Require them to give their name, social security number, home address/phone, and emergency contact information and record where they will be temporarily staying. This information may be used to account for the whereabouts of all evacuees. Use Disaster Planning Tools.
- The Director of Technology will establish a voicemail box/information line with updates and information.
- All media inquires are directed to the Director of Public Relations.
- The President and Executive Committee will determine if the school will be closed on a long-term basis or if classes can be held in other academic locations.
- In the event that the school is closed on a long-term basis, the Executive Committee will contact local community colleges/universities, and property management companies to establish alternative space.

Long-term (48+ hours):

The President will:

- Work with the building owner to contact contractors and/or architects, as the conditions dictate, to determine the extent of structural damage.
- Plan remodeling, renovation, or destruction and rebuilding as conditions dictate.
- Follow established corporate procedures to complete plans.

- Have prepared statements and updates available through the Director of Public Relations.

Evacuation Procedure Practice

Evacuation Procedures at our Main Building, 1122 NW Davis St., are performed on an annual basis, unannounced, by AiPD in cooperation with the building property managers, PREM Group, Inc.

Below is a listing of housing fire safety systems.

The Art Institute of Portland -Residential Fire Systems

<u>Building</u>	<u>Smoke Detectors</u>	<u>Heat Detectors</u>	<u>Carbon Monoxide Detectors</u>	<u>Sprinkler System</u>
<i>The Arthur Hotel</i>	X	X	n/a	Throughout the Building
<i>Goose Hollow Plaza</i>	X	X	n/a	Throughout the Building
<i>The Vue Apartments</i>	X	X	n/a	Throughout the Building

CRIME STATISTICS

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

THE ART INSTITUTE OF PORTLAND

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

The Art Institute of Portland

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

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

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

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

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

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

Arrests/ Persons Referred for Campus Disciplinary Action

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Arrests									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	0	0	0	0	0	0	0	0
Liquor law violations	0	0	0	0	0	0	0	0	0
Disciplinary Actions									
Weapons: carrying, possessing, etc	0	0	0	0	0	0	0	0	0
Drug Abuse Violations:	0	2	0	0	5	0	0	0	0
Liquor law violations	0	1	0	0	4	0	0	0	0
Totals	0	3	0	0	9	0	0	0	0

* Includes school-sponsored housing

**Public property includes the sidewalks immediately adjacent to the campus.

DRUG-FREE WORKPLACE AND CAMPUS

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

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short Term Risks

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

Long-Term Risks

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

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

Amphetamines (Speed, Uppers)

- Malnutrition

- Hallucinations
 - Dependence, psychological and sometimes physical
- Deliriants (Aerosols, Lighter Fluid, Paint Thinner)
- Permanent damage to lungs, brain, liver, bone marrow
 - Loss of coordination, confusion, hallucinations
 - Overdose causing convulsions, death

Depressants (Barbiturates, Tranquilizers, Methaqualone)

- Confusion, depression, loss of coordination
- Dependence, physical and psychological
- 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, or death

THE ART INSTITUTE OF PORTLAND SANCTIONS

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

STATE AND FEDERAL SANCTIONS

Oregon's laws are changing. The decriminalization trend of the 1970s is reversing and stiffer penalties are now being imposed on violators of the drug and alcohol laws. Strong laws exist that allow the seizure of cars, boats, and other forms of transportation when drugs and alcohol are involved. The following table lists penalties for the violation of state laws involving drugs:

Penalties for Possession in the State of Oregon		Maximum Prison Time	Maximum Fine
Class B Felony	Heroin, LSD, other hallucinogens	10 years	\$100,000
Class C Felony	Methadone, Morphine, Cocaine, Amphetamine, PCP	5 years	\$100,000
Class A Misdemeanor	Non-amphetamine stimulants, some other stimulants	1 year	\$2,500
Class C Misdemeanor	Valium-type tranquilizers, some less potent depressants	30 days	\$500
Violation	Dilute mixtures, compounds with small amounts of controlled drugs	None	\$1,000

Oregon has strong drinking and driving laws. The maximum blood alcohol limit in the state is 0.08 percent. If you are convicted of a drunk-driving offense, the court is required to impose the following penalties:

- * You will be ordered to pay any and all court fees
- * You must undergo an examination by an agency or organization to determine if you have a problem condition involving alcohol or controlled substances (you pay all fees involved with this examination)
- * You will complete a treatment program (again, you get the bill)
- * You will serve at least 48 hours in jail, minimum security facility (restitution center) or inpatient treatment center
- * You will lose your means of transportation

Misrepresentation of age by a minor: is a class C misdemeanor, Oregon has an open container law. It is unlawful to drink any alcoholic beverage while operating a motor vehicle. It is also unlawful to possess any open or seal-broken container of liquor while operating a motor vehicle. This does not apply if open containers are stored in the trunk or an area of the vehicle not normally occupied by the driver or passenger(s). The open container violation is a class B traffic infraction.

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

First conviction: up to 1 year in prison, fine of \$1,000 to \$100,000, or both. Second conviction: at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both. After two drug convictions: at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram. Additional federal sanctions may also apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

CONVICTIONS FOR DRUG-RELATED OFFENSES

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must

be denied all federal and state assistance, including Pell Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of Portland 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 contact the Student Assistance Program (1-800-326-6142). 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 Assistance Program can refer you to one that meets your needs.

PORTLAND-AREA RESOURCES

There are also organizations that may be contacted for help. The Oregon Alcohol & Drug helpline (1-800-923-4357 or 503-244-1312) is available 24 hours a day. The National Institute on Drug Abuse Hotline (1-800-662-4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends. A list of emergency and sliding-fee scale resources can be obtained from the Student Assistance Program (1-800-326-6142) or the Student Affairs Department.

[Gainful Employment Disclosure](#)

[See *ajprograms.info* for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.](#)