



The Art Institute of Raleigh–DurhamSM

2008/2009 Student Handbook

July 2008

This handbook was prepared by The Art Institute of Raleigh-Durham, 410 Blackwell St., Suite 200, Durham, NC 27701 www.artinstitutes.edu/durham. The information contained herein applies to the Academic Year 2008-2009. Policies, rules and other matters described are subject to change at the discretion of The Art Institute of Raleigh-Durham.

The Art Institute of Raleigh-Durham

Local: 919-317-3050

Toll free: 888-245-9593

Table of Contents

MISSION STATEMENT	4
HONOR CODE	5
STATEMENT OF STUDENT COMMITMENT	6
LETTER FROM THE PRESIDENT	7
GETTING THE MOST FROM YOUR EDUCATION	7
I NEED TO . . .	9
AT-A-GLANCE	11
BUILDING HOURS	
OFFICE HOURS	11
ACADEMIC CALENDAR	13
PEOPLE AND PLACES	15
TECHNOLOGY SERVICES	<u>20</u>
STUDENT AFFAIRS AND CAREER SERVICES	<u>21</u>
GENERAL INFORMATION	20
ACADEMIC INFORMATION	22
GENERAL INFORMATION	25
EMERGENCY INFORMATION	25
PROFESSIONAL AND STUDENT ORGANIZATIONS	28
PARKING REGULATIONS	<u>30</u>
ADMINISTRATIVE AND FINANCIAL SERVICES	31
ACADEMIC POLICIES	34
GENERAL POLICIES	58
STUDENT RIGHTS AND RESPONSIBILITIES	59
STUDENT CONDUCT POLICY	59
STUDENT GRIEVANCE PROCEDURE	73
DRUG-FREE WORKPLACE AND CAMPUS	<u>77</u>
COUNSELING	77
CAMPUS SAFETY	<u>81</u>

About This Handbook

Your Art Institute of Raleigh-Durham Student Handbook is a valuable resource to help ensure your success as you progress through your academic program. Your handbook includes a useful appointment calendar with important dates, as well as information about time management, goal setting and more. Your handbook also makes it easier to find resources and information. Please note the important section that includes Art Institute policies and procedures of which you need to be aware.

Take a few minutes to look through your handbook. We hope you will find it an interesting and handy reference.

The Art Institute of Raleigh-Durham Student Handbook incorporates, by reference, The Art Institute catalog. Regulations and procedures found in those documents are considered to be a part of this handbook. Students should refer to the catalog for additional information.

Mission Statement

The Art Institute of Raleigh-Durham is committed to the training and education of individuals for careers in the applied arts. Our graduates are capable of contributing fully within a diverse workforce and a global environment. To effectively live our mission in all we do, we are dedicated to the following specific goals:

- • Deliver learner-centered instruction by faculty who exhibit excellence in teaching, possess
- appropriate academic credentials, and have industry-related experience
- • Ensure market-focused, competency-based education and curriculum by ongoing
- communication with students, graduates, employers, and industry professionals
- • Strive for continued improvement in educational quality, operational efficiency, institutional
- effectiveness, and overall teamwork and communication among all constituents
- • Promote lifelong learning by encouraging continuous personal and professional development of students, alumni, and employees.

Honor Code

As a student at The Art Institute of Raleigh-Durham, I commit myself to acting honestly, responsibly, and, above all, with honor and integrity. I am accountable for the academic integrity of my work. I pledge that I will not misrepresent my work, nor give nor receive unauthorized aid. I commit to behaving in a manner that demonstrates concern for the personal dignity, rights and freedoms of all members of The Art Institute community. I will be respectful of school property and the property of others. I will not tolerate a lack of respect for these values.

Statement of Student Commitment

I perceive of myself as artistic and creative.

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

I demonstrate ethics in the work I produce.

I possess clear career goals.

I choose to attend classes regularly and participate actively in learning exercises.

Letter from the President

Dear Student,

Welcome to The Art Institute of Raleigh-Durham, one of more than 40 Art Institute educational institutions located throughout North America. We are committed to the training and education of individuals for careers in the applied arts. Our graduates are capable of contributing fully within a diverse workforce and a global environment.

At the Art Institute of Raleigh-Durham, you learn from artists, designers and professionals in a hands-on environment. Our goal is to encourage your passion in the creative field you have chosen and to help you develop competencies that can be applied in a related industry. On your part it means engaging fully, eyes and mind wide open.

In addition to developing the right skills for the future, college is also about having the opportunity to make both professional contacts and lifelong friends. It's about meeting new people, joining student clubs and associations, and volunteering for special projects. It's about having fun and enjoying life as you develop into a professional.

There's a vibrant energy here, one that fuels a desire to do your best. You are supported by a close and caring community bound by mutual respect for individuality and creativity. You are also part of The Art Institutes system of schools which enjoys a nationwide reputation.

We are here to make sure that your educational experience is the best it can be. Join us, seek us out, and tell us how we can help you achieve your highest aspirations.

Sincerely,

Michael DePrisco

President

Getting the Most from Your Education

The Art Institute of Raleigh-Durham provides educational services to help students develop their potential. Students are a part of a vibrant, energetic learning community and are supported and encouraged to do their best. It's a community where diversity is celebrated. It's a community bound by mutual respect for individuality and creativity.

The Art Institute of Raleigh-Durham students are responsible for:

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

It is the student's responsibility to read and understand the policies in this student handbook, the application packet, the catalog, and any policies subsequently provided.

The doors of faculty and staff are open to every student; students are a partner in this interactive learning process. All students are encouraged to seek answers to their questions.

I Need to . . .

Check on financial aid	Student Financial Aid
Find a part-time job	Career Services
Locate an apartment	Student Affairs
Ask about accommodations for a disability	Student Affairs
Request a copy of a college transcript	Registrar
Pay my bill	Accounting Office
Register for classes	Academic Affairs
Discuss a grade Talk with someone about a personal problem	Course Instructor Student Affairs
Develop a professional resume	Career Services
Locate a lost item	Security Office
Discuss an international student question	International Student Advisor
Get a cup of coffee	Student Lounge
Purchase a print card	Supply Store
Find a tutor	Academic Affairs
Locate a doctor or dentist	Student Affairs
Ask about the calendar for the next quarter	The student handbook/Registrar
Find a faculty member or Academic Department Director	Academic Affairs Office
Find out about gallery openings	Student Information

and visiting artists lectures	Board
Talk to someone about a class	Your Academic Department Director or faculty member
Find immediate care for an injury incurred on campus	Security
Register for next quarter	Students meet with their advisors during weeks 7 and 8. VA Certifying Official
Ask about VA benefits	VA Certifying Official
Make a photo copy	Library
Make a color photo copy	Library
Ask about Online Services (OLS)	Service Bureau

At-A-Glance

Building Hours

Monday – Thursday

7:00 a.m. – 10:00 p.m.

Friday

7:00 a.m. – 5:00 p.m.

Computer Labs

Monday – Thursday

7:00 a.m. – 10:00 p.m.

Friday

7:00 a.m. – 5:00 p.m.

Service Bureau

Monday – Thursday

8:00 a.m. – 5:00 p.m.

Friday

8:00 a.m. – 5:00 p.m.

Library

Monday – Thursday

7:30 a.m. – 8:00 p.m.

Friday

7:30 a.m. – 5:00 p.m.

Supply Store

Monday - Thursday

7:30 a.m. – 7:00 p.m.

Friday

7:30 a.m. – 4:00 p.m.

Office Hours

Accounting

Monday – Thursday

8:00 a.m. – 5:00 p.m.

Friday

8:00 a.m. – 5:00 p.m.

Admissions

Monday – Thursday

9:00 a.m. – 8:00 p.m.

Friday

8:00 a.m. – 5:00 p.m.

Saturday

10:00 a.m. – 2:00 p.m.

Academic Affairs Office

Monday – Thursday

7:00 a.m. – 5:00 p.m.

Friday

7:00 a.m. – 5:00 p.m.

Registrar

Monday – Thursday

8:00 a.m. – 5:00 p.m.

Friday

8:00 a.m. – 5:00 p.m.

Student Financial Services

Monday – Thursday

9:00 a.m. – 8:00 p.m.

Friday

8:00 a.m. – 5:00 p.m.

Saturday

10:00 a.m. – 2:00 p.m.

Student Affairs and Career Services

Monday – Thursday

8:00 a.m. – 5:00 p.m.

Friday

8:00 a.m. – 5:00 p.m.

Important Telephone Numbers

Emergency

9-911

The Art Institute of Raleigh-Durham

919.317.3050

Academic Calendar

Summer

<i>Important Dates</i>	<i>Summer I 2008</i>	<i>Summer II 2008</i>
First Day of Class	N/A	August 21
Last Day of Drop/Add	N/A	August 25
Last Day of Class	September 27	September 27

Quarter Break (No Classes) Sunday, September 28 - Sunday, October 5
Sunday, September 28 - Sunday, October 5

Summer 2008 Holiday (No classes)

Labor Day Monday, September 1, 2008

Fall

<i>Important Dates</i>	<i>Fall I 2008</i>	<i>Fall II 2008</i>
First Day of Class	October 6	November 13
Last Day of Drop/Add	October 13	November 17
Last Day of Class	December 20	December 20

Quarter Break (No Classes) Sunday, December 21 – Sunday, January 11

Fall 2008 Holiday (No classes)

Thanksgiving Wednesday, November 26 -
Saturday, November 29, 2008

Winter

<i>Important Dates</i>	<i>Winter I 2009</i>	<i>Winter II 2009</i>
First Day of Class	January 12	February 19
Last Day of Drop/Add	January 20	February 23
Last Day of Class	March 28	March 28

Quarter Break (No Classes) Sunday, March 29 – April 5, 2009

Winter 2009 Holiday (No classes)

Martin Luther King, Jr.
Monday, January 19, 2009

Spring

<i>Important Dates</i>	<i>Spring I 2009</i>	<i>Spring II 2009</i>
First Day of Class	April 6	May 14
Last Day of Drop/Add	April 14	May 19
Last Day of Class	June 20	June 20

Quarter Break (No Classes) Sunday, June 21 – July 12, 2009

Spring 2009 Holiday (No classes)

Good Friday Friday, April 10, 2009
Memorial Day Monday, May 25 and Tuesday, May 26, 2009

Note: All dates are subject to change at the discretion of the institution

People and Places

Student Affairs and Career Services

The Student Affairs and Career Services Department supplements The Art Institute of Raleigh-Durham's educational goals by providing assistance and services to students in the areas of employment, counseling, international advising, and housing. Student Affairs encourages students to participate in activities that stimulate cultural awareness, creativity, and both social and professional development.

Student Affairs and Career Services staff is available to:

- Help students and graduates network, cultivate, and explore career opportunities, provide individualized job search assistance
- Provide appropriate school-sponsored housing or off-campus apartment referral services that are convenient and suitable to the students' needs and conducive to their educational goals
- Provide referrals for counseling services, plan activities, and events that support the educational process by enhancing social and cultural awareness, community involvement, and the active participation of students in these services
- Provide resources and assist international students with all issues pertinent to their transition into this country

The Art Institute of Raleigh-Durham is dedicated to helping students achieve academic, professional, and personal goals. In order to achieve these outcomes students must be actively involved and committed to the learning process both in and out of the classroom. The Art Institute of Raleigh-Durham employees are ready to support and encourage students in this exciting and demanding endeavor.

Counseling Services

The Art Institute of Raleigh-Durham students may utilize the Student Assistance Program, which is a service available to students at no charge that provides confidential counseling via the telephone 24 hours per day, 7 days a week. The program counselor may refer the student for limited visits with an area network mental health provider or assist the student with locating resources within the local community. For more information on this service, contact the office of the Dean of Academic Affairs.

Registrar

The Registrar's office is the center of record keeping on campus. Student

grades, class schedules and attendance records are located here and are accessible to students. This is also the office to visit with questions concerning student's registration, attendance, enrollment verification, address changes or other academic procedures.

Services for Students with Disabilities

The Art Institute of Raleigh-Durham provides accommodations to qualified students with disabilities. The Academic Affairs office assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Raleigh-Durham.

The Art Institute of Raleigh-Durham is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Dean of Academic Affairs. If you have a concern or complaint in this regard, please contact the President. Complaints will be handled in accordance with the school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment

Student Financial Services

At the time of initial enrollment, the student works with a financial aid officer and develops a financial plan designed to meet expenses involved in the education process (i.e., tuition, fees, Ai sponsored housing, etc.). As an accredited institution, The Art Institute of Raleigh-Durham is eligible to offer its students the opportunity to apply for a variety of financial assistance programs.

These programs include loans and grants for qualified applicants. Details regarding these programs are available in the Student Financial Services Office. Students who receive financial assistance are advised to be aware of the various responsibilities they must fulfill under these programs including: Maintaining satisfactory academic progress as outlined in this catalog and/or student handbook.

Informing the Student Financial Services Office of address changes, schedule changes, program changes, or any other status changes that might affect the student's eligibility for financial assistance.

Some students do not apply initially for financial assistance or do apply and are determined to be ineligible for assistance. The continuing student should be aware that the federal and state eligibility criteria are reviewed periodically and modified. Therefore, any student whose financial circumstances change or for whom a financial need arises is encouraged to contact the Student Financial Services Office for assistance. There are state, federal, and college deadlines for applying for financial aid. Please check with Student Financial Services for this information.

Campus Store

The campus store carries the specialized materials Art Institute students need including books, art supplies and culinary supplies.

Other Services

The Gallery

The gallery is among the valuable resources available to students at the college. Frequently changing exhibits enrich the academic experience and provide opportunities to view the work of award-winning international, national and regional artists and designers. The gallery also showcases the work of faculty and students.

Identification Cards

Students are provided with an ID card during enrollment of their first quarter. The ID card is required for:

- Entering the building.
- Checking out books and other resource material from the library.
- Checking out equipment required to complete class work.
- Participating in student activities.
- Special discounts provided by some retailers, theaters and restaurants.
- Using certain computer resources.

Students are required to display their ID while on the campus of The Art Institute of Raleigh-Durham.

Technology Services

Registered students receive an email address and access to the Online Services (OLS) website. Classroom computer laboratories dedicated to academic programs are located throughout The Art Institute of Raleigh-Durham. Computers for student use also are available in the open computer laboratory. Email is one of the official channels of communication between each student and The Art Institute of Raleigh-Durham. Students are expected to check their email often.

With the use of college equipment and technology comes responsibility. It is each student's responsibility to know and follow the rules, regulations and procedures for appropriate use of all college equipment and technology. The rules, regulations and procedures can be found in the school catalog and at the Service Bureau.

Student Affairs and Career Services

General Information

The Art Institute of Raleigh-Durham maintains an employment assistance service for students. Career Services continually seeks new employment opportunities for students. Research is done on a regular basis by The Art Institute of Raleigh-Durham's Career Service advisors to gain knowledge in all areas of business relating to the different programs of study. Career Services responds to employer needs and gives guidance to students on industry trends that relate to their programs of study.

A major function of Student Affairs and Career Services is to help student's secure part-time employment while they attend The Art Institute of Raleigh-Durham. During advanced quarters, emphasis is placed on assisting students in gaining field-related part-time jobs, internships and freelance work in their programs of study. During the last quarter of study, Student Affairs and Career Services host a portfolio review showcasing student portfolios.

Career Services advisors are available through Student Affairs. Although The Art Institute of Raleigh-Durham offers no guarantee of employment, considerable effort is made to bring potential employers together with graduates who have the skills employers seek. In addition, a Career Development course is required to familiarize students with a variety of job-search techniques including effective resume and cover-letter writing, finding resources, networking skills, personal appearance, business etiquette and negotiating skills.

The Art Institute of Raleigh-Durham maintains graduate placement information in weekly, monthly and quarterly reports that contain comprehensive statistical data covering all areas of graduate activity. For more information students should see the Dean of Student Affairs.

Internships

Internships at The Art Institute of Raleigh-Durham take students to a new level of experience. Internships stretch students' skills in new directions and take their talents to new heights.

This innovative approach to education and training begins in the classroom, where students learn the fundamental concepts of business. After successfully completing prerequisites, students prepare to embark upon education in the workplace.

The work experience is expected to provide a developmental and career-oriented opportunity to assist students in gaining valuable hands-on experience and to offer them support in making longer-term career choices.

Academic Information

Academic Advising

While every effort is made to help students plan their academic schedules, it is their responsibility to know course sequences and prerequisites as listed in The Art Institute of Raleigh-Durham Catalog. Students failing courses that are prerequisites for subsequent courses for which they are pre-registered must have their schedules changed prior to the end of the drop/add period.

Academic Placement

Before beginning classes, all students entering The Art Institute of Raleigh-Durham are assessed for placement through ACCUPLACER testing, satisfactory SAT or ACT scores, or advanced standing credit for college-level English and mathematics. Students will be assigned to developmental studies courses or to college-level English and mathematics classes based on this academic placement.

Academic Support

Developmental Studies

Students found through academic placement to be deficient in English or mathematics will be required to enroll in developmental studies courses in addition to their normal program of study requirements. These courses are designed to bring students' English and mathematics skills to a level of proficiency that ensures further achievement. Students may be required to take one or two developmental studies courses, representing four- or eight-quarter credits and will be charged at the normal per-credit charge for course work. Developmental studies courses are not applied toward the credits required for graduation; they may be attempted no more than three times, and a grade of C or better is required to pass the course. Developmental studies are in addition to the required curriculum; thus, enrollment in these courses may affect the student's graduation date.

Academic Support

Students who experience academic difficulty at any time are strongly encouraged to consult immediately with their instructor(s) to develop a plan for resolving their academic needs and concerns. The Academic Directors and the Dean also are available for support.

The Art Institute of Raleigh-Durham provides tutorial and support services in a variety of areas. Services are available to all students based on individual and small group needs.

Faculty

Of all the services provided to students at The Art Institute of Raleigh-Durham, none is more crucial than those provided by the faculty members. The Art Institute of Raleigh-Durham's faculty includes talented, active professionals and qualified teachers whose top objective is to help ensure future success. Students are encouraged to get to know the faculty members; they are valuable role models for the professions students plan to enter. Faculty are willing to assist with questions or concerns about course material.

Field Trips

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

Library

The Library is committed to the training and education of individuals for careers in the applied arts. The Library provides degree specific resources in order to enhance the delivery of learner-centered education. The staff strives for excellent service and conducive learning environment, both digital and physical, for students, faculty, and staff.

Library orientation classes are held each quarter as part of Student Success Seminar. In addition, Library staff conducts classes on research, use of the databases, and the use of course-specific library materials.

For more information about the Library at The Art Institute of Raleigh-Durham, visit the Library and speak to one of the professional librarians

Copiers, Computers and Printers

A black-and-white and color copier is available for a fee for student use in the library. Computers are available for writing papers and research. All library computers for students contain basic office software (word processing, spreadsheets, etc.), links to the electronic subscription databases and resume-writing software. The library catalog also resides on these computers for easy searching of and access to library materials and on two additional search kiosks. A black-and-white printer is linked to the library computers. There is no charge for printing.

For further information about the library at The Art Institute of Raleigh-Durham, students may consult the Library User's Guide available as part of first-quarter students' orientation kits and available online at www.artinstitutes.edu/durham

Registrar

Many of the college's academic services are provided through the Registrar's office. Students have frequent contact with this office, so it is helpful to know what the Registrar's office does. Among other things, the office:

- Maintains academic records.
- Issues midterm and final grades.
- Releases academic transcripts.
- Processes transcript requests.
- Advises veterans regarding their educational benefits.
- Maintains attendance records.
- Monitors the Satisfactory Academic Progress Policy (SAPP).

The staff in the Registrar's office are available to assist with these matters in addition to answering other questions.

General Information

Emergency Information

Students should be prepared for the possibility of an emergency situation occurring at The Art Institute of Raleigh-Durham. Being aware of your surroundings and knowing what to do in the event of a fire or other emergency will save critical time. Students who live in college-sponsored residential facilities should check with their resident advisor or housing coordinator for more specific information.

Reporting an Emergency

Dial **911** from any college telephone to reach local police, fire or ambulance services.

Preparing for an Emergency

Regular evacuation drills are held on campus and in college-sponsored residential facilities. You are required to participate and cooperate with staff members conducting the evacuation. The following guidelines will help with planning:

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

Weather Announcements

When The Art Institute of Raleigh-Durham is closed due to bad weather, announcements will be made on local television and/or radio stations.

Closings also will be announced on The Art Institute's main telephone number at 919-317-3050.

Messages

The Art Institute of Raleigh-Durham staff is unable to take messages for students except in cases of an extreme emergency.

Health Insurance and Medical Referrals

Information concerning medical and dental providers as well as emergency resources is available from the Student Affairs office. Information is available describing medical insurance for which students may qualify. Emergency medical assistance will be provided for any person who requests or demonstrates a need for medical attention; however, students are responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

Accreditation and Licensing

The Art Institute of Raleigh-Durham, a branch of the Art Institute of Charlotte, is accredited by the Accrediting Council for Independent Colleges and Schools to award associate's and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street, NE, Suite 980, Washington, D.C. 20002-4241; telephone number: 202-336-6780.

The Art Institute of Raleigh-Durham is licensed by The Board of Governors of the University of North Carolina to confer Associate of Applied Science and Bachelor of Art degrees.

Open Door Policy

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

Student Evaluations and Surveys

Students are encouraged to provide feedback on The Art Institute of Raleigh-Durham's performance. Student evaluations and course surveys are distributed each quarter. Annually, students have an opportunity to evaluate The Art Institute of Raleigh-Durham on a general survey.

Professional and Student Organizations

Becoming a member of professional and student organizations is an excellent way for you to grow personally and professionally as well as to get involved in decision-making processes at The Art Institute of Raleigh-Durham. These organizations are excellent forums for asking questions, making suggestions and interacting with other students, faculty and staff. For more information please contact your Department or the Dean of Academic Affairs.

American Culinary Federation (ACF)

ACF is a national association of professional chefs, cooks, pastry chefs and culinary educators, providing educational opportunities for culinary students as well as for established professionals. For more information, contact the Culinary Arts department.

American Institute of Graphic Artists (AIGA)

AIGA advances the graphic design and interactive multimedia and web design professions through competitions, exhibitions, publications, professional seminars, educational activities and projects in the public interest. For student membership information, contact the Graphic Design department.

Interior Design Student Association (IDSA)

Membership in this student association exposes students to a broad range of design activities including community involvement, field trips, conferences, home tours, internship for a day program and social functions. For more information, contact the Interior Design department.

Fashion Industry Student Association (FISA)

Membership in the Fashion Industry Student Association offers educational programs, workshops, field trips, guest speakers and the production of a yearly special event. For more information, contact the Fashion Marketing Academic Director whose office is located on the first floor.

Parking Regulations

Parking is conveniently located near the school in the historic downtown district. The North Deck is designated for student parking. The North Deck parking lot is located at the corner of Carr & Pettigrew Streets. An access card to the parking decks is required for all students. There is a fee for parking. Please see Student Accounting to make arrangements.

There is ample visitor parking available for guests on the first level of each deck.

Please Note: The Art Institute of Raleigh-Durham assumes no responsibility for any motor vehicle operated or parked in an Art Institute of Raleigh-Durham lot or any other facility, or for the contents of these vehicles. The Art Institute of Raleigh-Durham will not be responsible for any vehicle that is towed or booted.

For Your Convenience

Do

- Display a current Art Institute of Raleigh-Durham access card.
- Remove your keys and all valuables from your car and lock it.
- Be alert for pedestrians.
- Observe traffic regulations, posted speed limits, etc.

Don't

- Park in spaces reserved for visitors or persons with disabilities.
- Park in areas posted "No Parking" or areas designated for faculty and staff.
- Park in loading areas.

Administrative and Financial Services

The Administrative and Financial Services department is The Art Institute of Raleigh-Durham's business hub. The Accounting and Student Financial Services offices operate under this department.

Student Accounting Office

In order to remain in good financial standing with The Art Institute of Raleigh-Durham, students must adhere to the agreed-upon payment schedule. The Accounting Office is sensitive to the unforeseen circumstances that can affect a student's ability to meet financial commitments. Consequently, the accounting staff works closely with the Student Financial Services Office to assist students in developing a sound financial plan.

Any student who has incurred or anticipates a financial problem is encouraged to consult with the accounting staff. Failure on the part of a student to meet financial obligations may lead to termination from The Art Institute of Raleigh-Durham, withholding of academic transcripts, and/or assignment to a collection agency.

Student Financial Services

At the time of initial enrollment, the student works with a financial aid officer and develops a financial plan designed to meet expenses involved in the education process (i.e., tuition, fees, Ai sponsored housing, etc.). As an accredited institution, The Art Institute of Raleigh-Durham is eligible to offer its students the opportunity to apply for a variety of financial assistance programs.

These programs include loans and grants for qualified applicants. Details regarding these programs are available in the Student Financial Services Office. Students who receive financial assistance are advised to be aware of the various responsibilities they must fulfill under these programs including:

Maintaining satisfactory academic progress as outlined in this catalog and/or student handbook.

It is urged that you inform the Student Financial Services Office of address changes, schedule changes, program changes, or any other status changes that might affect the student's eligibility for financial assistance.

The Art Institute of Raleigh–Durham Some students do not apply initially for financial assistance or do apply and are determined to be ineligible for assistance.

The continuing student should be aware that the federal and state eligibility criteria are reviewed periodically and modified. Therefore, any student whose financial circumstances change or for whom a financial need arises is encouraged to contact the Student Financial Services Office for assistance. There are state, federal, and college deadlines for applying for financial aid. Please check with Student Financial Services for this information.

Financial Aid

All eligible students may apply for financial assistance under various federal and state programs. Listed below are some of the financial aid programs or scholarships for which eligible students may apply. Additional opportunities may be available. Students should refer to A Guide to Financing Your Education or contact the Admissions Office or the Student Financial Services Office for a comprehensive listing of financial aid opportunities and the specific requirements of each.

- Federal Pell Grant
- Federal Supplemental Education Opportunity Grant (SEOG)
- Federal Academic Competitiveness Grant (ACG)
- Federal Stafford Student Loan (subsidized and unsubsidized)

- Federal Parent Loan (PLUS)
- Federal Work Study Program
- Various scholarships
- Vocational Rehabilitation Assistance

Veterans Administration Benefits (Students who believe they are eligible for Veterans Administration Benefits should contact the Registrar's office for further information)

Financial Standing

It is each student's responsibility to keep track of loans; however, students with any concerns about their loan status should ask for help. Financial planners and loan coordinators are always available to assist with financial planning.

Any student who falls behind with his or her financial obligation to The Art Institute of Raleigh-Durham may be subject to dismissal from school. Financial obligations must be met before a student may receive a degree or certificate. The Art Institute of Raleigh-Durham will not provide academic transcripts to other colleges until financial obligations have been fulfilled.

Tuition and Fees - Refund Policy

The refund policy for The Art Institute of Raleigh-Durham is described in full in The Art Institute of Raleigh-Durham Catalog. Please refer to the catalog for refund information. Any questions regarding refunds of tuition and/or fees should be directed to the Student Accounting office.

Withdrawals

If a student must withdraw from The Art Institute of Raleigh-Durham, he or she must meet with either the Dean of Academic Affairs or the Registrar to discuss the reason for withdrawing. Additionally, students are required to meet with a financial administrator to discuss any outstanding balances, loans, refunds and other financial matters. In all cases, the date used for calculating grades and financial obligations is the student's last date of attendance in school.

Academic Policies

Students should refer to the college catalog for additional information concerning academic policies and procedures, read the course syllabi distributed in each class, or consult their Academic Department Director.

Attendance Policy

In order to maintain current enrollment, students must abide by the following policies each quarter. The policies are listed by priority.

1. Quarterly Enrollment and Class Clearance Policy

Each student must be cleared and attend class within the first six academic days (excluding Saturdays and Sundays) of every quarter in order to maintain enrollment as a student. Failure to do so may result in the suspension of enrollment. All students must complete any outstanding business (examples include but are not limited to Financial, Educational, and Student Service business) with The Art Institute of Raleigh-Durham before attending class. Students who have not been cleared by The Art Institute of Raleigh-Durham will not be permitted to attend classes for the quarter. Students missing class because they are not cleared will be marked absent. Please refer to Course Absenteeism.

The Art Institute of Raleigh–Durham and Performance Policy.

A student whose enrollment is suspended for not attending class during the first six academic days of the quarter (not including Saturdays and Sundays) may be permitted to apply for readmission to the subsequent quarter.

2. Consecutive Days Absent Policy

After clearing and starting each quarter, any student who does not attend a scheduled class for the number of consecutive class hours specified below may be withdrawn from that class. Failure to attend all classes according to these guidelines may result in withdrawal from school. (NOTE: A student will not be automatically withdrawn after the ninth week of a quarter; instead, he or she will receive an F for the course.)

Absences may not exceed 10 consecutive class hours or as outlined in the course syllabus. A student whose enrollment is suspended for failure to attend consecutive class hours may be permitted to apply for readmission into the subsequent quarter. A student whose enrollment is terminated should refer to the appeal process within the Academic Progress Policy.

3. Course Absenteeism and Performance Policy

Accumulated absenteeism in any one course affects performance and grades. Absenteeism can be accumulated through missing the class meeting entirely or by being tardy or leaving class early. Excessive tardiness and leaving early accumulate hours absent. Excessive absenteeism totaled throughout the quarter may result in course failure. A student who accumulates ten (10) cumulative hours of absenteeism (or 23% of class meeting hours) in a scheduled course during any academic quarter will receive a grade "F" for that course. Effective April 1, 2007, students will no longer be withdrawn from a class for ten (10) consecutive hours absent.

For the specific requirements in an individual course, refer to the course syllabus provided by the instructor; course syllabi take precedence over the catalog. It is the student's responsibility to remain current on his or her attendance status.

4. "Two-Week Rule"

The Registrar will automatically terminate from school any student who fails to attend all classes on his/her schedule for two (2) consecutive weeks of the quarter.

5. Perfect Attendance Awards

Quarterly - Any student who attends every class meeting for all classes enrolled in during a particular quarter and is neither tardy nor leaves early for any class is given a certificate at the end of the quarter recognizing this accomplishment.

At Graduation, any student who receives a perfect attendance award (for each quarter of enrollment) will be recognized at graduation for perfect attendance.

6. Add/Drop Period and Individual Course Withdrawal Policies

The first six academic days (not including Saturdays and Sundays) of each quarter are designated as the Add/Drop period. During this time, students may make registration adjustments, such as adding, dropping, or changing days or times of courses. After the end of the Add/Drop period, students who receive permission from the Registrar or Dean of Academic Affairs may be permitted to withdraw from a course before the last day of the ninth week of the quarter. Students opting to withdraw from any courses before the end of the ninth week will receive a "W" grade. Students withdrawing from any course after the ninth week will receive a "WF" grade.

Medical Leave

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

1. A completed Change of **Enrollment Status Form** obtained from the Registrar's office indicating medical leave intent.
2. If the student is physically unable to complete this process then a letter from the student indicating his or her intent to obtain medical leave must be submitted to the Registrar's office.
3. Additionally, the student must submit supporting documentation from a physician indicating the duration of medical leave to the Registrar's office.
4. Final notification from the physician indicating the release date upon which the student can return to school.

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

Personal and Bereavement Leave

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

Class Schedules

The Art Institute of Raleigh-Durham reserves the right to modify the college calendar, curriculum and class schedule as it deems necessary. When size and curriculum permit, classes may be combined to contribute to the level of instruction among students; therefore, certain class schedules may vary.

Change of Academic Program

In accordance with the Satisfactory Academic Progress policy, students may change a program/major only once prior to graduating. Students wishing to make any changes to their program must do so prior to the end of the Add/Drop period of their last quarter of study. Students wishing to pursue another program/credential after graduation, or while in their final quarter before graduating, must be processed as a new student through the Admissions Department and complete a new application and financial plan.

Grading System

The Art Institute of Raleigh-Durham uses a system of letter grades, a four-point numerical scale, credit hours and letter codes as illustrated below.

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

GPA and CGPA

The Art Institute of Raleigh-Durham 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 of Raleigh-Durham.

Here is an example of how GPA and CGPA are computed: Imagine that a student is taking a total of two classes during one quarter. One class is worth four credit hours and the student earns an A. The class is worth three credit hours 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 at The Art Institute of Raleigh-Durham by the student's total credit hours earned from all quarters at The Art Institute of Raleigh-Durham.

(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)

Grade Codes and Policies

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

S = Suspension
K = External Transfer Credit
P = Proficiency Credit by Exam or Portfolio
T = Termination from course
TR = External Transfer Credit
W = Withdrawal during weeks 1-9
WF = Withdrawal after week 9

Students receive grades quarterly. 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.

Grade Changes

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

Grade Reporting

Midterm and final grade reports are available via Online Services (OLS) after the grades are received by the Registrar's office. Midterm grades do not appear on transcripts with final grades

Graduation Requirements

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

- Receive passing grades for all required course work.
- Accumulate the total credit requirements for a program through course work, transfer credit or proficiency assessment.
- Take their last quarter of study before graduation at The Art Institute of Raleigh-Durham.
- Earn no more than 50 percent of the total required credits for graduation through advanced placement, proficiency and/or transfer credit from another institution (the maximum is 75 percent from other member schools of The Art Institutes).
- Achieve a minimum CGPA of 2.0.
- Compile a portfolio of their work and receive a portfolio grade of C or higher.
- Satisfy all financial obligations to The Art Institute of Raleigh-Durham.

An outline of expected portfolio standards, projects and general criteria will be provided to students by their respective Academic Department Directors. These portfolio requirements are periodically reviewed and updated, and The Art Institute reserves the right to alter or modify these requirements at any time to enhance graduate employment potential. The development of student portfolios is a continuing process beginning early in each program. During their final quarter, students must submit their portfolios to their Academic Department Director and faculty for critique. Unsatisfactory portfolio pieces must be replaced with acceptable work before Portfolio Review and Graduation.

Students are required to participate in Portfolio Review within the quarter they are graduating.

Advanced Placement, Transfer and Proficiency Credit and Exemption from Coursework

In all cases, new students are responsible for informing their Assistant Director of Admissions (ADA) and the Academic Coordinator during the application and enrollment process of any educational experiences they may have had which they feel could lead to advanced-standing credit at The Art Institute of Raleigh-Durham. Any documentation supporting the award of advanced-standing credit, including but not limited to copies of

examination score reports, official copies of final college transcripts from other post-secondary institutions, or portfolios of outside work and any required supporting documentation, must be submitted to the Academic Coordinator, via the Assistant Director of Admissions, well in advance of registration for a student's first quarter at The Art Institute. No advanced-standing credit will be awarded later than the end of the fourth week of a student's first quarter. The Dean of Academic Affairs will award transfer credit based on an evaluation of the submitted transcripts. The Dean reserves the right to request additional information such as course descriptions and/or an academic catalog prior to rendering the evaluation. If such additional documentation is requested, it must be submitted prior to the week- four deadline. The Dean of Academic Affairs reserves the right to extend the deadline due to extenuating circumstances.

An official transcript is defined as:

- a. Transcripts that are sent directly to The Art Institute of Raleigh-Durham and bear an official seal of the sending institution.
- b. Transcripts that are delivered by the student to The Art Institute of Raleigh-Durham in an envelope sealed by the sending institution and that bear an official seal of the sending institution.
- c. Faxed Transcript Policy: Transcripts faxed directly from the issuing school with a cover sheet are also considered official. Faxed transcripts must have a cover sheet along with all of the following criteria:
 1. High School/GED identification
 2. Name of official sending fax
 3. Name of student
 4. Telephone #
 5. Indication that transcript is official

The faxed transcript must include the signature of the school official. The faxed transcript also must include the back sheet indicating grade point values, grade scales, and information regarding accreditation, and other definitions or policies of the college/university. Fax phone number and school name indicator must be on top of each page.

Only college-level (100-level courses or their equivalent) taken at an accredited institution of higher education will be considered for transfer.

No remedial or ESL courses (90 level or their equivalent) will be considered. Only courses with grades of "C" or better will be considered for transfer.

Courses must be taken for a grade to be considered for transfer of credit. "Pass" and "Satisfactory" grades will only be considered if accompanied

by a statement from the college or university that the “P” or “S” is equivalent to a “C” or better grade. In the case of RS099 - Student Success Seminar, a “P” or “S” grade will be accepted for transfer if the course content proves equivalent.

The scope of the course work must be comparable to the equivalent course taught at The Art Institute of Raleigh-Durham.

The number of credit hours must be equivalent to those awarded by The Art Institute of Raleigh-Durham.

Transfer course credit is not calculated by maximum time frame 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 time frame required for program completion for a student with transfer credit is one-and-one-half times the normal time frame allowed to complete the remaining credits. Grades for credits transferred from another school in The Art Institutes system or from non-Art Institute schools do not affect a student’s cumulative grade point average (CGPA).

No more than 50 percent of the credits required to graduate may be transferred from an institution outside The Art Institutes system of schools. Students may earn up to 75 percent of the required amount of credit toward their Art Institute of Raleigh-Durham degree as the result of coursework completed at another Art Institute or in combination with credit received as the result of a transfer.

Credit for Advanced Placement (AP) Courses

If you participated in AP programs during your secondary school career and passed the applicable examinations, you may be eligible for credit for equivalent courses at The Art Institute of Raleigh-Durham. Students must earn a score of 3 or higher on an AP exam. Official copies of AP score reports must be submitted to the Admissions office as part of the application process. Advanced Placement credit will be recorded on the student’s transcript as P credit. While the credit will count toward the required number of hours of credit toward the student’s degree program, no grades will be assigned. This credit will not be computed in the student’s GPA or CGPA and will not count as credit attempted.

Credit for Secondary School Articulation Agreements

The Art Institute of Raleigh-Durham has established articulation agreements for certain high school programs throughout the State of North Carolina. Students eligible for advanced standing credit resulting from such an articulation agreement should submit an articulated credit application and any required documentation to the Transfer Credit Coordinator as a part of the application process. Articulated credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

Credit for Workplace Experience or Other Areas of Proficiency

Students who feel they can meet the competencies required of courses at The Art Institute of Raleigh-Durham through life experiences or other skills they may have acquired through employment may submit a portfolio of works they have completed and supporting documentation as proof of their ability to meet these competencies. New students should inform their Assistant Director of Admissions of such experience and submit their portfolio and supporting documentation to him or her. The Assistant Director of Admissions then will turn over the portfolio to the Transfer Credit Coordinator for evaluation by the appropriate Academic Department Director. Once a decision on proficiency credit has been made, the Transfer Credit Coordinator will return the portfolio to the student's Assistant Director of Admissions who will inform the student of the decision. The student then may pick up his or her portfolio from the Admissions office. It should be noted that, in general, proficiency credit may only be earned for 100- and 200-level courses.

Work experience credit will be recorded on the student's transcript as P credit. While the credit will count toward the required number of hours of credit toward the student's degree program, no grades will be assigned. This credit will not be computed in the student's GPA or CGPA and will not count as credit attempted.

The Effect of Transfer and Proficiency Credit on Financial Assistance

Advanced standing credits typically reduce the number of classes students take because they receive credit for certain courses in the sequence of their program. For students receiving financial assistance, taking fewer classes may affect their eligibility for financial assistance, especially if they no longer qualify as full-time students. (A full-time student is defined as carrying at least twelve credit hours per quarter; however, students usually carry sixteen credit-hour course loads.) Since the Student Financial Services office is notified of advanced standing credit, Financial Aid officers will work with students to establish or revise their financial plans.

Co-Enrollment

Students may not co-enroll at another college while attending The Art Institute of Raleigh-Durham. No credits received during a period of co-enrollment will be transferable to The Art Institute of Raleigh-Durham. Any student wishing to take classes for transfer credit at The Art Institute of Raleigh-Durham must withdraw from The Art Institute and apply for readmission, at which time any coursework will be evaluated for transfer credit.

Standards of Satisfactory Academic Progress

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards successful completion of their academic programs. The evaluation points and milestones contained in the policy are meant to identify problems for which actions of early intervention and/or remediation can be taken. Most critical to this policy is a student's ability to enroll in and complete courses in a consistent manner. This ability is measured in two ways: cumulative grade-point-average (CGPA), and incremental completion rate (ICR).

Failure to complete courses successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

Criteria for Honors Designation

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

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

Term GPA Honors Designation

4.0 President's Honor Roll

3.7-3.9 Dean's Honor Roll

3.5-3.6 Honor Roll

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

Transitional studies classes are not considered when evaluating honors designations.

Milestones and Evaluation Points for Satisfactory Academic Progress

Degree Programs

- At the end of second quarter, students must achieve a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in probation.
- At the end of third quarter, students must attain a CGPA of 1.0 and an ICR of 33.33%. Anything below these milestones will result in dismissal.
- At the end of third quarter, students with a CGPA under 1.5, but at least 1.0 and/or an ICR below 50%, but at least 33.33% will be placed on probation.
- At the end of sixth quarter, and every second quarter thereafter, students must accomplish a CGPA of 2.0 and an ICR of 66.67%. Anything below these milestones will result in dismissal.

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. 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.

Transitional Studies

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; however, they do count in determining the maximum time frame and the incremental completion rate. Transitional studies courses may be individually attempted no more than three times. Failing or withdrawing from a transitional studies course three times will result in dismissal.

Appeal Process

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

demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success

Transferring to another Art Institute

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

Changes in Program

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

The Art Institute Student Re-entry Process

Students seeking readmission to The Art Institute of Raleigh-Durham should contact the Assistant Director of Readmissions. Readmission is contingent on academic standing and space limitations and is at the discretion of the Dean of Academic Affairs. Students who interrupt their education will be subject to any changes in fees, curricula, and graduation requirements that took effect during their leave.

Explanations of Related Issues

Developmental Studies Courses

Based on the results of the academic placement test, students may be required to take developmental studies courses. Students must successfully complete such courses in order to progress. Developmental studies course credits do not count toward the total number of credits for graduation, nor do they count in the CGPA. However, they do count in determining the maximum time frame and the incremental completion rate. A developmental studies course may be attempted no more than three times. Failure to complete the course in three attempts will result in termination. A grade of C or better is required to pass a developmental studies course.

Repeated Courses and Grades

Grades achieved in repeated classes will replace an F, W, or WF. However, grades of F, W, or WF are included in the maximum allowable time frame and incremental completion rate requirements in attempted hours. Developmental courses may be attempted no more than three times.

Students also may retake a class in which they received a passing grade in order to improve their CGPA; however, financial aid may not be awarded for that class.

Academic Deficiencies

Students with W or F grades should register for the same courses in the subsequent quarter to improve their academic achievement.

Student-Right-To-Know Act

Information on graduation/completion rates for first-time, full-time student's is available through the Admissions office. These rates are calculated according to guidelines in the Student-Right-To-Know Act.

Transferability of Credit

North Carolina to confer Associate of Applied Science and Bachelor of Art degrees and accredited by the Accrediting Council for Independent Colleges and Schools. 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 United States higher education systems, transferability of credit is determined by the receiving institution and takes into account such factors as course content, grades, accreditation, and licensing.

The mission of The Art Institute of Raleigh-Durham is to prepare students for entry-level employment in a chosen field of study. The value of degree programs such as those offered by The Art Institute of Raleigh-Durham is the deliberate focus on marketable skills. Credits earned are not intended as a means for transferring to another institution. For this reason, it is unlikely the academic credits earned at The Art Institute of Raleigh-Durham will transfer to another school.

Programs offered by one school within The Art Institutes system may be similar but not identical to programs offered at another school within The Art Institutes system. This is due to differences imposed by state law, use of different instructional models, and local employer needs. Therefore, students opting to transfer from The Art Institute of Raleigh-Durham to another school within The Art Institutes system should be aware that not all credits earned at The Art Institute of Raleigh-Durham may be transferable into another Art Institute program.

It is the responsibility of the student to determine whether a school within or outside The Art Institutes system will accept credits from The Art Institute of Raleigh-Durham. Students are encouraged to make this determination as early as possible. The Art Institute of Raleigh-Durham does not imply, promise, or guarantee transferability of its credits to any other institution.

For more information

For more information on transfer and proficiency credit, students should contact the Transfer Credit Coordinator or their Academic Department Director.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (“FERPA”) sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Raleigh-Durham 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 the 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–Raleigh Durham 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 Raleigh-Durham 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 Raleigh-Durham has a legitimate educational interest. 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.
2. 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.
3. To organizations conducting certain studies for or on behalf of the school.
4. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
5. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
6. To comply with a judicial order or lawfully issued subpoena.
7. To appropriate parties in health or safety emergencies.
8. To officials of another school in which a student seeks or intends to enroll.

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

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

11. 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.

12. Directory information (see Section IV below).

13. 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 Raleigh-Durham 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 Raleigh-Durham officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Raleigh-Durham 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 Raleigh-Durham 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 member

Notice of these categories and of the right of an individual in attendance at The Art Institute of Raleigh-Durham 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 Raleigh-Durham, 410 Blackwell St., Suite 200, Durham, NC 27701. 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 Dean of Academic Affairs to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.

2. The Art Institute of Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham. 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 Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham 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*

General Policies

Appropriate Attire

Students are expected to dress appropriately for their profession while at The Art Institute of Raleigh-Durham. They are expected to display good judgment; clothing should be comfortable and reasonable for the activities of education. Hats, sunglasses, revealing clothing and any attire with words that are offensive to others are not appropriate. Professional dress is required when attending functions off campus and specified events on campus. Specific attire may be required at the discretion of certain instructors. Students must wear shoes and shirts at all times. Violations may result in a student being asked to leave The Institute until he or she returns in appropriate attire.

Art Institute Property

Students are responsible for any Art Institute of Raleigh-Durham materials or equipment they use or check out. Should a student damage or lose school property, he or she will be charged for the cost of repair or replacement at The Art Institute's discretion.

Children and Guests

For reasons of safety and to ensure an appropriate educational environment, children and student guests are not permitted in classrooms, laboratories or the library.

Illness or Injury

If a student is injured or becomes ill on the campus of The Art Institute of Raleigh-Durham, in college-sponsored housing or at any Institute function, The Art Institute of Raleigh-Durham will arrange to have the student taken to a physician, medical center or other emergency treatment facility. The student is responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists. Information concerning student health insurance is available in the Student Affairs Office.

International students are required to have medical insurance while enrolled at The Art Institute of Raleigh-Durham.

Personal Property

The Art Institute of Raleigh-Durham is not responsible for the loss or damage of any student's personal property. The Institute encourages students to take measures to safeguard their property including placing their name and student I.D. on valuable items.

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

Posters, Flyers and Banners

The Art Institute provides bulletin boards for student use in several areas. Students may place posters and flyers that are in good taste on these bulletin boards with approval from the Student Affairs Office. Posters and signs may not be affixed to walls, elevators, or other places not intended for their display.

Portable Telecommunications Devices

The Art Institute of Raleigh-Durham is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, The Art Institute of Raleigh-Durham prohibits the use of portable telecommunications devices (cellular telephones, pagers, beepers, radios, etc.) in classrooms during class meetings and in the library. Such devices should be disabled prior to class periods to prevent interruption during classes.

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

Student Rights and Responsibilities

Students of The Art Institute of Raleigh-Durham are members of a special community of artists and scholars and, as such, have the right to take full advantage of the opportunities afforded for inquiry, artistic expression, and professional and personal development. A community, however, must protect those rights for others and provide an orderly environment in order to achieve its academic mission. There are, therefore, responsibilities and expectations each student accepts when becoming a part of The Art Institute of Raleigh-Durham community. The Honor Code (page 5) and other college regulations form the nucleus of the expectations of an Art Institute student. Infractions of school policy may be categorized as *academic* and *non-academic* although there may be instances where an alleged infraction falls into both categories and may be addressed through academic and non-academic procedures.

Student Conduct Policy

SECTION I. GUIDING PRINCIPLES.

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

SECTION II. SCOPE.

This Student Conduct Policy applies to all students and student organizations at The Art Institute of Raleigh-Durham

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 Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham may sanction other conduct not specifically included on this list.

SECTION VI. SANCTIONS.

The Art Institute of Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham community may file a complaint against any student for misconduct or for otherwise being in violation of The Art Institute of Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham 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 a render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
 - a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute of Raleigh-Durham 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 Raleigh-Durham 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 Raleigh-Durham or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to [school name] policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President 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.

Updated 7/2008

Student Grievance Procedure

Student Grievance Procedure for Internal Complaints of Discrimination and Harassment:

The Art Institute of Raleigh-Durham does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, disability, age, religion or any other characteristic protected by state, local or federal law in our programs and activities. The Dean of Student Affairs is designated to handle inquiries and coordinate the school's compliance efforts regarding the nondiscrimination policy:

*Dean of Student Affairs
410 Blackwell St., Suite 200
Durham, NC 27701*

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

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Dean of Student Affairs, 410 Blackwell St., Suite 200, Durham, NC 27701, or for academic matters with the Dean of Academic Affairs, 410 Blackwell St., Suite 200, Durham, NC 27701. The complaint should be presented in writing, and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Student Affairs or Dean of Academic Affairs.

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

3. The Dean of Student Affairs or Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and

cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

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

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

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures. 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 www.ed.gov/ocr.

No Harassment Policy

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

Definition of Sexual Harassment

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

- 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.

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. EDMC prohibits all conduct of this nature whether or not such conduct violates any applicable laws.

Other Forms of Harassment

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

Complaint Procedure

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of harassment or discrimination. Promptly after learning of such alleged conduct, The Art Institute of Raleigh-Durham will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against school-related retaliation. If an investigation confirms the allegations, The Art Institute of Raleigh-Durham will take prompt corrective action, which may include discipline, up to and including immediate dismissal. If you follow the complaint procedure and still feel dissatisfied with the results, you may also send a written copy of the complaint to:
The University of North Carolina Board of Governors, 910 Raleigh Rd,
Chapel Hill, NC 27515 (telephone: 919-962-4558).

Drug-Free Workplace and Campus

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Raleigh-Durham or in facilities controlled by The Art Institute of Raleigh-Durham are prohibited by college regulations and are incompatible with The Art Institute of Raleigh-Durham'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.

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).
- Slowed reaction time, decreased muscular coordination, and impaired 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 lifespan by ten to twelve years.

Health Risks Associated with the Use of Drugs

Amphetamines (Speed, Uppers)

- Malnutrition.
- Hallucinations.
- Dependence, psychological and sometimes physical.

Deliriant (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

- Chronic bronchitis.
- Decreased vital capacity.
- Increased risk of lung cancer.

- In men, lower levels of testosterone and increase in abnormal sperm count.

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

Danger Signals Indicating a Drug or Alcohol Problem

Following is a list 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

Students observing any of these changes in themselves or another student are encouraged to talk with a counselor in the Student Affairs office.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment and rehabilitation facilities available in the Raleigh-Durham area where students and employees may seek advice and treatment. The college can refer you to a facility that will help meet your needs.

Raleigh-Durham Area Resources

A list of emergency resources is available from the Student Affairs Office.

Campus Safety

The Art Institute of Raleigh-Durham is committed to the safety and security of all of its employees and students and adheres to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Questions about crime awareness or campus security should be addressed to the Dean of Student Affairs at The Art Institute of Raleigh-Durham.

The full copy of the report can be found in the office of the Dean of Student Affairs and is distributed to all faculty, staff, and students on an annual basis.

Reporting Criminal Actions or Other Emergencies

Everyone at The Art Institute of Raleigh-Durham is encouraged to report all criminal acts or other emergencies promptly and accurately to appropriate law enforcement agencies.

In the case of fire or other emergencies, students should become familiar with the evacuation plans posted on both floors of the building. For the purposes of timely and accurate reporting, and to ensure appropriate notification of a continuing threat of crimes, students and staff are required in all cases where a crime has been committed on or near a campus facility (Main Campus or any housing facility) to file a report with an Art Institute Security Officer. Campus staff with security responsibilities include the Executive Committee, which consists of the President, Dean of Student Affairs, Director of Administrative and Financial Services, Director of Admissions, Director of Human Resources and Dean of Academic Affairs. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities including trespassing. To report emergencies or criminal acts occurring in college-sponsored housing, students should dial 911. Criminal activity might include but is not limited to burglary, motor vehicle theft, aggravated assault, robbery, sexual offenses, hate crimes, gender crimes or murder. Students and employees are encouraged to be responsible for their own security and the security of others.

Non-emergency incidents should be reported to the appropriate police agency that has the authority to file criminal charges in the geographical area in which the crime occurred. In addition, crimes occurring on or around college facilities should be reported to an Art Institute Security Officer or the Dean of Student Affairs.

Evacuation in Case of Emergency

The Art Institute of Raleigh-Durham's fire alarm will sound in the event of fire in the facility. Students should become familiar with the building evacuation plan that is displayed throughout the building. Emergency preparedness includes:

1. Participation in regularly scheduled fire drills.
2. Knowing two ways out.
3. Knowing the number of doorways to the stairwell.
1. Staying low in smoky conditions.
2. Never using elevators during a fire.
3. Handicapped individuals should move to a stairwell for evacuation by fire department staff, as stairwells are safer environments.
4. Once outside, staying as far away from the building as possible.
5. Keeping all driveways clear.
6. Remaining quiet and calm.
7. Following evacuation route directions posted throughout the building.
8. Obeying the directions of The Art Institute's faculty and staff, and all emergency responders.

Security and Access to Campus Facilities

It is the policy of The Art Institute of Raleigh-Durham that access to all campus facilities, including housing facilities, is limited to authorized personnel, students and invited visitors. ALL visitors, including friends and family, must report to the receptionist in the main lobby. Visitors are subject to school policies and conduct codes at all times. Their student or employee host must share responsibility for the lawful and appropriate behavior of visitors.

It is the policy of The Art Institute of Raleigh-Durham that all students, faculty and staff shall wear Art Institute-supplied photo identification in such a manner as to be visible to Security and Administrative personnel at all times that they are on the campus.

Access to the Academic Building

Surveillance cameras monitor access to the building and security staff is present during the hours The Art Institute of Raleigh-Durham is open. During other periods, the building is locked, and only authorized persons are given access.

The Institute's Physical Environment

Institute facilities are monitored regularly to assess their safety. Regular inspections are made of safety systems, lighting, fire extinguishers, etc. in all facilities. In addition, the building is equipped with a fire alarm system, and evacuation directions are posted prominently throughout the building.

Crime Statistics

Crime Statistics for The Art Institute of Raleigh-Durham are available in the office of the Dean of Student Affairs.

Programs to Inform Students and Employees about Campus Security

All new employees and students are instructed on crime awareness and prevention during orientation. Orientation is offered four times a year before classes begin for new students. The orientation programs are held by the President, Director of Human Resources or Dean of Academic Affairs for new employees and include a description of campus security policies and procedures for reporting any criminal activity or emergency. In addition, all students are given and should carefully review a copy of the catalog, which contains information on the drug-free campus, campus security and crime prevention, and school policies. Each student is required to sign a form acknowledging awareness of these policies.

All employees and students are encouraged to be responsible for their own safety and the safety of others in The Art Institute of Raleigh-Durham community and to follow a common-sense approach to personal safety. The Art Institute's Dean of Student Affairs also is available to offer support and referral to other counseling services.

Programs to Inform Students and Employees about the Prevention of Crimes

The Art Institute of Raleigh-Durham's Dean of Student Affairs offers individual counseling to students and employees on crime prevention. The counseling takes place any time a student requests individual counseling. A referral will be made to an outside facility if the student requests specific expertise in a certain area that cannot be fulfilled by The Art Institute. The building management provides the local authorities with information on a timely basis of occurrences that take place on campus. When there are crimes that constitute a continuing threat to The Institute population, The Art Institute of Raleigh-Durham is committed to informing students and staff of the nature of the crime(s) and to advising students and staff of the necessary protective steps they might take.

The Raleigh-Durham Police Department is contacted as needed. In the event Institute personnel working with local law enforcement agencies determine that a particular criminal offense continues to be a threat to the campus community, The Art Institute will notify students and staff through memos, announcements to classes, and notices in the campus student newsletter.

Safety Tips

Prevention is the best protection against crime. Some precautions students can take to assure greater security include:

At Home

- Leaving at least one light on inside and out, if possible, when away. Using a timer to turn lights on and off.
- Keeping doors and windows locked, even when at home or if leaving for a few minutes.
- NEVER opening the door without knowing who is there. Requiring the caller to identify him or herself satisfactorily. Using a chain bolt when checking an ID. If a stranger asks to use a phone, DO NOT PERMIT HIM OR HER TO ENTER. Make the call for that person if you believe it is an actual emergency.
- Keeping in touch with your neighbors. Watching each other's apartments, and letting each other know of anything that appears suspicious.
- Never giving out personal information such as an address.
- Reporting threatening or harassing calls to the police or company.

When Walking

- Planning the safest route to a destination and using it. Choosing well-lighted busy pathways and streets to avoid alleys, vacant lots or construction sites. Taking a longer way if it is safer.
- Knowing the neighborhood and the campus. Finding out which buildings are open late or early, and where to go to summon help.
- Carrying a purse close to the body and keeping a firm grip on it. Carrying a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.
- Not flaunting expensive jewelry or clothing or flashing cash.
- Having a car or house key in hand and ready when approaching one's vehicle or home.
- Never hitchhiking.

While Traveling

- Keeping doors locked and windows rolled up, especially at stoplights. Always locking the car and taking the keys. Keeping valuables out of sight in the trunk. Parking in areas that will be well lighted when returning. Checking the back seat and the area around the car before getting in.
- Car Trouble: Raising the hood. Putting on emergency flashers. Staying inside the car and locking the doors. Asking anyone who stops to help to call the police or the nearest service station.
- On public transportation: Waiting in well-lighted areas near other people. Staying in the more populated area of the bus. Asking for help from any transportation employee.

Responding to an Attack

In any situation, the main goal is to get away with the least injury to oneself. If an attacker only wants valuables, one should give them up. Valuables can be replaced; a life cannot. Police should be notified immediately.

Learning to defend oneself is a good idea; however, one should not overestimate his or her abilities. It may take lots of practice before techniques can be used effectively.

A wallet, purse or books should not be left unattended at school or visible in a car. The Art Institute of Raleigh-Durham is not responsible for the loss of or damage to students' personal property.