



**The Art Institute
of Raleigh–DurhamSM**

**2011-2012
STUDENT HANDBOOK**

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See aiprograms.info for program duration, tuition, fees, and other costs, median debt, federal salary data, alumni success, and other important info.

ABOUT THIS HANDBOOK

Your Art Institute of Raleigh-Durham Student Handbook is a valuable resource to help assist you as you progress through your academic program. Your handbook also makes it easier to find resources and information. Please note the important section that includes Art Institute of Raleigh-Durham 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 of Raleigh-Durham 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, students commit themselves to acting honestly, responsibly, and, above all, with honor and integrity. They are accountable for the academic integrity of their work. Students pledge that they will not misrepresent their work, nor give nor receive unauthorized aid. Students commit to behaving in a manner that demonstrates concern for their personal dignity, rights and freedoms. Students will be respectful of school property and the property of others. Students 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.

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 myaicampus.com account

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.

LETTER FROM THE PRESIDENT

Dear Student,

Welcome to The Art Institute of Raleigh-Durham, one of more than 50 Art Institute educational institutions located throughout North America. We are committed to the training and education of individuals for entry-level 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 will have to opportunity to 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 goals.

Sincerely,

Chris Mesecar

President

I NEED TO . . .

Check on financial aid	Student Financial Services
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	Course Instructor
Talk with someone about a personal problem.....	Student Affairs
Develop a professional resume	Career Services
Locate a lost item.....	Library
Get a cup of coffee.....	Student Lounge
Purchase a print card.....	Supply Store
Find a tutor	Student Affairs
Locate a doctor or dentist.....	Student Affairs
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 and visiting artists lectures.....	Student Information 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 5 and 6
Ask about VA benefits.....	VA Certifying Official
Make a photo copy or color copy.....	Library/Cage

ACADEMIC CALENDAR

FALL QUARTER	
Orientation	Thursday, September 30
Classes Start	Monday, October 4
Drop/Add Period	Monday, October 4th – Monday October 11th
Mid-Term Orientation	Wednesday, November 10
Mid-Term Start	Thursday, November 11
School Holiday	Thursday November 25th and Friday, November 26th
All Classes End	Saturday, December 18
WINTER QUARTER	
Orientation	Thursday, January 6
Classes Start	Monday, January 10
School Holiday	Monday, January 17
Drop/Add Period	Monday, January 10 – Tuesday, January 18
Mid-Term Orientation	Wednesday, February 16
Mid-Term Start	Thursday, February 17
School Holiday	Friday, February 25
All Classes End	Saturday, March 26

SPRING QUARTER	
Orientation	Thursday, March 31
Classes Start	Monday, April 4
Drop/Add Period	Monday, April 4 – Monday, April 11
School Holiday	Friday, April 22
Mid-Term Orientation	Wednesday, May 11
Mid-Term Start	Thursday, May 12
School Holiday	Monday, May 30
All Classes End	Friday, June 17
SUMMER QUARTER	
Orientation	Thursday, July 7
Classes Start	Monday, July 11
Drop/Add Period	Monday, July 11 – Monday July 18th
Mid-Term Orientation	Wednesday, August 17
Mid-Term Start	Thursday, August 18
School Holiday	Monday, September 5
All Classes End	Saturday, September 24

AT-A-GLANCE

The Art Institute of Raleigh Durham
410 Blackwell Street, Suite 200
Durham, NC 27701
919-317-3050

Emergency	9-911
American Tobacco Security	919-433-1563
Academic Affairs Office	919-317-3099
Monday – Friday	8:00 a.m. – 5:00 p.m.
Accounting	919-317-3101/3118
Monday – Friday	8:00 a.m. – 6:00 p.m.
Admissions	919-317-3051
318 Blackwell Street Durham, NC 27701	
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.
Career Services	919-317-3085
Monday – Friday	8:00 a.m. – 5:00 p.m.
Library	919-317-3070
Monday – Thursday	7:30 a.m. – 8:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Registrar	919-317-3068
Monday – Friday	8:00 a.m. – 5:00 p.m.
Student Affairs	919-317-3097
Monday – Friday	8:00 a.m. – 5:00 p.m.
Student Financial Services	919-317-3055
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.
Supply Store	919-317-3053
Monday – Thursday	7:30 a.m. – 7:00 p.m.
Friday	7:30 a.m. – 4:00 p.m.
Technology	919-317-3074
Monday – Thursday	8:00 a.m. – 6:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.

STUDENT AFFAIRS

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

STUDENT AFFAIRS STAFF IS AVAILABLE TO:

- 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

HOUSING

The Art Institute of Raleigh-Durham offers school sponsored housing to qualifying students based on availability. Students must submit a housing application and pay the fees associated for consideration. The Art Institute of Raleigh-Durham Housing License Agreement is a legally binding contract that must be signed before a student moves into housing. Please contact the Student Affairs department for more information.

TUTORING

Tutoring is available for students who seek assistance outside of the classroom. The Art Institute of Raleigh-Durham offers group study sessions, peer tutoring and faculty tutoring. Students interested in tutoring services should contact the Student Affairs department to discuss their needs.

COUNSELING SERVICES

The Art Institute of Raleigh-Durham students may utilize the Student Assistance Program, which is a service available to students at no additional charge that provides confidential counseling 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 Student Affairs.

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 health 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.

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.

STUDENT ORGANIZATIONS

Becoming a member of a student organization 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 Academic Department Director or Student Affairs.

DISABILITY SERVICES

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

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator, Rebecca Lentz at 919-317-3097, of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Affairs in Room 007, telephone number 919-317-3097. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

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 staff 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.

Career Services staff are available through the Career Services office. 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. During the last quarter of study, Career Services will host a portfolio review showcasing student portfolios.

A major function of Student Affairs and Career Services is to help student's pursue part-time employment while they attend The Art Institute of Raleigh-Durham. During advanced quarters, emphasis is placed on assisting students in seeking field-related part-time jobs, internships and freelance work in their programs of study.

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 are taught 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.

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, school sponsored housing, etc.). 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 and The Art Institute of Raleigh-Durham catalog. 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 the catalog.

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. 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 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 the Dean of Academic Affairs, Department Director, 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.

TECHNOLOGY SERVICES

Registered students receive an email address and access to the myaicampus.com website. 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 Technology office.

COMPUTER LABS

Computer laboratories dedicated to academic programs are located throughout The Art Institute of Raleigh-Durham and are equipped with computers and software for student use. A schedule of open lab hours is posted each quarter.

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.

SERVICE BUREAU/ CAGE

The Service Bureau and cage are the on-site printing and equipment checkout center available for student use. You will need your Student ID Card to check-out equipment. Standard equipment checkout is for a four (4) hour period of time. You may also request an over-night checkout. For printing, please see the Service Bureau for a current price listing. You can buy a print card in five (5) or ten (10) dollar increments in the Student Book Store. These cards are how you will pay for your print jobs at the Service Bureau.

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 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 airdlibrary.com or visit the Library and speak to a professional librarian.

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.), CS4, 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.

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.

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.

ACADEMIC INFORMATION

ACCREDITATION AND LICENSING

The Art Institute of Raleigh-Durham 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. The Board of Governors can be contacted at P.O. Box 2688, Chapel Hill, NC

27515-2688; telephone number (919) 962-4559.

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 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.

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.

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.

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, Student Conduct Policy, and other college regulations form the nucleus of the expectations of an Art Institute of Raleigh-Durham 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 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 Art Institute of Raleigh-Durham and to other individuals who make up the community. By enforcing its Student Conduct Policy, the Art Institute of Raleigh-Durham neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the Art Institute of Raleigh-Durham 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 in-

cident. 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 The Art Institute of Raleigh-Durham's 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

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, genetic marker or on any other basis protected by

law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

DEFINITION OF SEXUAL HARASSMENT

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

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

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

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

OTHER FORMS OF HARASSMENT

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

COMPLAINT PROCEDURE

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the "Student Grievance Procedure"). Students who have been subjected to sexual violence should also review the **Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault** (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, The Art Institute of 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 subsequent harassment and 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.

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.

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:

Participation in regularly scheduled fire drills.

Knowing two ways out.

Knowing the number of doorways to the stairwell.

Staying low in smoky conditions.

Never using elevators during a fire.

Handicapped individuals should move to a stairwell for evacuation by fire department staff, as stairwells are safer environments.

Once outside, staying as far away from the building as possible.

Keeping all driveways clear.

Remaining quiet and calm.

Following evacuation route directions posted throughout the building.

Obedying the directions of The Art Institute's faculty and staff, and all emergency responders.

WEATHER ANNOUNCEMENTS

When The Art Institute of Raleigh-Durham is closed due to bad weather, announcements will be made on local television station WRAL and on www.wral.com. Closings also will be announced on The Art Institute of Raleigh-Durham's main telephone number at 919-317-3050.

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 (school buildings or any housing facility) to file a report with an Art Institute of Raleigh-Durham official. Campus staff with security responsibilities include the Executive Committee, which consists of the President, Director 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.

CAMPUS SAFETY AND CRIME STATISTICS

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 Director of Student Affairs at The Art Institute of Raleigh-Durham.

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

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. 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.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

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.

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 student 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 Durham Police Department is contacted as needed. In the event the Art Institute of Raleigh-Durham 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 of Raleigh-Durham will notify students and staff through memos, announcements to classes, and notices in the campus student newsletter.

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 of Raleigh-Durham's Director of Student Affairs also is available to offer support and referral to other counseling services.

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 .
- 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.

GENERAL POLICIES AND INFORMATION

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 Art Institute of Raleigh-Durham until he or she returns in appropriate attire.

ART INSTITUTE OF RALEIGH-DURHAM 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 of Raleigh-Durham's discretion.

PERSONAL PROPERTY

The Art Institute of Raleigh-Durham is not responsible for the loss or damage of any student's personal property. The Art Institute of Raleigh-Durham 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.

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.

POSTERS, FLYERS AND BANNERS

The Art Institute of Raleigh-Durham 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/or disciplinary action.

MESSAGES

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

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.

CAMPUS STORE

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

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.

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. More information provided in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, can be located in the Student Affairs Department.

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.

SUICIDE PREVENTION INFORMATION

The Problem of Suicide

- In 1998, suicide was the eighth leading cause of death for all Americans, the third leading cause of death for those aged 15-24, and the second leading killer in the college population.
- These statistics demonstrate the seriousness of suicide, which is often linked to untreated depression. Clinical depression affects more than 19 million adults every year.
- Although women suffer from clinical depression and attempt suicide more than men, men are more likely to complete the act. Any talk of suicide by a friend or loved one should be taken seriously and help should be sought immediately.

Symptoms

Depression and thoughts of suicide can impact a person's life in many different ways. Not everyone experiences depression and suicidal tendencies in the same way. Some people may have behavioral changes, while others experience physical changes.

Depression and suicide have many common warning signs including:

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

Specific signs of potential suicide include:

- Talking openly about committing suicide
- Talking indirectly about "wanting out" or "ending it all"
- Taking unnecessary or life-threatening risks
- Giving away personal possessions

Depression alone or in combination with aggressive behavior, substance abuse and/or anxiety is found in over half of all suicides. If depression is present, substance abuse, anxiety, impulsivity, rage, hopelessness and desperation may increase the risks of suicide.

Suicide can be also be triggered by a number of things including:

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

How to help a friend

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

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

Resources

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

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

National Mental Health Association
1-800-969-6642 or www.nmha.org/index.cfm

National Institute of Mental Health
1-800-421-4211 or www.nimh.nih.gov

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

Procedures following suicide threats and attempts

The Art Institute of Raleigh-Durham expects and encourages students to maintain a reasonable concern for their own self-welfare and the welfare of the campus community. Demonstrated suicidal intent or behavior are risk factors for completed suicide and are a violation of The Art Institute of Raleigh-Durham student code of conduct. In the event that The Art Institute of Raleigh-Durham has reasonable cause to believe that a student attempted or will attempt suicide or has engaged in efforts to prepare to commit suicide, the School will generally require the student to undergo a mandatory assessment at his or her own expense by an outside licensed mental health professional. Such assessment may include but is not limited to a psychological evaluation at a local hospital and/or emergency room to ensure the safety of the student and the larger community. The assessment should take place immediately and

the student should sign a release of information allowing the mental health professional to communicate with school staff information related to the student's safety and well-being.

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

The Art Institute of Raleigh-Durham cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student's parents or other support person(s) may be contacted by the School and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits school officials to contact parents without the student's consent, "if knowledge of the information is necessary to protect the health and safety of the student or other individuals." If circumstances indicate further harm may come to a student by contacting family members, other options may apply. Failure to adhere to the guidelines outlined herein may result in disciplinary action.

NON DISCRIMINATION POLICY

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, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities.

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

The following person has been designated to handle inquiries and coordinate the school's compliance efforts regarding the Non-Discrimination Policy: Director of Student Affairs, 410 Blackwell St, Suite 200 Durham, NC 27701, rllentz@aii.edu, 919-317-3097.

COMPLAINT PROCEDURE

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of Harassment and Discrimination (the "Student Grievance Procedure"). Students who have been subjected to sexual violence should also review the Policy Concerning Sexual Violence and Programs and Procedures Regarding Sexual Assault (available in the Student Affairs Office). Regardless if a complaint is filed under the Student Grievance Procedure, promptly after learning of such alleged conduct, The Art Institute of 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 subsequent harassment and 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.

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment in violation of the Non-Discrimination Policy should follow the procedure outlined below.

Sexual violence is considered to be a form of sexual harassment, and therefore is also considered a form of sex discrimination. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether The Art Institute of Raleigh-Durham Non-Discrimination Policy has been violated. This complaint procedure is intended to provide a fair, prompt, impartial and reliable determination about whether discrimination or harassment has occurred.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination or harassment has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Director of Student Affairs, 410 Blackwell St, Suite 200 Durham, NC 27701, rllentz@aii.edu, 919-317-3097 or for academic matters with the Dean of Academic Affairs, 410 Blackwell St, Suite 200 Durham, NC 27701, drhodarmer@aii.edu, 919-317-3067. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.

2. The Director of Student Affairs or Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have an opportunity to meet and discuss the allegations with the investigator and may offer any witnesses and other evidence in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. When evaluating complaints of sexual harassment, the Director of Student Affairs or Dean of Academic Affairs will apply the preponderance of the evidence standard (for example, it is more likely than not that sexual harassment or violence has occurred) to determine the outcome. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with school policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed.

4. The decision of the Director of Student Affairs or Dean of Student Affairs may be appealed by either the complainant or the accused by petitioning the President's Office of The Art Institute of Raleigh-Durham. The written appeal must be made within 20 calendar days of receipt of the determination letter from the Director of Student Affairs or Dean of Academic Affairs. The President, or his/her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.

5. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or The Art Institute of Raleigh Durham Academic Catalog.

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

FIREARMS POLICY

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

POLICY CONCERNING SEXUAL VIOLENCE

Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination. Acts involving sexual violence, sexual harassment or sex discrimination are not tolerated by The Art Institute of Raleigh-Durham. Complaints of sexual violence should be made to the Director of Student Affairs, 410 Blackwell St, Suite 200 Durham, NC 27701, rllentz@aii.edu, 919-317-3097.

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

If The Art Institute of Raleigh-Durham determines that sexual violence may have occurred, The Art Institute of Raleigh-Durham will take steps proactively designed to promptly and effectively end the sexual violence or the threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

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

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

Disciplinary Actions and Sanctions

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

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

THE ART INSTITUTE OF RALEIGH-DURHAM JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME REPORT

2011

INTRODUCTION

The Art Institute of Raleigh-Durham is providing the following information to all of its employees and students as part of the Art Institute of Raleigh-Durham's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the President, Chris Mesecar at 919-317-3052 at 410 Blackwell Street, Suite 200 Durham, NC 27701.

I. CAMPUS SECURITY AND CRIME PREVENTION POLICY

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report is distributed to every student and employee at the Art Institute of Raleigh-Durham on an annual basis and is available to prospective employees and students at their request. Employees receive a copy of the report by email. The report is distributed to all students through the Art Institute of Raleigh-Durham Student Handbook.

REPORTING CRIMES AND EMERGENCIES

A safe environment is everyone's responsibility. Students, faculty and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Director of Student Affairs at the Art Institute of Raleigh-Durham. Reports are kept in a secure location in the Student Affairs Department office. Names of victims or witnesses are not disclosed in the crime report. It is the policy of the Art Institute of Raleigh-Durham that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

Students and employees should promptly report all criminal actions and emergencies occurring on or around the Art Institute of Raleigh-Durham facilities to Director of Student Affairs either in person or by calling 919-317-3097 . If the Director of Student Affairs is not available, you may contact the President at 919-317-3052 at the Art Institute of Raleigh-Durham and the Durham Police Department by dialing 911.

To report emergencies or criminal acts occurring in school-sponsored housing, students should dial 919-317-3097 and talk with the Director of Student Affairs or dial 911 to report a crime or emergency requiring an immediate response.

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

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

In the case of fire or other emergencies, students should become familiar with the evacuation plans posted on both floors of the building.

Evacuation in Case of an Emergency:

The Art Institute of Raleigh-Durham's fire alarm will sounds in the event of a fire in the facility.

Students should become familiar with the building evacuation plan that is displayed throughout the building. Emergency preparedness includes:

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

CAMPUS EMERGENCY NOTIFICATION AND EVACUATION POLICY

"The Art Institute of Raleigh-Durham" is located on the American Tobacco Campus in downtown Durham, NC. In the event of an emergency, the President through his executive committee will notify the Durham Police Department and the onsite management office and security of the emergency. In the event of an emergency that threatens the safety of students and employees or requires evacuation of the campus, students and employees will be notified of emergencies through campus email, in-school announcements and phone messages on the college's main phone system.

A complete report of emergency evacuation and notification procedures is available in the Art Insitute of Raleigh-Durham's Strategic Action for Emergencies (SAFE) Plan. The 'SAFE' Plan is distributed annually and additional copies are available in the Student Affairs Office.

POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS

All incidents are reported and documented on the Incident Report, which is sent to the Student Affairs Office at 919-317-3097. Reports are kept in a secure location in the Director of Student Affairs office. The annual crime report is prepared by gathering campus crime statistics and data from local and state police and sheriff departments and other relevant information by Student Affairs Department.

SECURITY AND ACCESS TO THE INSTITUTE

It is the policy of the Art Institute of Raleigh-Durham that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to the Art Institute of Raleigh-Durham policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to show their valid identification (e.g., student id) to gain access to campus facilities.

ACCESS TO ACADEMIC BUILDINGS

The Art Institute of Raleigh-Durham is located on the second floor of an office building at, 410 Blackwell Street, Suite 200. A Security Desk is located at the entrance to the 2nd floor. After hours, the building is protected with electronically locked security doors and devices including cameras and proper procedures are followed to ensure limited access to secured areas. Exterior lighting is provided around the building, and parking areas, and shrubs and hedges are kept low for safety reasons. Suspicious persons are questioned and asked to leave.

SCHOOL-SPONSORED HOUSING

School-sponsored housing facilities are located in secured communities with exterior lighting illuminating the grounds and parking lots. In an event of an emergency at the school-sponsored housing facility, call the Durham Police by dialing 919-560-4601. In the event of a crime in progress, dial 911.

CAMPUS LAW ENFORCEMENTS

Persons employed as security personnel on the main campus at [919-317-3050] and staff at school-sponsored housing off-site, are instructed in security, security problems, specific school rules and regulations, and the proper procedures of how to enforce them. These procedures and rules and regulations are reviewed periodically to ensure that security needs are being met.

Unarmed security personnel at the school building are there at the direction of the building owners, and are to assist students, faculty and staff of The Art Institute of Raleigh-Durham. Someone is on duty during the hours the building is occupied. They are responsible for ensuring that persons entering the building are employees, students, and their families or invited guests. They are authorized to request identification from those individuals, who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises. Students are advised to carry their Institute Photo ID card at all times and to present them upon request. Security personnel may not make arrests, but are instructed to promptly contact the Student Affairs or the President if any illegal activity occurs.

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

RELATIONSHIPS WITH LOCAL AND STATE POLICE

The Art Institute of Raleigh-Durham is located in Durham, N.C.-Durham County. The Art Institute of Raleigh-Durham maintains a close working relationship with the Durham Police department with periodic contact initiated by the Art Institute of Raleigh-Durham personnel to ensure that the Art Institute of Raleigh-Durham is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided by announcements read in class and notes in staff / faculty boxes.

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY

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

PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES

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

In the event The Art Institute, working with local police and/or campus security personnel, determines that a particular criminal offense continues to be a threat to the campus community, it will notify the campus community by bulletin board notices, notices read by instructors in classrooms, and notices in the student email. Incidents occurring at The Art Institute student housing location are announced by the distribution of notices to each student apartment.

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

OFF-CAMPUS STUDENT ORGANIZATIONS

At the present time, the Art Institute of Raleigh-Durham does not have any off-campus student organizations.

DRUG AND ALCOHOL POLICIES

In keeping with section 120(a) through (d) of The Higher Education Act of 1965, as amended, including the Drug-Free Schools and Communities Amendments of 1989 (Public Law 101-226), a "Drug Free Schools and Campuses" publication, the Drug Prevention Policy, is provided to the Art Institute of Raleigh-Durham annually.

Pursuant to federal and state drug laws, students are prohibited from the unlawful manufacture, distribution, possession, sale or use of illicit/illegal drugs. The Art Institute of Raleigh-Durham also enforces state laws regarding underage drinking. This prohibition applies while on the property of the school or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from school or termination of employment.

PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT

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

Go to a safe place following the attack.

Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack.

Go to a hospital emergency room for medical care.

Make sure you are evaluated for the risk of pregnancy and venereal disease.

(A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.)

Call someone to be with you, you should not be alone.

It is also recommended that victims call the Rape Crisis Hotline at 919-967-7273. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting the rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, the Art Institute of Raleigh-Durham will assist in identifying off-campus counseling or mental health services. After any campus sexual assaults are reported, the victims of such crimes have the right to request that the Art Institute of Raleigh-Durham personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with alleged assailants, including relocation in the Art Institute of Raleigh-Durham housing, if applicable or the transfer of classes.

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

DISCIPLINARY ACTION AND SANCTIONS

On-campus disciplinary procedures against students will be in accordance with the Art Institute of Raleigh-Durham published Student Conduct Policy and the Student Grievance Procedure for Internal Complaints of Discrimination and Harassment. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only the Art Institute of

Raleigh-Durham final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

INFORMATION REGARDING REGISTERED SEX OFFENDERS

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available with the Durham Police Department, located at:

505 W. Chapel Hill Street
Durham, NC 27701

Additional information can be obtained by calling the police department at 919-560-4427.

MISSING PERSON NOTIFICATION POLICIES AND PROCEDURES

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

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

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

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

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

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

NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED: For any student under the age of 18 and who is not emancipated, the College must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing.

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

FIRE EVACUATION POLICY

College Policy on Reporting of Fires: Any member of the community who becomes aware of any active or past fire must notify the Director of Student Affairs immediately.

Every person in the building, including staff, faculty, students, visitors, and contractors where the fire alarm is sounding, regardless of known or suspected cause, is required to evacuate immediately. Persons evacuating must leave via the closest exit. Floor plans of nearest exits are located throughout the Art Institute of Raleigh-Durham campus.

Any equipment that could cause a fire should be turned off before exiting if it can be done quickly and safely. All occupants will assemble at a safe distance from the building and await further instructions from fire and/or President, Chris Mesecar. No occupant will re-enter a building until clearance is given by fire and/or President.

PROHIBITED ITEMS IN SCHOOL SPONSORED HOUSING:

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

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

COMMUNITY RESPONSIBILITIES

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

- Participate in all fire drills and promptly leave a building when the fire alarm sounds. Follow any instructions of the Department of Student Affairs or fire officials during a drill or an actual alarm. In 2009, there were 2 fire safety programs performed.
- Report any condition that creates a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Department of Student Affairs.
- Know where the fire extinguishers are located. Learn how to operate them. If you need training, contact the Facilities Management Department.
- Know the location of the fire alarms and how to activate them.
- Know where the nearest exits are and be prepared to use an alternative exit, if necessary. Plan how you would escape through each of these exits in case of a fire.
- Know the location of the fire stairwells.
- Never use an elevator to evacuate a building.
- If you become trapped, dial 911 from a cell phone and alert the dispatcher to your location.

WHAT SHOULD I DO IF I DISCOVER A FIRE?

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

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

School Sponsored Housing Fire Safety and Sprinkler Systems

Below is a listing of housing fire safety systems

Residential Fire Systems

Building	Smoke Detectors	Heat Detectors	Carbon Monoxide Detectors	Sprinkler System
West Village	X	X		Throughout the Buildings and Units
Station Nine	X	X	X	Throughout the Building and Units
The Belmont	X	X		Throughout the Buildings and Units

THE ART INSTITUTE OF RALEIGH-DURHAM

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

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

Criminal Offenses	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Murder & Non-negligent Manslaughter	n/a	n/a	n/a	0	0	0	0	0	0
Negligent Manslaughter	n/a	n/a	n/a	0	0	0	0	0	0
Forcible Sex Offense	n/a	n/a	n/a	0	0	0	0	0	0
Non-Forcible Sex Offense	n/a	n/a	n/a	0	0	0	0	0	0
<i>Incest</i>	n/a	n/a	n/a	0	0	0	0	0	0
<i>Statutory Rape</i>	n/a	n/a	n/a	0	0	0	0	0	0
Robbery	n/a	n/a	n/a	0	0	1	0	4	0
Aggravated Assault	n/a	n/a	n/a	0	0	1	0	0	0
Burglary	n/a	n/a	n/a	0	2	7	0	5	0
Motor Vehicle Theft	n/a	n/a	n/a	0	0	2	0	0	0
Arson	n/a	n/a	n/a	0	0	0	0	0	0
Totals	0	0	0	0	2	11	0	9	0

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

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

Hate Crimes	Calendar Year									Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity/ National Origin
	2008			2009			2010								
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**						
Murder & Non-negligent Manslaughter	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
<i>Incest</i>	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
<i>Statutory Rape</i>	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0

Robbery	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Agrivated Assault	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Arson	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Damage, Or Vandalism of Property	n/a	n/a	n/a	0	0	0	0	0	0	0	0	0	0	0	0
Totals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests/Persons Referred for Campus Disciplinary Actions

	Calendar Year								
	2008			2009			2010		
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*	Public Property**
Arrests									
Weapons: carrying, possessing, etc	n/a	n/a	n/a	0	0	0	0	0	0
Drug Abuse Violations:	n/a	n/a	n/a	0	0	0	0	2	0
Liquor law violations	n/a	n/a	n/a	0	0	0	0	0	0
Disciplinary Actions									
Weapons: carrying, possessing, etc	n/a	n/a	n/a	0	0	0	0	0	0
Drug Abuse Violations:	n/a	n/a	n/a	0	0	0	0	5	0
Liquor law violations	n/a	n/a	n/a	0	0	0	0	9	0
Totals	0	0	0	0	0	0	0	16	0

*Includes school-sponsored housing

**Public property includes the sidewalks immediately adjacent to the campus, including the parking facility on campus and the throughfare between the campus and parking facility.

NOTICE OF THE ART INSTITUTE OF RALEIGH-DURHAM POLICIES TO COMPLY WITH THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008

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

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

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of 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 of 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.

- 2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
- 3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
- 4. To organizations conducting certain studies for or on behalf of the school.
- 5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
- 6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
- 7. To comply with a judicial order or lawfully issued subpoena.
- 8. To appropriate parties in health or safety emergencies.
- 9. To officials of another school in which a student seeks or intends to enroll.
- 10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
- 11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
- 12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
- 13. Directory information (*see* Section IV below).
- 14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and The Art Institute of 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 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 Ra-

leigh-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 members

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 Street 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 the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
2. The Art Institute of 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 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