

# Student Handbook & Planner 2011-2012

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# I. INTRODUCTION

## A. NOTICE TO CHANGE

The administration, faculty, and staff of Miami International University of Art & Design, and its branch campuses, The Art Institute of Tampa and The Art Institute of Jacksonville (collectively defined as “the University”), are dedicated to helping students achieve academic and employment success in their chosen career fields. The processes do not take place in the classroom alone, but require the coordination of both academic and administrative support services.

Although the University regularly exercises flexibility in assisting students, there are standardized, non-negotiable policies. These set policies and procedures facilitate a sense of fairness, promote excellence in the academic programs, and support the services of the University.

The purpose of this Student Handbook is to provide students with a comprehensive outline of the University policies and procedures. Students are responsible for obtaining, learning, and observing the established policies as listed in all University publications. It should be noted that the University’s Catalog is the official legal document. In addition, students must comply with the legal and ethical standards of the University, as well as those of local, state and federal law enforcement agencies.

Students should retain this handbook as an ongoing reference and refer any elements outlined herein that require clarification to the Student Affairs Department. This handbook is periodically reviewed and updated in order to enhance policies and procedures and/or meet federal and state regulatory requirements.

The University reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect; however, the University will make reasonable attempts to notify students promptly of any policy changes through Web site or e-mail postings, mail distributions, or other methods deemed appropriate by the University administration.

## B. MESSAGE FROM THE PRESIDENT

Miami International University of Art & Design, and its branch campuses, The Art Institute of Tampa and The Art Institute of Jacksonville, are committed to providing our students an exciting and challenging journey of learning, exploration and opportunities for accomplishments. You will see your talents grow, your mind enriched, and your creative spirit soar. This is where you will learn to reach your goals and aspirations.

Miami International University of Art & Design and its branches in Tampa and Jacksonville are located in the heart of their respective cities. Each campus is committed to contributing to the needs of its diverse community while preserving its unique heritage. They will offer you opportunities to explore, participate, and contribute to its growth and development, thus enriching your own life experience. The University encompasses a diverse population representing all walks of life and cultures from over 60 countries, providing you with a live medium in which you can expand your culture and knowledge.

Our faculty and staff are composed of qualified professionals dedicated to working with you by emphasizing your achievement. Our outstanding credentialed faculty is qualified by professional preparation and field related experience. They adhere to a philosophy of providing quality education in a learner centered environment, nurturing each student’s potential. In like manner, we ask that you dedicate yourself to the University, your studies, and assume responsibility by getting involved in all that we have to offer. You have a unique opportunity to learn from experts in the field, in a hands-on environment while networking professional contacts and lifelong friendships.

For your benefit, please keep this Student Handbook as a useful guide and reference. It includes University policies, important dates and answers to frequently asked questions for each individual campus.

Most importantly, keep in mind that we are here to offer a University education and at the same time, help you develop your skills and provide you the techniques necessary to pursue your educational and career goals.

**Erika Fleming**

**President**

**Miami International University of Art & Design**

**– Main Campus**

Karen Habblitz

Campus President

The Art Institute of Tampa

Branch Campus

Brian Mazur

Campus President

The Art Institute of Jacksonville

Branch Campus

### **C. MISSION STATEMENT**

Miami International University of Art & Design is a multi-campus, career-oriented institution that provides students with academic preparation and practical skills through programs in the applied arts and design industries. The institution prepares its undergraduate students for entry-level positions and its graduate students for advancement in their chosen fields. The University is dedicated to fostering a culture that encourages creativity, research, and learning-centered endeavors.

## **II. CAMPUS INFORMATION**

### **A. ADDRESS / B CAMPUS ORGANIZATION**

**Miami International University of Art & Design**

1501 Biscayne Boulevard

Miami, Florida 33132

The Art Institute of Tampa

4401 North Hines Avenue

Tampa Florida 33614

**(Branch campus)**

The Art Institute of Jacksonville

8775 Baypine Road

Jacksonville, Florida 32256

**(Branch campus)**

### **C. PARKING AND TRANSPORTATION**

Information pertaining to parking at each campus is listed in their Appendix.

### **D. STUDENT PORTAL**

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

The portal provides one-stop service center for your college needs. The process is simple, quick, and easy. All students will be asked to create a new account. Students will be able to access student affairs, financial and student accounts, academic affairs, campus life, news and information via this new portal.

- Registering to use the portal means greater convenience and ease of access.
- All student affairs, financial and student accounts, academic affairs, campus life, news and information can be accessed via the student portal.
- Student portal is the one-stop shop for news, information and opportunities to streamline educational needs and services.
- Portal users have a leg up on the competition with new opportunities posted to the portal FIRST. i.e. student services, workshops, financial aid information.
- Portal users can learn about special activities planned for students on the portal FIRST.
- Register for classes via the portal.

## **E. EMAIL ACCOUNTS**

All students have access to a University-specific email account. Students are expected to check email regularly as important information is often sent to student email accounts.

## **F. ANIMALS ON CAMPUS**

With the exception of guide dogs for the visually impaired or other disabled persons, pets or other animals are not permitted on campus property.

## **G. APPROPRIATE ATTIRE**

Students are expected to dress for class in an appropriate manner. Clothes should be comfortable but reasonable for the activities of education. Shoes and shirts must be worn at all times. Hats, sunglasses, short-shorts and any attire with words that are offensive to others are not appropriate. Violations may result in your being asked to leave the University until you return in appropriate attire.

## **H. CHILDREN ON CAMPUS**

The University welcomes visitors to its campus as long as the visitors' purposes are consistent with the educational mission and climate of the University and their presence does not compromise their own safety and the safety of others. Children must not be left unsupervised in any location. Children are not allowed in the classrooms, labs, or Library unless authorized in advance by the Dean of Academic Affairs. The University does not accept responsibility for the safety and supervision of children.

## **I. ID CARDS**

A photo ID card is issued to each student. Students are required to carry their photo ID card at all times and must swipe their ID cards upon every entrance to the University. ID cards should not be loaned to anyone for any reason; the card is the personal responsibility of the student whose name appears on it. Students will be charged for replacement ID cards.

## **J. PERSONAL PROPERTY**

The University is not responsible for the personal property of students, including vehicles, books, supplies, equipment, or clothing. Students should place their names and student numbers on all items of value. Equipment serial numbers should be recorded and kept in a safe place. Students should also obtain or review personal property or homeowners' policies for coverage.

## **K. PORTABLE COMMUNICATION DEVICES**

CELL PHONE USAGE IS NOT PERMITTED IN ANY CLASSROOM, LAB OR STUDIO. CELL PHONES MUST BE TURNED OFF BEFORE ENTERING THESE AREAS.

## **L. POSTERS, FLYERS, BANNERS, SOLICITATION**

Soliciting, including the posting of material on bulletin boards by people not affiliated with the University, is not permitted. A student should contact a staff or faculty member if approached by someone not affiliated with the University.

Students, staff and faculty who want to post material, including but not limited to the Student Lounge, the Staff/Faculty Lounge, classrooms or hallways should route requests through the office of Student Affairs.

## **M. SMOKING / FOOD / STUDENT LOUNGE**

It is the philosophy of the University to provide an environment that offers the opportunity and resources to optimize the personal health and well-being of the campus community. In accordance with this philosophy, and the convincing evidence of the negative health effects of side-stream (passive) smoke, all campus buildings adhere to a smoke-free policy. The No Smoking Policy applies to all campus facilities. This includes classrooms, reception areas, waiting rooms, hallways, stairwells, restrooms, elevators, etc. Smoking is permitted only in the authorized smoking area outside of the Student Lounge.

Food and beverages are NOT permitted in any classroom, lab or studio. The matte cutting/project is the only area authorized for spray adhesive mounting. Anyone caught spraying outside the designated spray booth area will be charged for clean-up and/or replacement of damaged materials/surfaces, and will be subject to disciplinary sanctions up to and including suspension or permanent dismissal. Please report such incidents/information to the Dean of Academic Affairs or the Dean of Student Affairs.

## **STUDENT LOUNGE**

Consumption of food and beverages is permitted only in the Student Lounge and the designated smoking area outside of the Student Lounge. Smoking is NOT permitted inside the campus building, at the building's entrance areas, or at any other location on campus except the designated smoking area outside of the Student Lounge.

## **N. STUDENT MESSAGES**

The University does not operate a telephone message service for its students. Only in the case of an emergency will a message be taken for a student. The caller will have to contact the Dean of Student Affairs and describe the nature of the emergency. The Dean of Student Affairs will make a determination to contact the student. If the call is determined to be a true emergency, a reasonable attempt will be made to locate the student, either by the Dean of Student Affairs or the Department Chairperson. Students should inform family and friends of this policy.

## **O. VISITORS ON CAMPUS**

The University welcomes visitors to its campus as long as the visitors' purposes are consistent with the educational mission and climate of the University and their presence does not compromise their own safety and the safety of others. To provide an uninterrupted atmosphere for study, visitors are not permitted in class without prior permission from the instructor or the University Administration.

## **P. LOST AND FOUND**

Each campus maintains a Lost and Found box. In Miami, Lost and Found is located at the 1<sup>st</sup> floor Security Desk. In Tampa and Jacksonville, it is located in the Registrar's Office. All non-claimed items are discarded or given to charity at the end of each quarter.

# **III. STUDENT SERVICES AND RESOURCES**

## **A. DIRECTORY OF CAMPUS RESOURCES**

### **PHONE DIRECTORY**

ADMINISTRATION .....	305-428-5619
STUDENT AFFAIRS .....	305-428-5682
ACADEMIC AFFAIRS .....	305-428-5655
ACCOUNTING .....	305-428-5960
STUDENT FINANCIAL SERVICES .....	305-428-5685
ADMISSIONS .....	305-428-5732
BOOKSTORE.....	305-428-5614
CAREER SERVICES .....	305-428-5649
COUNSELING .....	305-428-5832
DEPARTMENT CHAIRS.....	305-428-5641
LIBRARY .....	305-428-5674
REGISTRAR .....	305-428-5679
HOUSING.....	305-428-5666
INTERNATIONAL STUDENT ADVISOR.....	305-428-5630

## **B. STUDENT AFFAIRS**

### **STUDENT AFFAIRS DEPARTMENT OVERVIEW**

The mission of the Student Affairs Department is to supplement the University's educational processes and to support its stated purpose by providing assistance and services to the student body. It does so in the areas of residence life & housing counseling, disability services, student life and programming, international student services, judicial affairs and crisis management/security. The Student Affairs Department encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, and both social and professional development. In order to fulfill its mission, the Student Affairs Department has established the following objectives:

- To provide appropriate student housing options and referral services
- To provide counseling services and student activities that supports the educational process and enhances social/cultural awareness and community involvement
- To coordinate events that address the needs and interests of our students
- To support student involvement through clubs and leadership initiatives
- To oversee and coordinate New Student Orientation and Commencement
- To provide resources and assist international students with issues pertinent to their transition into the United States
- To oversee campus security and crisis management plans and procedures
- To provide health and disability services through counseling and referrals for outside services

### **1. RESIDENCE LIFE & HOUSING DEPARTMENT**

The Residence Life & Housing Department is dedicated to helping students meet housing needs throughout their stay at the University. We strongly believe that a student's living arrangement is important to their well-being and success. The University offers two services to help meet our students' needs:

**University-Sponsored Housing** – University sponsored residence halls are supervised facilities located in close proximity to the University and are available to those who prefer a more traditional student housing environment. It provides a community of students with similar goals, who share a variety of cultural and educational interests.

**Independent Housing** – Information, resources, and apartment listings are available to those students who choose to live in independent housing.

### **2. STUDENT ASSISTANCE PROGRAM/STUDENT SUPPORT SERVICES**

For many students, attending the University marks the first time they are independent of family and friends. It is not uncommon for students to have many questions about their new surroundings and/or experiences. Through short-term personal counseling and appropriate referrals, students can explore and work towards resolving their personal problems and conflicts in a private setting. Counseling helps promote independence, self-confidence, healthy relationships, and strong coping skills.

Our counselors will maintain students' confidentiality, in accordance with Florida Statute 491.0147 of the Board of Clinical Social Work, Marriage and Family, Therapy and Mental Health Counseling. There is no charge for counseling services. Appointments and walk-ins are welcome. Students are invited and encouraged to stop by the Counseling Office, located in the Student Affairs Department.

### **3. DISABILITY SERVICES**

The University provides accommodations to qualified students with disabilities. The Student Affairs Department assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at the University.

The University is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of University services, programs and

activities in compliance with The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

Students who believe they are in need of accommodations should contact the Student Affairs Department regarding the documentation necessary relating to your accommodations. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs. Complaints will be handled in accordance with the University's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

#### **4. STUDENT CLUBS AND ORGANIZATIONS**

Being a member of a University student organization will enhance your academic experience and connect you with students from other majors. Organization members participate in extracurricular activities, national conferences, and trips that prove valuable in the eyes of prospective employers. Visit the Student Affairs Department to get a current list of student groups and organizations. If you are interested in starting a new organization, the Student Affairs Department will provide assistance and advice to ensure success and student participation.

Student organizations have included professional organizations such as AIGA, ASID as well as clubs related to personal interests such as the soccer club and scrap-booking club.

#### **5. INTERNATIONAL STUDENT SERVICES**

Our students come from countries all over the world. The International Student Advisor is the key contact for all international students who hold F-1 visas. This position provides a variety of support services and enrichment activities including:

- Assistance and guidance regarding immigration procedures and policies;
- Issuing and signing the appropriate immigration documents;
- Organizing events and activities to assist international students in transitioning and meeting other students

#### **6. STUDENT HEALTH SERVICES**

A list of local doctors and hospitals is available in the Student Affairs Department. All students are urged to carry a primary private insurance policy that covers comprehensive health care. The University makes available to students and their dependents, through USI Affinity/Collegiate Insurance Resources, a Student Accident and Sickness Insurance Plan.

International students who do not possess health insurance upon applying to the University must purchase and provide proof of coverage of health insurance upon commencement of studies.

### **C. REGISTRAR**

#### **Registrar**

The Registrar's Office maintains all official student records in accordance with the Family Educational Rights and Privacy Act (FERPA). For a detailed explanation of FERPA, students should refer to the Academic and Student Records section of this Handbook. Thus the Registrar's Office must be notified of all changes to a student's address or phone number. Delivery of mail to the last address on record constitutes official notification to the student. If a student's address or contact information changes after his/her initial enrollment an Address Change Form should be completed and submitted to the Registrar's Office. This and other forms can be obtained at the Registrar's window. The University is not able to accept any personal mail for students. If such mail is received at the University, it will be returned to the sender.

Many of the University's academic services are provided through the Registrar's Office. Among other things, the office:

Directs quarterly registration.

Maintains academic records.

Records midterm and final grades.

Releases academic transcripts.

Records address changes.

Processes transcript requests.

Advises veterans regarding their education benefits.

Maintains attendance records.

Monitors the satisfactory academic progress policy.

Staff in the Registrar's Office is available to provide assistance with these matters in addition to other questions. Students should be prepared to present the staff with a student identification card to receive service and information regarding academic progress, attendance, or transcripts.

## **D. CAREER SERVICES**

The University maintains a comprehensive Career Services Department dedicated to helping students find work while enrolled, and after graduation. Although the University can offer no guarantee of employment, we strive to cultivate employment opportunities and to match job leads with qualified students. Students can get advice and assistance with their résumé, job search, portfolio presentation and interview techniques.

### **Student Employment**

Students seeking employment while in school are encouraged to work with our Student Employment Advisors. Together, you'll explore part-time or full-time job leads that are both general and field-related. Quarterly job fairs are held to assist in these positions while you are at the University.

Advisors are dedicated to helping you find employment while in school—with leads for part-time and full-time jobs, both general and field-related. Explore work-study and internship opportunities, or get some input on your résumé. While Career Services does not guarantee employment, every effort is made to provide our students with pertinent resources.

Students are encouraged to take advantage of Career Workshops and Job Fairs, held each quarter. The Resume Workshop provides assistance with resume development to better prepare students for the job market and Job Fair. Once a resume is complete you may meet face-to-face with employers at the Job Fair, and gain feedback from industry professionals. It is a unique chance for employers to meet our students and discuss future employment opportunities that benefit both students as well as employers.

### **Career Services Advisors**

Once you reach upper-quarter class work, you'll partner with a Career Services Advisor specific to your field. Together, you and your advisor can map out a plan that presents you to potential employers as a professional in your chosen specialty. Career Services advisors not only provide job leads compatible with your skills and experience, they can offer an overview of the employment market—along with individualized help in résumé enhancement, job-search techniques, interviewing skills and portfolio presentation.

Local, regional and nationally-recognized companies often utilize Career Services to recruit our graduates. The teamwork between Career Services staff members and the graduate's active role in the job-search process helps graduates of the University find entry-level positions in their field. We encourage you to contact Career Services directly.

Research is conducted, on a regular basis, by our Career Services Advisors to gain knowledge in areas of business relating to the different programs. Our advisors respond to employer needs and trends and give guidance to students on what is taking place in the industry relating to their courses of study.

At the end of each quarter, the University sponsors a Portfolio Review for graduating students. Employers are invited to review portfolios and interview graduates. Graduating students have the opportunity to meet and interview with prospective local and national employers. Every student is required to participate in portfolio as a graduation requirement so all programs are represented. This exciting event is held at various locations and is open to industry professionals, family, friends, alumni, and fellow classmates.

### **Alumni**

The Career Services department remains committed to the success of our students even after graduation. We help our alumni stay in touch with one another after graduation and post national jobs opportunities on our alumni website, Alumni Connections. Our alumni are employed by companies and organizations from various fields including some of the most prominent companies in the United States.

## **Miami Campus**

Jobs are posted on a bulletin board in the Student Lounge and on the 2<sup>nd</sup> floor outside Career Services/Student Affairs. Additional employment opportunities can be found in the bi-weekly newsletter, MiVue.

### *Career Workshop Dates*

- Fall 2011: Friday, October 7, 2011
- Winter 2012: Friday, January 13, 2012
- Spring 2012: Friday, April 5, 2012
- Summer 2012: Friday, July 13, 2012

### *Job Fair Dates*

- Fall 2011: Wednesday, October 12, 2011
- Winter 2012: Wednesday, January 18, 2012
- Spring 2012: Wednesday, April 11, 2012
- Summer 2012: Wednesday, July 18, 2012

### *Portfolio Review*

- Fall 2011: Wednesday, December 14, 2011
- Winter 2012: Wednesday, March 21, 2012
- Spring 2012: Wednesday, June 13, 2012
- Summer 2012: Wednesday, September 19, 2012

## **Tampa Campus**

Jobs are posted on a bulletin boards in the Student Lounge (general employment) across from the kitchen 3 (culinary employment), and outside Career Services/Student Affairs (design opportunities). Additional employment information can be found in the monthly *Hot Jobs* newsletter.

### *Resume Workshop Dates*

- Fall 2011: Wednesday, October 12, 2011
- Winter 2012: Wednesday, January 18, 2012
- Spring 2012: Wednesday, April 11, 2012
- Summer 2012: Wednesday, July 18, 2012

### *Job Fair Dates*

- Fall 2011: Wednesday, October 19, 2011
- Winter 2012: Wednesday, January 25, 2012
- Spring 2012: Wednesday, April 18, 2012
- Summer 2012: Wednesday, July 25, 2012

### *Portfolio Review*

- Fall 2011: Monday, December 12 & Thursday, December 15, 2011
- Winter 2012: Monday, March 19 & Thursday, March 22, 2012
- Spring 2012: Monday, June 11 & Thursday, June 14, 2012
- Summer 2012: Monday, September 17 & Thursday, September 20, 2012

## **Jacksonville Campus**

Jobs are posted online at <http://www.ajjaxcarerservices.blogspot.com>, and information can be found on the Career Services Facebook Page and on bulletin board and tables inside Career Services.

### *Resume Workshop Dates*

- Fall 2011: Wednesday, October 12, 2011
- Winter 2012: Wednesday, January 18, 2012
- Spring 2012: Wednesday, April 11, 2012
- Summer 2012: Wednesday, July 18, 2012

### *Job/Internship Fair Dates*

Fall 2011: Wednesday, October 26, 2011  
Winter 2012: Wednesday, February 1, 2012  
Spring 2012: Wednesday, April 25, 2012  
Summer 2012: Wednesday, August 1, 2012

*Portfolio Review*

Fall 2011: Thursday, December 15, 2011  
Winter 2012: Thursday, March 22, 2012  
Spring 2012: Thursday, June 14, 2012  
Summer 2012: Thursday, September 20, 2012

## **E. STUDENT ACCOUNTING / F. FINANCIAL SERVICES**

This department is responsible for providing a variety of student and administrative services, including Student Financial Services (SFS), Financial Aid, Accounting Services, and overseeing the Refund Policy. These main functions are outlined below:

### **STUDENT FINANCIAL SERVICES (SFS)**

#### **FINANCING A COLLEGE EDUCATION**

The University understands the significant financial commitment a college education requires. The student financial services staff works one-on-one with students and their families to develop a personal financial plan based on each individual's particular financial needs that allow students to reach their educational and career goals. Financial aid officers at each branch guide families through the process of assessing educational costs, applying for financial aid programs, completing financial aid paperwork (including the Free Application for Federal Student Aid or FAFSA), and developing a payment plan. The University provides customized payment plans for those who wish to spread their financial commitment out over time.

**REFUND POLICY PRIOR TO MATRICULATION:** Applicants may cancel their enrollment in person or in writing before the beginning of classes. An applicant not requesting cancellation before the scheduled starting date indicated on the Enrollment Agreement will be considered a student.

1. All monies paid by applicants will be refunded if they are not accepted for admission.
2. All monies paid by the applicant will be refunded if requested by the applicant within five business days after signing the Enrollment Agreement and making an initial payment.
3. Applicants requesting cancellation no later than 90 days before the first scheduled class date will receive a refund of all monies paid less the \$50 application fee.
4. Applicants who give less than 90 days' cancellation notice will be entitled to a refund of all monies paid to the University, less a cancellation fee of \$150 [includes application fee.]
5. All monies paid by applicants will be returned, if requested, within three business days after their first visit to the school or within three business days of the regularly scheduled orientation program for their starting quarter, whichever is sooner.
6. Refunds will be made within 30 calendar days after the applicant's/student's request or within 30 calendar days after his/her first scheduled class day.
7. The application fee is valid for four consecutive quarters, including the original start date quarter. Students wishing to reapply after four quarters will be required to submit a new application fee.
8. Applicants who postpone starting school after the original start date noted on the Enrollment Agreement are required to reapply and will be subject to the tuition, fees, and other conditions on the revised Enrollment Agreement.

**REFUND POLICY AFTER MATRICULATION, ALL QUARTERS:** In the event of withdrawal from the program by the student or termination by the University during any quarter of study:

1. Prepaid tuition and fees for any period beyond the student's current quarter will be refunded in full.
2. The student may voluntarily withdraw from the University by notifying the Office of the Registrar in person or in writing. If the student stops attending without notifying the Office of the Registrar, the University shall determine the date of withdrawal. This determination date will be considered the notification date for refunding purposes. Refunds due shall be paid within 30 days of the notification date, unless the student is withdrawing at the end of the quarter.
3. Refunds for a student notifying the University prior to the end of a quarter that he/she will be withdrawing at the end of that quarter will be paid within 30 days of the last day of that quarter.
4. Refunds for a student who completes a previous quarter of study and does not notify the University prior to the end of that quarter that he/she will not be returning for the following quarter will be paid within 30 days of the first day of that following quarter in which the student was expected to return.
5. In the event of a fully documented extreme illness or personal emergency that makes it impractical for the student to complete the program, the University may modify the tuition refund policy as deemed appropriate to the circumstances.
6. A separate lease agreement and refund policy exists for students who lease housing accommodations arranged by the University. The University reserves the right to apply any student payment, or any refund due to a student, to any student financial account that is in arrears.
7. Each academic quarter is 11 weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for refund purposes.
8. In the event the University cancels or changes a course or program of study in such a way that a student who had started the program or course is unable to complete it, the University will refund all monies paid by the student for the course or program within 30 days.
9. Examples of the calculation of the tuition and fee refund policy are available upon request from the student accounting office.
10. Students may drop/add classes during the first week of the quarter or Mid-Quarter Session and tuition will be adjusted accordingly. Students may not add classes to their schedule after the first week of the quarter. Tuition will not be adjusted for any classes dropped after week one unless the student completely withdraws from the program [see refund policy below].
11. Any changes made to a student's schedule may change the student's financial aid eligibility.
12. The University reserves the right to revise the refund policy. Students will be notified of any changes 60 days in advance of the effective date.

## **REFUND CALCULATIONS**

### REFUND CALCULATIONS

#### Return of Federal Title IV Aid:

In compliance with Federal regulations, the school will determine how much Federal student financial assistance the student has earned or not earned when a student withdraws from the University.

The University will calculate the percentage and amount of awarded Federal student financial assistance that the student has earned if the student withdraws up through the 60 percent point of the term. If the student has completed more than 60 percent of the term, the student earns 100 percent of the Federal student financial assistance. The amount earned will be based on the percentage of the term that was completed in days up to and including the last date of attendance. To calculate the amount earned, the University will determine the percentage by dividing the number of calendar days completed in the term up to and including the last date of attendance by the total number of calendar days in the term.

If the student received more than the amount of Federal student financial assistance earned, the difference will be returned to the Federal student financial assistance programs from which funds were received in the following order: Unsubsidized Stafford Loan, Unsubsidized Direct Loan, Subsidized Stafford Loan, Subsidized Direct Loan, Perkins Loan, PLUS Loan, Pell Grant, ACG, SMART, SEOG. Funds will be returned to the aid source within 45 days of the date that the school determines that the student has withdrawn.

If more Federal student financial assistance has been earned than has been received, the student may be eligible for a post-withdrawal disbursement. The school will notify the student of any post-withdrawal disbursement for which the student may be eligible and what steps need to be taken for the Federal financial assistance funds to be received.

If Federal student financial assistance funds need to be returned, the institution must return a portion or all of the unearned funds equal to the lesser of:

- The institutional charges multiplied by the percentage of the unearned Federal student financial assistance funds; or
- The entire amount of unearned funds.

If there are remaining unearned Federal financial aid funds to be returned, the student must return any loan funds that remain to be returned in accordance with the terms and conditions of the promissory note. If the remaining amount of funds to be returned includes grant funds, the student must return any amount of the overpayment that is more than half of the grant funds received. The University will notify the student as to the amount owed and how and where it should be returned. The Return of Federal Title IV Aid calculation as described above for mid-quarter sessions will apply using the mid-quarter start and end dates.

Adjustment of charges: In accordance with school policy, the school will earn tuition and fees as follows; based on the week in which the student withdraws.

Week One .....	10%	For Mid-Term Sessions:
Weeks Two and Three .....	30%	Week One .....
Weeks Four and Five .....	60%	Week Two .....
After Week Five .....	100%	After Week Two .....

Examples of the calculations for this new policy are available in the Student Accounting office. If starting supply kits, components of the kit, books, or supplies are returned to the supply store in resalable condition within 21 days of withdrawal, a credit will be given. For mid-quarter starts, students who leave school during the first 3 weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit in resalable condition within 10 days of the student's last date of attendance of the mid-quarter.

**REFUND POLICY FOR ONLINE CLASS WITHDRAWAL:** Session I of online classes will begin on the regularly scheduled start date of the on ground session. Session I of online classes will end on the Sunday of the sixth week of the quarterly session. Students wishing to take an online class for Session I of a quarter will need to be registered for that class well in advance of the beginning of the session as designated by the online class calendar. Orientation for the class must be completed prior to commencing studies in the online program. Students may withdraw from Session I online classes during regularly scheduled drop/add week of the on ground the session which ends the second Monday of the quarterly session without penalty. Students may opt to move into an equivalent on ground offering of the class or not take the class at all. In both instances, the university will refund the online lab fee associated with the online course. Students transferring to the on ground course will continue to be charged the tuition according to their specific rate and course credits. Students who withdraw from a Session I online class after the drop/add period will forfeit the online lab fee and tuition if they remain in school for other course work. Session II of online classes will begin at the start of the sixth week of the regularly scheduled on ground classes. Session II will end on the last

day of the regularly scheduled quarterly session of the university. Registration for Session II will end on the last day of the drop/add period for the regular quarterly session of the university. Students who registered for a Session II online class but withdraw prior to the commencement of that class will be entitled to a full refund of tuition for the class and the online lab fee provided they remain in school attending other classes. Students who withdraw from an online class but continue with on ground studies will not receive a refund of tuition. Students who withdraw from school during the period of time they are in attendance in an online class will be subject to the refund policy of the university (see Refund Calculations section above). Attendance for online classes is based on meaningful participation in a specified number of days out of a possible 7 days each week. Standard will be 4 of 7 or 5 of 7 and will be clearly stated in the course syllabus.

## **FINANCIAL AID**

All eligible students may apply for financial assistance under various federal, state and private programs as follows:

- Federal Pell Grant
- Federal Supplements Education Opportunity Grant
- Federal Perkins Loan
- Federal Stafford Student Loan (subsidized and unsubsidized)
- Federal Parent Loan (PPLUS)
- Federal Academic Competitiveness Grant (ACG)
- Federal SMART Grant
- Various Private Alternative Loan Programs
- State-funded Student Assistance Programs
- Florida Access to Better Learning Grant (ABLE)
- Florida Student Assistance Grant (FSAG)
- Florida Bright Futures Scholarships
- Vocational rehabilitation assistance
- Veterans Administration benefits
- Bureau of Indian Affairs

Awards under these programs are based on individual need and the availability of funds.

Some other states may offer educational grants and permit their residents to use them at the University. Contact the Student Financial Services office for complete details about financial aid resources.

For the purpose of calculating financial aid eligibility, student status based on credit hours is defined as follows:

- Full-time: Enrolled in 12 credit hours or more in an academic quarter
- Three-quarter time: Enrolled in 9–11 credit hours in an academic quarter
- Half time: Enrolled in 6–8 credit hours in an academic quarter
- Less than half time: Enrolled in 1–5 credit hours in an academic quarter
- Academic year: 36 quarter credit hours and three quarters

## **Changes to Student Class Schedules (Add/Drop)**

Students may add/drop classes during the first week of the quarter and tuition will be adjusted accordingly. Students may not add classes to their schedule after the first week of the quarter.

Tuition will not be adjusted for any classes dropped after week one unless the student completely withdraws from the program (see Refund Policy). For mid-quarter starts, the add/drop period is two days from the start of the mid-quarter session. The last day to add/drop courses for each quarter is listed in the Academic Calendar at the back of this handbook.

Any change made to a student's schedule may change the student's financial aid eligibility. If you drop or add one or more classes, your financial aid eligibility may change. Please see your Financial Aid Officer before you drop or add a class.

## **VETERANS EDUCATION ACT**

The Veterans Education Act provides varying levels of assistance to eligible veterans, disabled veterans, and their dependents. Enrollment forms are completed through the Registrar's Office.

The University is approved by the Florida State Approving Agency to train eligible veterans and other eligible persons as determined by the Veterans Administration.

## **ACCOUNTING SERVICES**

Quarterly tuition and fee notices are mailed to the student, parents, or others assisting with educational expenses in accordance with the student financial plan developed during the planning process. In order to remain in good financial standing with the University, students must adhere to their 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 staff works very closely with the Student Financial Services office to assist students in developing a sound financial plan. Any student who anticipates a financial problem is encouraged to consult with the accounting staff. Failure to meet one's financial obligations may lead to termination from The University, withholding of academic transcripts, and assignment to a collection agency.

## **REFUND POLICY**

### **Return of Federal Title IV Aid**

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60 percent of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The University will determine the calendar days completed in the quarter divided by the total number of calendar days in the quarter. If the amount is less than or equal to 60 percent, then that percent of the Federal Title IV Aid received is the amount that can be retained.

The difference will be returned to the Federal Title IV Aid program from which funds were received in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PPLUS Loan, Pell Grant, Federal ACG Grant, Federal SMART Grant, and SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60 percent of the quarter/semester, the student may need to return some of those funds.

If the student needs to return funds, the University will notify the student regarding how much is owed and how it is to be returned.

The Return of Federal Title IV Aid calculation as described above and in the Enrollment Agreement for mid-quarter sessions will apply using the mid-quarter start and end dates.

### **Adjustment of charges**

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

Week One: 10%

Weeks Two and Three: 30%

Weeks Four and Five: 60%

After Week Five: 100%

For mid-quarter starts, in accordance with University policy, if a student withdraws from the University, the University will earn tuition and fees as follows, based on the week in which the student withdraws:

Week One: 25%

Week Two: 50%

After Week Two: 100%

Each academic quarter is eleven (11) weeks in duration. For mid-quarter starts, the academic quarter is approximately five (5) weeks in duration. The calculation of refunds is based upon

the last day of attendance within the quarter. Any portion of a week's attendance is considered a full week of attendance for purposes of determining adjusted charges.

The University will first calculate how much needs to be returned under the Federal Return of Title IV Aid policy. That amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the adjusted amount paid. The University will then calculate how much of the charges can be retained based on the University policy. The amount that can be retained will be subtracted from the adjusted amount paid.

If there is additional money to be refunded from Federal Title IV funds, the refund will be made to the student, or with the student's written authorization, to federal loans from which funds were received, in this order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PPLUS Loan.

If there is an additional credit balance remaining after the federal refund is made, under University policy, refunds to programs from which funds were received will be made in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PPLUS Loan, other loans, other aid (if required), student.

If kits, components of the kit, books, or supplies are returned to the bookstore in resalable condition within twenty-one (21) days of withdrawal, a credit will be given. For mid-quarter starts, students who leave school during the first three (3) weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit in resalable condition within ten (10) days of the student's last date of attendance of the mid-quarter.

All refunds and return of funds will be made within thirty (30) days of the date that the student notifies the University of the withdrawal.

Examples of the calculations for this policy are available in the Student Financial Services office.

## **G. SUPPLY STORE/PRINT SERVICES**

### **Print Service**

Some campuses have a student-discounted Print Service. Please see the Information Technology section of this handbook for more information on Print Services.

### **Copy Center**

There are copiers for student use located in the Library. Students will be charged a fee for copies. Students must comply with all federal copyright laws.

## **H. TECHNOLOGY**

### **NETWORK USE, COMPUTER SOFTWARE, AND INTERNET STATEMENT POLICY**

The University requires all persons using the University's technology and networks to abide by the Proper Use of Information Technology and Network Policy. Technology and networks covered under this policy include, but are not limited to, the following:

- Electronic mail (e-mail)
- Local databases
- Games
- Video and Audio
- CD-Roms
- External Media, e.g. Flash, hard-drives
- Photographs
- Digitized information
- Any records media
- Externally-accessed databases

### **Policy**

All students and temporary users are responsible for safeguarding the integrity of all resources used in completing their class projects. All users must respect the rights of other users, respect

the integrity of the physical facilities and controls, and comply with all licenses, laws, and contractual agreements with the highest of ethical standards.

- Users must respect others' privacy, including text (electronic mail and file transfer) and images (graphics and video).
- No cell phones may be used by faculty or students in the computer labs as a courtesy to others using the labs. Cell phones must be turned off prior to entering the labs.
- No eating (including chewing gum) or drinking is permitted in the computer labs. Open containers are not allowed on carpeted areas or outside the lab entrance.
- Open labs are designed for completion of University work only. Use of University computer labs for playing games and completion of freelance work is prohibited.
- No student peripherals or software may be used or installed in University computer labs without expressed written consent from the Director of Technology.
- During open lab times, leave the computers with specific uses open for student access. These include computers with dedicated scanners or video equipment.
- The safest place for your work is a removable media disk such as a CD, DVD, Flashdrive or portable harddrive. Each computer's hard disk should be used as a workspace, not storage space. You are responsible for backing up your data.

The University network is for school-related use only. Using the network for illegal file sharing, music sharing and otherwise illegal downloading of any copyrighted material is not allowed.

Violation of this policy will result in disciplinary action and/or legal action.

Students are responsible for the appropriate use of equipment, network, and Internet access provided to them. In order to promote understanding of what is considered unacceptable conduct, to encourage consistent action, and to assist those who, through lack of understanding or experience, could experience difficulties in defining "appropriate use," the following guidelines are included here:

- It is inappropriate to violate software license agreements by making unauthorized copies of computer software or loading unauthorized copies of software onto the University's computers.
- It is inappropriate to send e-mail messages that include profanity, vulgarity, or discriminatory or derogatory language or remarks.
- It is inappropriate to broadcast messages of personal statements regarding private issues, especially those of a political, religious, or controversial nature.
- It is inappropriate to use facilities for soliciting other students, sending chain letters, or for pranks.
- It is inappropriate to use facilities for freelance work.
- It is inappropriate to use facilities for illegal activities.
- It is inappropriate to use the Internet access to visit sites that are pornographic, vulgar, obscene, or that are otherwise of questionable moral value.

The preceding list is not meant to be exhaustive, but is only a representative sample of the types of inappropriate conduct to be avoided. In order to ensure proper use of equipment and networks, The University reserves the right to monitor or audit the use of all of the University's technical resources, including electronic communications. All Internet access through The University network will be monitored.

The University reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. No individuals other than University faculty, staff, and students will be permitted access to technical resources without the express written consent of the Campus Technology Manager.

### **Responsibility**

It is the responsibility of the University's Department of Technology to ensure that the technical resources are available when needed. Every effort will be made to minimize the time in which

systems are unavailable; however, there will be times when the system or specific resources will not be available for use for regularly scheduled maintenance or when unexpected problems occur.

Audits will be conducted from time-to-time to ensure compliance with the above policies.

Reports or discovery of suspected abuse will be immediately investigated. Violators of this policy will be subject to disciplinary procedures. Disciplinary action may include academic probation and expulsion from the University.

The University treats all violations of this policy seriously. The University will pursue disciplinary, criminal, or civil prosecution of violators when appropriate. This policy is available in its entirety in the office of the Campus Technology Manager.

## **EQUIPMENT CAGE**

The University provides a checkout system of video, audio, and photography equipment from the Equipment Cage for the purpose of completing University projects. The Equipment Cage hours vary from quarter to quarter, and the hours of operation are posted outside the room.

### **Equipment Checkout Policy:**

- Students may request a one-time, 24-hour checkout on most items at the time of checkout. In most cases this request will be granted.
- Students must show ID for all transactions
- There are no equipment reservations or exceptions
- Students may NOT renew equipment over the phone.
- A student's account must be in good standing to checkout equipment. Good standing includes no late fines, or a history of missing or damaged items.
- There are no overnight or 24-hour checkouts during the last week of the quarter or during student breaks.
- Damaged or lost items will be replaced at the cost of the student and charged to that student's account.

## **IV. ACADEMIC AFFAIRS**

The Academic Affairs Department consists of all of the areas of the University related to the delivery of instruction, registration, academic advisement, and learning resources.

*Students should refer to the University Catalog for  
Academic Policies and Procedures*

## **V. STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. STUDENT CONDUCT POLICY**

#### **SECTION I. GUIDING PRINCIPLES**

The University 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 University community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the University 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 University's mission.

#### **SECTION II. SCOPE**

This Student Conduct Policy applies to all students and student organizations at the University.

### SECTION III. REACH

The Student Conduct Policy shall apply to student conduct that occurs on University premises including online platforms, at University-sponsored activities, student organization sponsored events or in University 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 University), the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial University interest and potentially violates a campus policy.

### SECTION IV. RESPONSIBILITIES OF DUAL MEMBERSHIP

Students are both members of the University 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 University and to other individuals who make up the community. By enforcing its Student Conduct Policy, the University neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the University 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 University 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 university academic record;
  - g) Fabricating or falsifying data, research procedures, or data analysis;
  - h) Deceiving the University 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 university property, University- sponsored housing or at university 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 University 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 university property or the property of other students or University 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 university property, university 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 university (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other university 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 university officials
- ii. Breach of peace on university property or at any university-sponsored or supervised program
- iii. Any in-campus or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the University 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 university property or at any function sponsored or supervised by the University.
- b. Being under the influence of illegal or controlled substances on University property, or at any University function
- c. Use, sale, possession or distribution of alcoholic beverages on University property or at any function sponsored or supervised by the University.
- d. Being under the influence of alcohol on university property or at any University function is also prohibited

## 8. Verbal Assault, Defamation and Harassment

- a. Verbal abuse of a student or university 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 university.

## 10. Falsification

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

11. Abuse of the University disciplinary system, including but not limited to:
  - a) Failure to obey the summons of a disciplinary body or University official
  - b) Falsification, distortion, or misrepresentation of information before a disciplinary body or University 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 University Facilities
  - a) Unauthorized entry into, unauthorized use of, or misuse of University 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 University rules and regulations on University property or at university-sanctioned or university-sponsored functions
14. Insubordination
  - a) Persistent or gross acts of willful disobedience or defiance toward University personnel
  - b) Failure to comply with direction of University 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 University property or at a University- sponsored or supervised functions, upon request of University official acting in the performance of his/her duties
15. Violations of University Rules
  - a) Violations by guest of a student on university property. Students are responsible for the actions of their guests
  - b) Violation of University 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 university buildings or areas unless designated as a smoking area
  - d) Any violation of the student housing license agreement, rules and regulations and/or the university-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 university official
    - VII. Use of computing facilities to send obscene or abusive messages
    - VIII. Use of computing facilities to interfere with normal operation of the university's computing system

f) Failure to satisfy university financial obligations

The above list is illustrative only, and the University may sanction other conduct not specifically included on this list.

## SECTION VI. SANCTIONS.

The University 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 University 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 university'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 University-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 university for a pre-determined period of time. The student may be able to return to campus once specified conditions for readmission are met. The student may not attend classes, visit university-sponsored housing, use University facilities, participate in or attend University activities, or be employed by the university during his/her suspension.
6. **Expulsion:** The student will be expelled from the University immediately. The student will not be permitted to continue his or her studies at the university and may not return to the university or to university-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 university. 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 University community may file a complaint against any student for misconduct or for otherwise being in violation of the University policies.

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

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

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless the University 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 University 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 university staff that a risk to the health, safety or welfare of students, and/or the university community exists and including searches pursuant to an investigation of potential wrongdoing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the university, backpacks, portfolios and clothing. This policy also applies to student property in university-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.
2. The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
  - a. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of the University 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, page 13)
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 University 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 University-sponsored housing and/or to the university (including classes, labs, library) and/or all other university 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 university-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 University 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 campus may not be on University property, a student dismissed from University-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 University 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 University'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 in forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.

- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal.

The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

## **B. ACADEMIC INTEGRITY POLICY**

### **Academic Dishonesty**

The University does not tolerate plagiarism, cheating, copying or academic dishonesty in any form. Academic integrity policies apply to both the giver and receiver of information. Students who witness any act of academic dishonesty should report the incident to a faculty member, their Chairperson, or to another member of the University staff or administration immediately.

### **Plagiarism**

To avoid confusion on the part of the student, the University lists below examples of what constitutes plagiarism. It should be noted that this list is not intended to be exhaustive and may not include all forms of plagiarism, but is provided as clarification for the student.

- Any information used from any source (books, magazines, articles, newspapers, interviews, television documentaries, films, websites, painting, images, or other forms of original art or design work etc.) must be cited by providing the author's name and appropriate reference information adhering to the Modern Language Association (MLA) Style. These citations must be provided when using anyone else's ideas, concepts, theories, opinions, words, statements, images, photographs and artwork. Failure to cite such information constitutes plagiarism on the part of the student.
- Use of exact words from any source (three or more words copied exactly) must be placed within quotation marks. Use of quotation marks indicates that the phrase, sentence or paragraph was copied word for word. Failure to quote constitutes plagiarism on the part of the student.
- Summarization or paraphrasing ideas or words of a source must be cited using the MLA Style. Copying word for word from a source and changing only one word is not paraphrasing and still constitutes plagiarism.
- Simply highlighting or copying and pasting written work together from one or more source with no original written thought on the part of the student (even if external sources are cited) is plagiarism. Students are expected to research, paraphrase, rewrite, summarize, expand upon and reach their own conclusions in their own words.

Students should be advised that the zero tolerance policy as regards plagiarism applies to all courses at the University. Students are given the opportunity to ask for help on any assignment from their course instructors. Students may also receive clarification about plagiarism from their instructors, staff at the Learning Center (in Miami), the Library, or from the MLA and/or APA style manual.

### **Consequences of Plagiarism Policy Violation**

Students found to be in violation of the University plagiarism policies will be placed on Academic Probation for the remainder of their time at the University, and will meet with the instructor and their Department Chairperson. The incident will be reported in writing to the Associate Dean or the Dean of Academic Affairs. Following investigation and deliberation, which can include interviews with the faculty member, other witnesses, and the Department Chair, disciplinary action will be taken that is commensurate with the severity of the offense. Disciplinary action for a first-time offense may include one or more of the following:

1. Failure of the assignment, project, test or paper.
2. Course failure
3. Immediate administrative withdrawal from all courses in the term and a grade of WF in each.

Students are notified in writing of the decision and disciplinary action taken by the Associate Dean or the Dean of Academic Affairs who then places them on academic probation for the remainder of their time at the University. All relevant materials associated with the infraction are placed in the student's academic file.

Extreme instances of plagiarism (multiple assignments plagiarized, use of essay writing services, etc.) may result in immediate academic suspension from all classes taken at the University. A grade of "F" is given for all classes at that time. Students who are academically suspended must go through the re-entry process, including a written letter of appeal to the Dean of Academic Affairs.

Any second violation of the Plagiarism Policy, regardless of severity, will result in immediate permanent dismissal from the University.

### **Cheating and Copying**

The use of any device or method in the completion of an assignment or taking a test or quiz is strictly prohibited and considered a serious breach of academic honesty. To avoid confusion on the part of the student, the University lists below what constitutes cheating:

- The use of books, notes, materials, calculators, CD ROMs, Internet, or communication or collaboration with others which has not been authorized by the faculty members (mobile phones, tape recorders, etc.)
- Use of an essay service (on-ground or on-line) or purchase of essays from any external source.
- Use of original work that was previously written for another course and then re-submitted for a new course.
- Having someone else take an exam, quiz, or complete an assignment in place of the student.
- Using an essay, paper, project, assignment, etc. completed to satisfy one course to meet the requirements of another course without the knowledge and permission of the faculty member(s) involved.
- Turning in the same assignment simultaneously in more than one course without the knowledge and permission of the faculty member(s) involved.
- Unauthorized access to or use of examinations, tests or quizzes. Obtaining access to a copy of a test or test questions prior to taking the test.

### **Consequences of Cheating or Copying**

Any violation of academic integrity is a serious offense. Disciplinary action for a first-time offense may include one or more of the following:

1. Failure of the assignment, project, test or paper.
2. Course failure
3. Immediate administrative withdrawal from all courses in the term and a grade of WF in each.

Students are notified in writing of the decision and disciplinary action taken by the Associate Dean of Academic Affairs, who then places them on academic probation for the remainder of their time at the University. All relevant materials associated with the infraction are placed in the student's academic file.

Cheating may result in immediate academic suspension from all classes taken at the University. A grade of "F" is given for all classes at that time. Students who are academically suspended must go through the re-entry process, including a written letter of appeal to the Dean of Academic Affairs.

**Any second violation, regardless of severity, will result in immediate permanent dismissal from the University.**

### **The Appeal Process**

Students wishing to appeal the decision of the Associate Dean must do so in writing to the Dean of Academic Affairs within 72 hours of the receipt of the written notification. All appeals

must be submitted in writing to the Dean of Academic Affairs. Appeals may be granted if the disciplinary action was inappropriate, new evidence is available, or if the testimony of the violator was not possible due to a documented emergency.

If the decision is overturned by the Dean of Academic Affairs, a new written notice will be sent to the student, the faculty member of the course in which the violation occurred, the Associate Dean of Academic Affairs, any Honor Council members, and the Registrar.

### **Attendance**

All of the University's programs are designed for continuous, year-round enrollment with full course loads (typically 5 courses each term/quarter). Students should carefully consider the consequences of taking a reduced course load and should speak with both their financial planner and their academic advisor before making a decision. If a student interrupts his/her studies, he/she will have to lengthen the time of enrollment, since some courses are not offered every quarter.

## **C. STUDENT GRIEVANCE POLICY**

### **STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT**

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

Students who believe they have been subjected to discrimination or harassment in violation of the University's Non-Discrimination Policy should follow the procedure outlined below. This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the University's Non-Discrimination Policy has been violated.

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with the Dean of Student Affairs; or for academic matters with the Dean of Academic Affairs. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Student Affairs or the Dean of Academic Affairs.
2. The person accused of discrimination will have fourteen (14) calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs or the Dean of Academic Affairs.
3. The Dean of Student Affairs or the Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
4. The Dean of Student Affairs or the Dean of Academic Affairs will determine whether a violation of the University's non discrimination policy has occurred. The Dean of Student Affairs or the Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Student Affairs or the Dean of Academic Affairs determines that the policy has been violated, the Dean of Student Affairs or the Dean of Academic Affairs will also recommend corrective action.
5. The decision of the Dean of Student Affairs or the Dean of Academic Affairs may be appealed by petitioning the President's Office of The University's main or branch campuses. The written appeal must be made within twenty (20) calendar days of receipt of the

determination letter from the Dean of Student Affairs or the Dean of Academic Affairs. The President, or his/her delegate, will render a written decision on the appeal within thirty (30) calendar days from receipt of the appeal. The President's decision shall be final.

6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures.

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

### COMPLAINT POLICY

The University is dedicated to open communication and the exchange of ideas and/or concerns. Recognizing that, at times, a student may wish to voice a concern, the University has developed a procedure for handling students' general complaints. If a student has a complaint or concern regarding the University, the student should first see his/her Department Chair for academic matters, or Student Affairs for non-academic matters. Students may complete an Incident/Crime Report Form (available in the Student Affairs Department) to share any problems/concerns.

If the issue raised is not resolved in a satisfactory manner, the student is directed to submit a written account of the complaint to the Dean of Student Affairs if related to non-academic issues, or to the Dean of Academic Affairs for academic issues. The written account should include the student's name, cell phone number, Student ID number, and discuss the steps the student has taken to remedy the situation. At that time, the Dean of Student Affairs will determine what course of action would best resolve the issue. The Dean of Student Affairs may involve the Dean of Academic Affairs or any other faculty or staff member in assisting him/her. A follow-up meeting with the student and the Dean of Student Affairs and/or the Dean of Academic Affairs will be held within ten (10) class days of the date of the written complaint in an effort to resolve the issue.

If the student is not satisfied with the results, the student may file an appeal with the President's Office. The appeal should be in writing and contain the student's name and phone number. The student should prepare a detailed written statement about the complaint or concern (including the names and titles of any individuals involved), summarize the steps the student has taken to remedy the situation, indicate why the results are not satisfactory, and send or give the statement to the President of The University. The student will hear the results of the appeal within ten (10) class days from the date the appeal is received by the President. Please refer to the University's Arbitration Policy and Process for additional information regarding disputes or claims.

### ARBITRATION POLICY AND PROCESS

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

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

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

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

The arbitrator shall have no authority to arbitrate claims on a class action basis, and claims brought by or against you may not be joined or consolidated with claims brought by or against any other person. Any arbitration hearing shall take place in the federal judicial district in which you reside. Upon your written request, the University will pay the filing fees charged by the arbitration administrator, up to a maximum of \$3,500 per claim. Each party will bear the expense of its own attorneys, experts and witnesses, regardless of which party prevails, unless applicable law or this Agreement gives a right to recover any of those fees from the other party. If the arbitrator determines that any claim or defense is frivolous or wrongfully intended to oppress the other party, the arbitrator may award sanctions in the form of fees and expenses reasonably incurred by the other party (including arbitration administration fees, arbitrators' fees, and attorney, expert and witness fees), to the extent such fees and expenses could be imposed under Rule 11 of the Federal Rules of Civil Procedure.

The Federal Arbitration Act ("FAA"), 9 U.S.C. §§ 1, et seq., shall govern this arbitration provision. This arbitration provision shall survive the termination of your relationship with the University. If you have a question about the arbitration administrators mentioned above, you can contact them as follows: JAMS, 45 Broadway, 28th Floor, New York, NY, 10006; www.jamsadr.com; 800-352-5267; National Arbitration Forum, P.O. Box 50191, Minneapolis, MN, 55405; www.arb-forum.com; 800-474-2371.

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

#### THE ART INSTITUTES INTERNATIONAL LLC

Miami International University of Art & Design and its branches are subsidiaries of The Art Institutes International LLC (The Art Institutes), which is a subsidiary of Education Management Corporation. The Art Institutes International LLC has a three-member Board of Directors located in the 210 Sixth Avenue Office of Education Management Corporation and The Art Institutes International LLC, 33rd Floor, Pittsburgh, PA 15222-2603. The board members are John R. McKernan, Jr, Todd S. Nelson, John M. Mazzoni and Edward West.

To inform a University official, visit their offices or dial 305-428-5700 and ask for any one of the following numbers:

#### **Main Campus**

Dean of Student Affairs, 305-428-5900

Facilities Manager, 305-428-5686

Counselor/Student Support & Disability Coordinator, 305-428-5832

President, 305-428-5757

Director of Administrative and Financial Services, 305-428-5858

Dean of Academic Affairs, 305-428-5656

#### **Hours of Operation**

Main Building

Monday - Friday        6:00 a.m. to 12:30 a.m.

Saturday                7:00 a.m. to 8:00 p.m.

The University has a working relationship with local law enforcement. Local police jurisdiction shares information with the Florida State police. Contact for police matters needs to be referred to local police. Miami International University of Art & Design maintains a working relationship with the police authorities in order to ensure our institution is aware of all criminal offenses and arrests, which have occurred on campus and in the vicinity.

## **D. HARASSMENT**

### **NO HARASSMENT POLICY**

The University 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, or other verbal or physical conduct of a sexual nature where:

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

Examples of sexual harassment include, but are not limited to: unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; verbal abuse of a sexual nature; graphic commentary about an individual's body, sexual prowess, or sexual deficiencies; leering; whistling; touching; pinching; assault; coerced sexual acts; suggestive, insulting or obscene comments or gestures; stalking; and displaying sexually suggestible objects or pictures. The University 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 Discrimination and Harassment. Promptly after learning of such alleged conduct, the University 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 University-related retaliation. If an investigation confirms the allegations, the University will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

## **E. NON-DISCRIMINATION POLICY**

The University 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. The Dean of Student Affairs has been designated to handle inquiries and coordinate the University's compliance efforts regarding the non-discrimination policy.

## **F. ANTI-HAZING POLICY**

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

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

Individuals and/or student clubs that force, require, and/or endorse violations will be held directly responsible through the University’s student conduct process and, if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should contact the Dean of Student Affairs.

The negligence or consent of a student or any assumption of risk by the student is not a defense to an action brought pursuant to this policy. Student club activities or programs must not interfere with the rights and activities of others and should always reflect the best interests of the members of the organization it represents and the University community as a whole. In all cases of alleged violations of this policy, faculty and staff advisors and the national/international headquarters, if applicable, of any organization will be notified.

## **G. NON-FRATERNIZATION POLICY**

Due to the inherently unequal relationship that exists between a faculty member and students, close social relationships can be problematic. Such relationships can easily degenerate into cases of sexual harassment, and the real or perceived problem of favoritism can seriously affect the educational process. Violations of this policy may be brought to the attention of the Student Affairs Department. Such matters will be handled with discretion and confidence.

## **H. PROFESSIONAL CONDUCT**

The University expects its students and employees to conduct themselves in a professional manner at all times.

# **VI. HEALTH AND SAFETY**

## **A. EMERGENCY NOTIFICATION**

The University uses a voluntary electronic emergency notification system. In an emergency, the software will enable authorized college officials to reach members of the community through various communication channels, as chosen by the community members, e.g., home phone, personal cell phone, work email, etc. The University will also update the telephone system to reflect the emergency. Other means that may be used to notify students, faculty and staff include the internal email system, the school’s web site, flyers, P.A. announcements and word-of-mouth.

## **B. JEANNE CLERY/CRIME STATISTICS**

Miami International University of Art & Design

### ***Campus Crime Statistics***

*Campus crime statistics and the complete Jeanne Clery Act Report are available for the University, in hard copy in the Student Affairs offices. The latest reports are also available on-line at the following websites:*

*Miami –*

*<http://www.artinstitutes.edu/pdf/student-consumer-information/crime-report-miami.pdf>*

*Tampa –*

*<http://www.artinstitutes.edu/tampa/student-life/>*

*Jacksonville –*

*<http://www.artinstitutes.edu/jacksonville/student-life/>*

## **C. DRUG-FREE WORKPLACE INFORMATION**

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

### **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 annually to all University students and employees.

The University follows the policies for use of alcoholic beverages during university-sponsored functions as described below:

- State and municipal laws prohibit anyone under the age of 21 from being served alcoholic beverages.
- Signs reciting the above municipal and state law will be posted in the Student Lounge.
- Wine and beer are the only alcoholic beverages that may be served. Food must also be served simultaneously. Non-alcoholic beverages must also be offered.
- Advertising of the event must not promote the presence of alcoholic beverages as the focus of the gathering.
- Miami International University of Art & Design and The Art Institute of Jacksonville do not have a license for the sale of alcoholic beverages. While The Art Institute of Tampa has a liquor license for use in the campus's dining lab, the sale of alcoholic beverages on the University's premises or at any University-sponsored function is prohibited.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the property of or as part of any activity sponsored by the University. The University enforces all state and federal laws concerning illegal drugs.

Information on drug and alcohol abuse prevention will be distributed to students and employees once per academic year.

Any student or employee who fails to abide by the policies regarding the possession, use, or sale of alcoholic beverages or illegal drugs may be required to participate satisfactorily in a drug or alcohol abuse assistance or rehabilitation program. The program must be approved for such purposes by federal, state, or local health law enforcement, or other appropriate agency. For students, the Dean of Student Affairs' Office, in conjunction with the President's Office, will provide referrals to specific programs of counseling, treatment, or rehabilitation. For employees, the Department of Human Resources, in conjunction with the President's Office, will provide referrals to specific programs of counseling, treatment, or rehabilitation.

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

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious.

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

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

## **HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL**

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

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

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

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus, or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and gastritis
- Pancreatitis
- Birth defects
- In males, testicular atrophy and breast enlargement
- In females, increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by 10 to 12 years

## **HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS**

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

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

### ***Deliriants (aerosols, lighter fluid, paint thinner)***

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

### ***Depressants (barbiturates, tranquilizers, methaqualone)***

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

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

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

### ***Intravenous Drug Use***

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

### ***Marijuana and Hashish***

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

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

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

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

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

### **Sanctions**

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

### **State and Federal Sanctions**

Sanctions information may be obtained from state police or local law enforcement agencies. Additional sanctions exist under Florida law for drug and alcohol-related offenses, including denial of student loans and grants, ineligibility to participate in home loan and other assistance programs, revocation of your driver’s license, and denial or revocation of professional licenses.

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

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

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

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction, regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including but not limited to Pell Grants and Florida Student Assistance Grants (FSAG). However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and the University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

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

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

- Abrupt changes in mood or attitude
- Decreased efficiency at work or at school
- Frequent absences, tardiness, and/or early departures
- Relationship problems with family, friends, and co-workers
- Unusual outbursts of anger and hostility
- Social withdrawal

## **Counseling**

If you observe any of these changes in yourself or another student, you are encouraged to talk with the Dean of Student Affairs or the counselor for assistance. Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The Dean of Student Affairs or the Director of Human Resources can refer you to one that meets your needs.

## **Resources**

A list of emergency and sliding-fee scale resources is available from the Dean of Student Affairs and the Director of Human Resources. The following are additional sources of information:

- 24-hour Addictions Referral Network: 1-800-577-4341
- AIDS/HIV Treatment Hotline (Project Inform): 1-800-822-7422
- Drug Free Work Place Help Line: 1-800-967-5752
- The Federal Substance Abuse Hotline: 1-800-662-HELP (1-800-662-4357, option 2)
- The National Clearinghouse for Alcohol and Drug Information:  
1-301-468-2600 (Mail-outs are available for distribution)
- The National Institute on Drug Abuse Hotline: 1-800-662-HELP
- The National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- Suicide Prevention Hotline: 1-800-SUICIDE (1-800-784-2433)

## **Students Under the Influence**

The University promotes a healthy and safe educational environment. No student shall report to campus under the influence of a controlled substance used in an unlawful manner. Any student determined to violate this policy is subject to disciplinary action, up to and including suspension and dismissal. It is also a violation of this policy for students to attend class under the influence of alcohol or to become under the influence of alcohol at any University activity.

All referrals requiring immediate intervention with an intoxicated/under the influence student will be made to the appropriate Academic Department Director and the Dean of Student Affairs.

Students who are considered to be under the influence of alcohol or mood-altering drugs will be asked to leave the premises immediately. If deemed necessary, the student's condition will be referred to the Student Affairs Department for further disciplinary action.

## **D.SEXUAL OFFENDERS**

There are several ways that faculty, staff, and students can find information regarding registered sex offenders in this area. One way would be to log onto the Florida Department of Law Enforcement website [www.fdle.state.fl.us](http://www.fdle.state.fl.us) and click on the link for Sexual Predators and Offenders. This database contains public record information on offenders classified as sexual predators and sexual offenders under Florida law because of a conviction for a sex related crime and/or a specified crime against children. FDLE also has a toll free number (1-888-FL-Predator) or (1-888-357-7332) for information as well. Requests may be made between the hours of 8 am and 7pm, Monday through Friday. Local information can be received via County Police Department Sexual Crimes Bureaus

## E. SUICIDE PREVENTION

### The Problem of Suicide

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

### Symptoms

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

Depression and suicide have many common warning signs, including:

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

Specific signs of potential suicide include:

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

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

Suicide can 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 University 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 University counselor and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

- If you or someone you know is contemplating suicide, call 1-800-SUICIDE (1-800-784-2433) or [www.hopeline.com](http://www.hopeline.com).
- National Mental Health Association  
1-800-969-6642 or [www.nmha.org/index.cfm](http://www.nmha.org/index.cfm)
- National Institute of Mental Health  
1-800-421-4211 or [www.nimh.nih.gov](http://www.nimh.nih.gov)

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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](http://www.nmha.org/index.cfm)

## **Procedures Following Suicide Threats, Attempts & Situations Where a Student May Be Harmful to Themselves or Others**

The University 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 University student code of conduct.

In the event that the University has reasonable cause to believe that a student attempted or will attempt suicide, or has engaged in efforts to prepare to commit suicide, or may otherwise appear harmful to self or others, the University 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 University 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 University will ask the mental health professional to share information about what steps the University might take to protect the safety of the student and the University community at large. Students with psychological impairments that affect the student's ability to function in the University 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 University and is not believed by the healthcare provider to present a threat to harm himself/herself or others. Notwithstanding, The University, at its discretion, may set restrictions and/or conditions for the student to return to University, including receiving outside counseling, signing a safety contract, and restricting or denying University-sponsored housing accommodations.

The University 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 University and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits University 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.

## **F. FIREARM POLICY**

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

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

## **VII. APPENDIX – MIU MAIN CAMPUS**

### **A. UNIVERSITY INFORMATION**

#### **ADMINISTRATION OVERVIEW**

Miami International University of Art & Design and its branch campuses are governed by a Board of Trustees and administrative oversight is provided by the local campus's Executive Committee.

### **B. ACCREDITATION AND LICENSING**

#### **INSTITUTIONAL ACCREDITATION**

Miami International University of Art & Design and its branch campuses, The Art Institute of Jacksonville and The Art Institute of Tampa, are accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award diplomas, associate's, baccalaureate, and master's degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Miami International University of Art & Design.

#### **PROGRAM ACCREDITATION**

The Interior Design program leading to the Bachelor of Fine Arts at Miami International University of Art & Design (Miami Campus) is accredited by the Council for Interior Design Accreditation, [www.accredit-id.org](http://www.accredit-id.org), 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.

#### **STATE LICENSING**

Miami International University of Art & Design is licensed by the Florida Commission for Independent Education, License No. 2581.

The Art Institute of Jacksonville is licensed by the Florida Commission for Independent Education, License No. 3427.

The Art Institute of Tampa is licensed by the Florida Commission for Independent Education, License No. 3110.

### **C. ADMINISTRATION – EXECUTIVE COMMITTEE**

#### **MIAMI INTERNATIONAL UNIVERSITY OF ART & DESIGN**

##### **EXECUTIVE COMMITTEE**

Erika Fleming	President
Joe Giannattasio	Vice President of Administration and Financial Services
Paul Cox	Dean of Academic Affairs
Debra Pierce	Director of Career Services
John Osborne	Dean of Student Affairs
Siuberto Socarrás	Director of Human Resources
Kevin Ryan	Senior Director of Admissions

#### **PARKING**

Student parking permits are \$45.00 per quarter (prices are subject to change) and may be purchased from the Accounting Department. Permits must be renewed quarterly and the fee paid by the 10th day of each quarter. A \$30 reactivation fee will be charged for cards not renewed during the renewal period. Students assume all risk and liability for their vehicles. All cars improperly parked or without a permit will be towed at the owner's expense.

## D. UNIVERSITY CALENDAR – MAIN CAMPUS

	Independence Day	Monday, July 04, 2011
	New Student Orientation	Thursday and Friday, July 7 and 8, 2011
Week 1	Quarter Begins	Monday, July 11, 2011
	Résumé Workshop	Friday, July 15, 2011
Week 2	Last day to Drop/Add	Monday, July 18, 2011
	Job Fair	Wednesday, July 20, 2011
Week 3	Pizza With The Pros	Tuesday, July 26, 2011
Week 4	Senior Seminar	Tuesday, August 02, 2011
Week 5	Registration for Next Quarter Begins	Monday, August 8, 2011
Week 6	Midterms Week	Week of August 15 – 20, 2011
	Mid-Term Start	Thursday, August 18, 2011
Week 9	Labor Day (no classes)	Monday, September 05, 2011
	Last day to Withdraw with “W”	Friday, September 09, 2011
Week 11	Graduate Clearance	Monday, September 19, 2011
	Portfolio	Wednesday, September 21, 2011
	Quarter Ends	Saturday, September 24, 2011
	New Student Orientation	Thursday and Friday, Sept. 29 and 30, 2011
Week 1	Quarter Begins	Monday, October 03, 2011
	Résumé Workshop	Friday, October 07, 2011
Week 2	Last day to Drop/Add	Monday, October 10, 2011
	Job Fair	Wednesday, October 12, 2011
Week 3	Pizza With The Pros	Tuesday, October 18, 2011
Week 4	Senior Seminar	Tuesday, October 25, 2011
Week 5	Registration for Next Quarter Begins	Monday, October 31, 2011
Week 6	Midterms Week	Week of November 7- 12, 2011
	Mid-Term Start	Thursday, November 10, 2011
	Veterans Day (no classes)	Friday, November 11, 2011
Week 8	Thanksgiving (no classes)	Thursday, Friday, & Saturday; Nov. 24-26, 2011
Week 9	Last day to Withdraw with “W”	Friday, December 02, 2011
Week 11	Graduate Clearance	Monday, December 12, 2011
	Portfolio	Wednesday, December 14, 2011
	Quarter Ends	Saturday, December 17, 2011
	Christmas/New Year’s (offices closed)	Friday 12/23, Monday 12/26, and Friday 12/30
	New Student Orientation	Friday, January 06, 2012
Week 1	Quarter Begins	Monday, January 09, 2012
	Résumé Workshop	Friday, January 13, 2012
Week 2	Martin Luther King, Jr. Day (no classes)	Monday, January 16, 2012
	Last day to Drop/Add	Tuesday, January 17, 2012
	Job Fair	Wednesday, January 18, 2012

Week 3	Pizza With The Pros	Tuesday, January 24, 2012
Week 4	Senior Seminar	Tuesday, January 31, 2012
Week 5	Registration for Next Quarter Begins	Mon., February 6, 2012
Week 6	Midterms Week	Week of February 13-18, 2012
	Mid-Term Start	Thursday, February 16, 2012
Week 7	Presidents' Day (Observed, no classes)	Friday, February 24, 2012
Week 9	Last day to Withdraw with "W"	Friday, March 09, 2012
Week 11	Graduate Clearance	Monday, March 19, 2012
	Portfolio	Wednesday, March 21, 2012
	Quarter Ends	Saturday, March 24, 2012
	New Student Orientation	Friday, March 30, 2012
Week 1	Quarter Begins	Monday, April 02, 2012
	Résumé Workshop	Thursday, April 05, 2012
	Good Friday (no classes)	Friday, April 06, 2012
Week 2	Last day to Drop/Add	Monday, April 09, 2012
	Job Fair	Wednesday, April 11, 2012
Week 3	Pizza With The Pros	Tuesday, April 17, 2012
Week 4	Senior Seminar	Tuesday, April 24, 2012
Week 5	Registration for Next Quarter Begins	Monday, April 30, 2012
Week 6	Midterms Week	Week of May 7-12, 2012
	Mid-Term Start	Thursday, May 10, 2012
Week 9	Memorial Day (no classes)	Monday, May 28, 2012
	Last day to Withdraw with "W"	Friday, June 01, 2012
Week 11	Graduate Clearance	Monday, June 11, 2012
	Portfolio/Commencement	Wednesday, June 13, 2012
	Quarter Ends	Saturday, June 16, 2012
	Independence Day (offices closed)	Wednesday, July 04, 2012
	(SU12 Quarter Begins )	Monday, July 09, 2012

All University calendar dates are subject to change.

## **E. COMMUNITY RESOURCES**

### **Treatment and Rehabilitation Centers**

Alcoholic's Anonymous, Miami Dade Intergroup	(305) 461-2425
Narcotics Anonymous, Covering Dade and Broward County	(305) 265-9555
Al Anon, Covering Dade and Broward County	(305) 663-1432
National Drug and Alcohol Treatment Referral Hotline	(888) 762-3750

### **Rehabilitation Centers**

South Miami Hospital, 786-662-8118, 7400 SW 62nd Avenue, Miami, FL 33143

The Village, 305-573-3784, 3180 Biscayne Blvd., Miami, FL 33137

The following is a list of the community services available to employees and students:

1. Safe Space (305) 758-2546
2. Jackson Health System Rape Hotline (305) 585- 7273
3. Women in Distress (954) 760-9800

In addition, the Dean of Student Affairs and Counselor maintain a comprehensive list of Hotlines & Support Services.

## VIII. APPENDIX – TAMPA BRANCH CAMPUS

### A. ADMINISTRATION – EXECUTIVE COMMITTEE

OPEN	President
Ted Jastremski	Dean of Academic Affairs
Jayson Sefchick	Director of Admin and Financial Services
Ruth Semelsberger	Dean of Student Affairs
Bruce McCain	Director of Career Services
Wendy Perez	Director of Human Resources
Rob Caruso	Senior Director of Admissions

### B. PHONE DIRECTORY

#### ACADEMIC AFFAIRS

Dean of Academic Affairs.....	813-393-5220
Chef Director, Culinary Arts.....	813-393-5352
General Education Director.....	813-393-5223
Academic Advisor.....	813-393-5353
Registrar.....	813-393-5214
Director of Library Services.....	813-393-5322

#### ACCOUNTING AND FINANCIAL SERVICES

Director of Administrative and Financial Services.....	813-393-5215
Director of Financial Services.....	813-393-5298
Supply Store Manager.....	813-393-5349
Senior Student Accountant.....	813-393-5351

#### ADMINISTRATION

President.....	813-393-5212
Director of Human Resources.....	813-393-5328
Director of Public Relations.....	813-393-5330
Senior Director of Admissions.....	813-393-5208
Security.....	813-872-6593
Director of Career Services.....	813-393-5368
Dean of Student Affairs.....	813-393-5228
Counselor.....	813-393-5365
Director Housing Services.....	813-393-5271
Technology.....	813-393-5225
Equipment Cage.....	813-873-2112

### C. UNIVERSITY CALENDAR-TAMPA BRANCH

#### HOUSING ORIENTATION

Fall 2011	September 30 & October 1, 2011
Fall Mid-Term	November 8, 2011
Winter 2012	January 8, 2012
Winter Mid-Term	February 15, 2012
Spring 2012	April 1, 2012
Spring Mid-Term	May 9, 2012
Summer 2012	July 7 & 8, 2012
Summer Mid-Term	August 15, 2012

## D. PARKING

The Art Institute of Tampa requires all students to have and display a parking pass hangtag in order to park in the designated campus parking areas (garage and parking lot). The purpose of the parking pass is to ensure that no unauthorized vehicles are parked in the lot. Students park at their own risk and liability.

The campus or Highwoods Properties is not responsible for loss of property, theft, or damage to any vehicles. Students are required to park in the campus designated parking area.

The tag should be displayed on the vehicle's rearview mirror and must be visible at all times when parked in the designated parking areas. If the vehicle does not have a parking tag displayed, a warning will be issued. On the second offense, the vehicle will be towed at the owner's expense. Visitor parking will be strictly enforced and is intended to be used only by visitors and non-attending students. All cars improperly parked, such as in spaces designated "Reserved," "Visitor," "Parking by Disabled Permit Only," etc., will be towed at the owner's expense.

There will be a \$30 charge per quarter for the parking pass. This fee will be billed directly to each account at registration. At graduation or withdrawal from the program, the parking tag should be returned. If the parking tag is not returned, a hold could be placed on your account. You will be required to fill out an application for the parking pass, which is available at the reception desk. Please bring the tag number and vehicle make and model to complete the application. It is your responsibility to update the parking information when you have any vehicle or contact information changes. There will be a \$25 replacement fee for all lost parking tags. (These fees are subject to change with 90 days notice.)

## E. SECURITY MEASURES

- **All Employees & Students** required to wear their Campus ID (must be visible) at all times while on Campus.
- Guests are permitted on campus if they are escorted by a student or school official at all times after checking in at the front desk.
- **All guests must sign in and be issued a visitor's badge by the Security Officer or Receptionist.**
- Faculty and staff expecting guest speakers or other visitors must notify the front desk in advance so that the Security Officer or Receptionist can properly greet and appropriately direct them.
- Guests must be escorted at all times.
- Guests are not permitted in the classrooms, labs, kitchens or other workspace without direct and prior consent from the Dean of Academic Affairs. This includes dependent children of students or faculty.
- Any complaints received because of this policy are to be referred to Ted Jastremski, Dean of Academic Affairs, or Ruth Semelsberger, Dean of Student Affairs.
- Anyone found violating this policy will be required to leave the premises.
- Students & employees are encouraged to use AI entrance and park in the garage or in the parking lot outside of the AI entrance.
- Anyone with a **third violation** will be required to meet with immediate supervisor, or the Dean of Student Affairs to discuss the ID badge requirements.
- Current Employees and Students without his or her **campus** identification will need to sign in, and **Security or Receptionist need to verify via Security Software or CARS or CampusView if the Student or an Employee is still in active state with our Campus.**
- **VIP Guest Badges** should only be checked out to EDMC Visitors or guests accompanied by the President.

## F. COMMUNITY RESOURCES

2-1-1 Hotline Services are available in both Hillsborough and Pinellas Counties 24 hours a day. Hotline services provide assistance for suicide, rape, substance abuse, homelessness, hunger, and parenting.

In addition, the following is a list of off-campus counseling and mental health agencies available in Hillsborough County to assist a victim of sex offenses:

APPLEservices – Sexual Abuse/Assault Treatment and Counseling Program, 264-9955. Hours of operation are Monday through Thursday from 9:00am to 7:00pm and by appointment on Friday. Fees are calculated on a sliding scale based on income. Full level of confidentiality.

Domestic Violence Program, 813-272-6423, 24-Hour Hotline if referred by local law enforcement agency. No fee. No confidentiality. However, program provides therapy referrals.

## IX. APPENDIX – JACKSONVILLE BRANCH CAMPUS

### A. ADMINISTRATION – EXECUTIVE COMMITTEE

Brian Mazur	President
Elliot Robins	Dean of Academic Affairs
Marcy DeVault	Director of Administrative and Financial Services
Becca Burleigh	Senior Director of Admissions
Michael McKenna	Dean of Student Affairs
Terri Norero	Human Resources Manager
Melanie McLendon	Director of Career Services

### B. PHONE DIRECTORY

Academic Affairs .....	904-486-3065
Accounting .....	904-486-3017
Admissions .....	904-486-3000
Career Services .....	904-486-3004
Culinary Department.....	904-486-3037
General Education.....	904-486-3021
Human Resources .....	904-486-3049
IT .....	904-486-3014
Library.....	904-486-3016
Main Number .....	904-486-3000
Student Affairs .....	904-486-3050
Student Financial Services.....	904-486-3010

### C. UNIVERSITY CALENDAR –JACKSONVILLE BRANCH

#### HOUSING MOVE IN AND ORIENTATION

Fall	Sept 28, 2011 Housing Move in Sept 29 & Sept 30, 2011 Orientation
Fall II	Nov 9, 2011 Housing Move in Nov 10 2011 Orientation
Winter	Jan 5, 2012 Housing Move in Jan 6, 2012 Orientation
Winter II	Feb 15, 2012 Housing Move Feb 16, 2012 Orientation
Spring	April 29, 2012 Housing Move in

	April 30, 2012 Orientation
Spring II	May 9, 2012 Housing Move in May 10, 2012 Orientation
Summer	July 4, 2012 Housing Move in July 5 & 6, 2012 Orientation
Summer II	August 15, 2012 Housing Move in August 16, 2012 Orientation

#### D. PARKING

Parking for students, staff, faculty and visitors is provided in the Parking Garage located in front of the school. Students, staff, faculty, and visitors assume all risk and liability for their vehicles. Parking Policy is available at the front desk in the Art Gallery.

#### E. VISITORS & CHILDREN

VISITOR POLICY – this pertains to any non-enrolled student or non-Ai staff member

- **All visitors must sign in and be issued a visitor’s badge and sign out when leaving the building.** Visitors must be escorted at all times. When your meeting is over, please escort your visitor to the front lobby and sign them out. If your visitor is waiting for a ride, your visitor **must** wait in the Reception area in The Gallery, they will need to sign out when they leave the building.
- Faculty and staff members who expect guest speakers or other visitors must notify the Front Desk in advance so that the Security Officer or Receptionist can properly greet and appropriately direct the visitor.
- Students wishing to bring a visitor into the classrooms, labs, kitchens, or other workspace must have direct and prior consent from either the Instructor, Dean of Academic Affairs or President. Classrooms and labs are professional environments and visitors can be a distraction from educational goals. Classrooms, labs and kitchens are for student’s use only.
- **Children must not be left unsupervised in any location of the school;** this includes dependent children of students or staff. Individuals wishing to use the Library while a child is under their direct supervision must receive approval from the Librarian or Dean of Academic Affairs. The Library is a place for study and research and children can sometimes be a distraction or disruption in that environment.
- Any abusive or inappropriate behavior towards the Security Officer, Receptionist, or staff requesting compliance with these policies will be documented in an incident report. Anyone found violating this policy will be informed politely that they are violating the school’s policy and the guest may be required to leave the premises. The Art Institute of Jacksonville is authorized to evict any unauthorized visitors from the property.
- Any complaints received because of this policy are to be referred to President of the school, Dean of Academic Affairs, or Dean of Student Affairs. Any temporary or permanent changes to this policy can be made with the approval of the President of the school.

## **F. ID POLICY**

This policy is designed to assist Security and Staff in monitoring who is entering the building and who is on our premises at all times.

Every student and staff member of The Art Institute of Jacksonville must carry and visibly wear their official School ID with them at all times while on-campus and must be able to present School ID when requested to by any school official. To gain access to the building, students/staff members must present their School ID. If you forgot your School ID, you will need to attain a Temporary School ID from the Receptionist in the Art Gallery. If your School ID is lost, it must be replaced immediately, the School ID replacement charge is \$5.00. Replacement Fee must be paid at Student Accounting before getting a new School ID at Check-Out.

Students will need to present their official School IDs for services, some examples are to gain access to the building, to check out any resources from the Library, to sign out any equipment from Check-Out, to access any information from Student Accounting or the Registrar's Office, etc.

## **G. COMMUNITY RESOURCES**

The Sexual Assault Response Center (SARC)

2104 Boulevard

(On the corner of 11th Street and Boulevard)

904-244-4600 or 904-244-RAPE

Victim Services Division, Community Services Department of the City of Jacksonville. The Sexual Assault Response Center (SARC) is located on the campus of SHANDS Jacksonville, in a free-standing building.