

ADDENDUM

The Art Institute of Virginia Beach A branch of The Art Institute of Atlanta

The Art Institute of Virginia Beach

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PREFACE

The campus of The Art Institute of Virginia Beach is scheduled to open in January 2010. The following addendum updates the 2009 catalog of The Art Institute of Atlanta with information relevant to the new campus.

ABOUT VIRGINIA BEACH

Virginia Beach is located where Virginia meets the sea in the scenic southeastern corner of the state. The city is just 20 minutes from Norfolk International Airport and conveniently accessible from the major highways along the eastern seaboard. It is the largest city in Virginia and boasts some of the longest and most beautiful beaches in the country. First settled in the 17th century, Virginia Beach offers a fascinating juxtaposition of history, artistic sensibility, and leisure activities. Each year, more than 400 artists travel to Virginia Beach for the Boardwalk Art Show and Festival, ranked as one of the top 15 fine art shows in the United States by *Sunshine Artist Magazine*. The Contemporary Art Center of Virginia features changing exhibits of painting, sculpture, photography, glass, video, and other visual media from internationally-acclaimed artists as well as artists of national and regional renown. Additionally, visitors can experience opera, dance, and musical performances at venues throughout the region, including the new Sandler Center for the Performing Arts. Each spring, Virginia Beach also participates as a regional venue in the annual Virginia Arts Festival, which brings some of the world's finest performers of classical music, dance, world beat, and more to the Hampton Roads area. The city provides a stimulating environment for budding artists, designers, musicians, and culinarians engaged in achieving their educational goals at The Art Institute of Virginia Beach.

ABOUT THE ART INSTITUTE OF VIRGINIA BEACH

The Art Institute of Virginia Beach, founded in 2009, is a branch of The Art Institute of Atlanta, a college of creative professional studies, which in 2009 celebrated 60 years of educating creative minds. The Art Institute of Atlanta has a rich tradition and history of excellence, with thousands of outstanding alumni in the professional, creative, and culinary fields. Along with its focus on career-oriented education, The Art Institute of Atlanta has been shaped by its pioneering, entrepreneurial spirit, its unwavering commitment to student success, its pursuit of academic excellence, and its responsiveness to changes in the employment needs of the marketplace. The goal of The Art Institutes schools is to provide students with the tools they need to refine and develop the creative talent and technical skills they need to compete both today and in the future. As a branch campus, The Art Institute of Virginia Beach builds on this tradition, as it creates its own.

PROGRAMS OFFERED

For a full description, course requirements, and course descriptions of each of these programs of study, see the 2009 Catalog.

Advertising (BA)
Culinary Arts (AA)
Culinary Arts Management (BS)
Fashion & Retail Management (BA)
Graphic Design (AA, BFA)
Interior Design (BFA)
Media Arts & Animation (BFA)
Photographic Imaging (BFA)
Web Design & Interactive Media (AA, BFA)

AA: Associate in Arts; BA: Bachelor of Arts; BFA: Bachelor of Fine Arts; BS: Bachelor of Science

TO THE 2009 CATALOG OF THE ART INSTITUTE OF ATLANTA
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LICENSING

The Art Institute of Virginia Beach is certified by the State Council of Higher Education to operate in Virginia (*James Madison Building, 101 N. Fourteenth Street, Richmond, Virginia 23219, 804.225.2600*).

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The Art Institute of Atlanta, founded in 1949, has a long tradition of preparing students for careers by providing a challenging educational environment that responds to changing technologies and the needs of the marketplace. The college is proud of its history of providing graduates with the creative and technical skills demanded by today's employers.

Our satellite campus and six branches—The Art Institute of Atlanta-Decatur (*founded in 2008*), The Art Institute of Charleston (*founded in 2007*), The Art Institute of Tennessee-Nashville (*founded in 2006*), The Art Institute of Washington (*founded in 2000*), The Art Institute of Washington-Northern Virginia and The Art Institute of Virginia Beach (*both founded in 2009*)—are building on this tradition to create their own. No matter which campus you choose, you will benefit from our commitment to students and from a rigorous education in the creative arts.

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Facilities

The Art Institute of Atlanta, The Art Institute of Atlanta—Decatur, The Art Institute of Charleston, The Art Institute of Tennessee—Nashville, The Art Institute of Virginia Beach, The Art Institute of Washington, The Art Institute of Washington—Northern Virginia each provide quality educational technology and resources specifically chosen to support the programs of study offered at that location. Each campus, small or large, includes classrooms, studios, labs, a library, a gallery for showing student work and other exhibits relating to students' programs of study, a supply store for art supplies and books, and offices for faculty and staff at the level required for students to be successful. Equipment provided includes PC and Macintosh computers, printers, cameras, lighting, professional kitchens and dining labs, and other equipment needed for hands-on learning in each program of study.

Each campus also has one or more student lounges, and both Atlanta and Washington offer counseling centers and tutoring centers. Charleston, Decatur, Nashville, Northern Virginia, and Virginia Beach offer tutoring services as well as referrals for counseling as needed.

A commitment to small classes and hands-on learning is reflected in the facilities provided for education. The year-round average class size for The Art Institute of Virginia Beach is estimated to be 22 or fewer students. Class size, however, will not exceed 28 students in lab sessions and 40 students in lecture sessions. Facilities, equipment, and software mirror the working world so students gain the experience and technical know-how they will need, whether they work with bytes or bites.

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TENTH QUARTER (16 CREDITS)

CL	345	Quality Service Management and Training
CL	348	Legal Issues and Ethics for Culinarians
EC	310	Economics
SP	101	Beginning Spanish Conversation and Culture

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AU220 AUDIO RECORDING II

Building on skills learned in AU 210, students develop advanced engineering skills and knowledge. They explore various musical formats, aesthetic and acoustical issues, and techniques and equipment used in the professional recording industry.

Prerequisite: AU210

GD326 ADVANCED TYPOGRAPHY

Building on the historical understanding acquired in previous courses, an exploration of contemporary and experimental typographic design is the focus of this course. Current trends, practical communication considerations of typography, and its resonance in the design process, guide project outcomes. *Prerequisites: GD241, GD431*

INT335 DIGITAL PRESENTATION

This course experiments with alternate methods of creating and producing interior design presentations. Combining a variety of software, reproduction methods, and manual technology, students explore ways to manipulate and integrate images and text into a cohesive graphic package. Issues of design, composition, and typography are addressed. *Prerequisites: P104, INT234, INT237*

TUITION AND FEES**Tuition**

Current tuition rate per credit hour \$472

Tuition	Per Quarter	Per Academic Year
(16 credit hours)	\$7,552	\$22,656

Lab fees

Culinary Fee	\$285 per quarter (all quarters)
Interior Design	\$30 per quarter (all quarters)
Photographic Imaging	\$50 per quarter (all courses)
Online Fee	\$100 per course

***Total tuition costs to complete each program are:**

12-quarter Bachelor's Degree Program	(192 credits)	\$90,624
7-quarter Associate in Arts	(112 credits)	\$52,864
6-quarter Associate in Arts	(96 credits)	\$45,312

*The total costs are based on the current credit hour rate. The Art Institute of Virginia Beach will increase the tuition rate at least once per year, which will increase the total amount of the program. Fees may also increase once per year. Tuition costs of up to \$3,776 (at the current rate of \$472 per credit hour) beyond the usual total for a degree may occur if the student is required to take transitional studies classes for developmental purposes. Students take a maximum of two transitional studies classes.

Starting Kits and Additional Required Equipment

The starting kit is optional and consists of basic equipment, first-quarter textbooks and materials needed for beginning each program. A list of the components of the starting kit is provided to each enrolled student. Kit prices include tax and are subject to change.

Advertising	\$1,420
Graphic Design	\$1,500
Interior Design	\$965
Photographic Imaging	\$2,825
Fashion & Retail Management	\$745
Web Design and Interactive Media	\$830
Media Arts & Animation	\$1,500
Culinary	\$1,300

In addition to the starting kit, students will need to make purchases of specialized equipment at some point in some programs. Also, students should anticipate an additional \$500 for other equipment for the program.

Supplies and Textbooks

The average monthly cost of consumable supplies and textbooks by program is as follows:

Advertising	\$125
Graphic Design	\$125
Interior Design	\$125
Media Arts & Animation	\$125
Photographic Imaging	\$250
Fashion & Retail Management	\$125
Web Design and Interactive Media	\$125
Culinary	\$70

Please note that the actual costs often occur at the start of a quarter, and are not evenly spread throughout the quarter.

ADDITIONAL ATTENDANCE INFORMATION AND POLICY**Attendance Verification**

You may verify your attendance at any time during the quarter with the registrar's office. Students will receive an attendance record of all marks of present and absence recorded to date (*snapshot*). Any discrepancies should be discussed with the individual instructor. Should an error be detected, the instructor must submit in writing a request to correct the discrepancy(s). The registrar's office will not accept corrections from students. **Students who are absent seven class days in a row will be withdrawn from the college.**

Medical Leave

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

1. A completed exit-from-program form obtained from the registrar's office indicating medical leave intent.
2. A letter from the student indicating their request to obtain medical leave must be submitted to the registrar's office.
3. Supporting documentation from a physician indicating the duration of medical leave.*
4. Final notification from the physician indicating the release date upon which the student can return to college.

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

Personal/Bereavement Leave

Personal/bereavement leave requests require similar documentation as medical leave requests. See the registrar's office for details.

STUDENT REENTRY PROCESS

Any student who has left The Art Institute of Virginia Beach for any time period must go through the formal reentry process, and each student's academic status must be reviewed before they can be considered for reentry. Contact the admissions office for additional information.

Procedure for Reentry After Academic Termination

A student terminated for violating the Satisfactory Academic Progress Policy (*SAPP*) must appeal in writing to the dean of academic affairs for reentry before the start of the quarter in which he/she wishes to return. Also, any student who ceased attendance and whose grades in the last quarter of attendance caused him or her not to meet the minimum standards of the SAPP must go through the same appeal process. The appeal procedure below applies.

If the appeal is granted, the re-entering student will be placed on probation during the quarter of return. The student must meet the minimum standards of the SAPP to continue in the program. The student must successfully retake courses previously failed so that the recalculated GPA and successful completion percentage meets or exceeds the minimum requirements. Some form of academic evaluation must be conducted by the dean or review committee to determine that the student has the desire and the academic ability to progress satisfactorily in the program. **A student is allowed only one reentry appeal after being academically terminated.**

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS REPORT

Once the campus is operational, The Art Institute of Virginia Beach will provide information to all of its employees and students as part of the college's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions in the interim, please contact the dean of academic affairs at The Art Institute of Virginia Beach, 4500 Main Street, Suite 100, Virginia Beach, VA 23462 (757.493.6700).

STUDENT RECORDS RETENTION

The following list indicates the maximum length of time that The Art Institute of Virginia Beach or its ultimate parent corporation, Education Management Corporation, will retain certain categories of records.

Indefinitely/Permanently

Academic Transcripts
Financial Responsibility Records (*Title IV funding*)
Permanent Educational Records (*ACCST*)
Title IV Funds Disbursement and Delivery:
 Bank Statements
 Student Account Records

Five years from the date of last attendance

For ACICS-accredited schools: Admissions Data and other student records

Four years after the year the student last attended

Completion, graduation and transfer rates documentation
Cost of attendance documentation
Documentation relating to each student or parent borrower's receipt of Title IV funds
Entrance or exit loan counseling documentation
Federal work-study documentation
Financial aid history for transfer students
FISAP back-up documentation
SAR or ISIR
Student certification statements and supporting documentation
Student course and program of study records
Student loan repayment records and documentation
Student satisfactory progress records
Title IV application data
Title IV eligibility documentation
Title IV required reports:
 Crime reports
 FISAP income grid information

GENERAL POLICIES

The Art Institute of Virginia Beach reserves the right to change the policies contained from time to time. Notice is not required for a new policy to take effect; however, The Art Institute of Virginia Beach will make reasonable attempts to notify students promptly of any policy changes through website or email postings, mail distributions, or other methods deemed appropriate by the college administration.

Appropriate Attire

You are expected to dress appropriately for your profession while at The Art Institute of Virginia Beach. You are expected to display good judgment; clothes should be comfortable and reasonable for the activities of education. Hats, sunglasses, short shorts, and any attire with words that are offensive to others are not appropriate. Headphones may not be worn in classrooms without the consent of the faculty member, and are not permitted in the library—learning resource center. You must wear shoes and shirts at all times. Violations may result in your being asked to leave The Art Institute of Virginia Beach until you return in appropriate attire.

Art Institute of Virginia Beach Property

You are responsible for any Art Institute of Virginia Beach books or equipment you use or check out. If material is lost or damaged, you will be charged for the cost of replacement or repair at The Art Institute of Virginia Beach's discretion.

Children and Guests

For reasons of safety and to ensure an appropriate educational environment, children and student guests are not permitted in classrooms, laboratories, or the library. Unattended children are not permitted anywhere in the building or on the property surrounding it.

Illness or Injury

If you are injured or become ill at The Art Institute of Virginia Beach or at any Art Institute of Virginia Beach function, we will arrange, if necessary, to have you taken to a physician, medical center or other emergency treatment facility. You will be responsible for any resulting expenses. Review your personal and family insurance policies to determine whether adequate coverage exists. Information concerning student health insurance is available in the department of student affairs.

International students are required to have medical insurance while enrolled at The Art Institute.

Non-discrimination Policy

The Art Institute of Virginia Beach complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The Art Institute of Virginia Beach does not discriminate on the basis of age, religion, race, creed, color, sexual orientation, national origin, ancestry, sex, disability, genetic marker or any other characteristic protected under state, local, or federal law. Inquiries concerning The Art Institute's non-discrimination policies may be made to the director of human resources.

Non-Fraternalization Policy

Due to the inherently unequal relationship that exists between faculty or staff members and students and the possibility of unequal treatment, sexual or close social relationships between faculty or staff members and students are prohibited.

Personal Property

The Art Institute of Virginia Beach is not responsible for the loss or damage of any student's personal property. We encourage you to take measures to safeguard your property including placing your name and student number on valuable items.

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

Portable Telecommunications Devices

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

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

Posters, Flyers, and Banners

The Art Institute of Virginia Beach provides bulletin boards for your use in several areas. Students may place posters and flyers which are in good taste and meet college guidelines on these bulletin boards with approval from the department of student affairs. Posters and signs may not be affixed to walls, elevators, or other places not intended for their display. Copies of posting guidelines are available at the department of student affairs.

STUDENT CONDUCT POLICY

Section I. Guiding Principles

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

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

Section II. Scope

This student conduct policy applies to all students and student organizations at The Art Institute of Virginia Beach.

Section III. Reach

The student conduct policy shall apply to student conduct that occurs on college premises including online platforms, at college-sponsored activities, student-organization-sponsored events or in college housing. At the discretion of the dean of student affairs, dean of academic affairs or a delegate as appointed by the president of The Art Institute of Virginia Beach, the policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

Section IV. Responsibilities of Dual Membership

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

Section V. Disciplinary Offenses

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

1. Scholastic Dishonesty
 - a. Plagiarism
 - b. Cheating on assignments or examinations
 - c. Engaging in unauthorized collaboration on academic work
 - d. Taking, acquiring or using test materials without faculty permission
 - e. Submitting false or incomplete records of academic achievement;
 - f. Altering, forging or misusing a college academic record;
 - g. Fabricating or falsifying data, research procedures, or data analysis;
 - h. Deceiving the college and/or its officials.
2. Illegal or Unauthorized Possession or Use of Weapons: possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons, on college property, school sponsored housing or at college sponsored functions, except where possession is required by law.
3. Sexual Assault or Nonconsensual Contact: any form of unwanted sexual attention or unwanted sexual contact
4. Threatening, Violent or Aggressive Conduct
 - a. Assault, battery, or any other form of physical abuse of a student or college employee
 - b. Fighting or physical altercation
 - c. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
 - d. Any conduct that threatens the health or safety of another individual one's own self or another individual. Threats to commit self harm and/or actual incidents of self harm by any student
5. Theft, Property Damage and Vandalism
 - a. Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
 - b. Extortion
 - c. Setting fires, tampering with fire safety and/or fire fighting equipment
6. Disruptive or Disorderly Conduct
 - a. Disruptive classroom conduct, such as,
 - i. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
 - ii. Use of cell phones and pagers during scheduled classroom times
 - b. Disorderly Conduct, such as,
 - i. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials
 - ii. Breach of peace on college property or at any college-sponsored or supervised program
 - iii. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of Washington-Northern Virginia and/or its reputation.
 - c. Disruptive behavior is defined as interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities).
7. Illegal or Unauthorized Possession or Use of Drugs or Alcohol
 - a. Use, sale, possession or distribution of illegal or controlled substances, drug, or drug paraphernalia on college property or at any function sponsored or supervised by the college.
 - b. Being under the influence of illegal or controlled substances on college property, or at any college function
 - c. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college.
 - d. Being under the influence of alcohol on college property or at any college function is also prohibited
8. Verbal Assault, Defamation and Harassment
 - a. Verbal abuse of a student or college employee
 - b. Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person
 - c. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability, or any other criteria protected by state, federal or local law.
9. Hazing: any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.
10. Falsification
 - a. Willfully providing college officials with false, misleading or incomplete information
 - b. Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.
11. Abuse of The Art Institute of Virginia Beach disciplinary system, including but not limited to:
 - a. Failure to obey the summons of a disciplinary body or college official
 - b. Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
 - c. Disruption or interference with the orderly conduct of a disciplinary proceeding
 - d. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - e. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - f. Failure to comply with the sanction(s) imposed under the student conduct policy
 - g. Influencing or attempting to influence another person to commit an abuse of the disciplinary system
12. Unauthorized Use or Misuse of College Facilities: unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks.
13. Violation of Federal or State Laws: violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions
14. Insubordination
 - a. Persistent or gross acts of willful disobedience or defiance toward college personnel
 - b. Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
 - c. Failure to exit during fire drill
 - d. Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties
15. Violations of College Rules
 - a. Violations by guest of a student on college property. Students are responsible for the actions of their guests
 - b. Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or fire fighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats
 - c. Smoking in classrooms or other college buildings or areas unless designated as a smoking area
 - d. Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
 - e. Any violation of the institutions policies on the responsible use of technology including but not limited to
 - i. The theft or abuse of computer, email, Internet or Intranet resources
 - ii. Unauthorized entry into a file, to use, read, or change the contents, of for any other purpose
 - iii. Unauthorized transfer of a file

- iv. Unauthorized downloading of copyrighted materials in violation of law
- v. Unauthorized use of another individual's identification and/or password
- vi. Use of computing facilities to interfere with the work of another student, faculty member, or school official
- vii. Use of computing facilities to send obscene or abusive messages
- viii. Use of computing facilities to interfere with normal operation of the school's computing system
- f. Failure to satisfy school financial obligations

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

Section VI. Sanctions

The Art Institute of Virginia Beach may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute of Virginia Beach reserves the right to immediately impose the most severe sanction if circumstances merit.

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

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

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

APPEAL PROCESS

The process to appeal requires the student to request the opportunity to appeal a dismissal in writing; the reason for the appeal must be the result of mitigating circumstances; and documentation supporting a claim of mitigating circumstances must be provided.

If a student appeals and is denied the appeal, he or she must remain out of school until one year after the quarter in which the appeal was denied. The student can then request an additional appeal for reinstatement, but would have to demonstrate accomplishments or changes that show a degree of college readiness that reliably predict success.

COMPLAINTS

Any member of The Art Institute of Virginia Beach community may file a complaint against any student for misconduct or for otherwise being in violation of Art Institute of Virginia Beach policies. The complaint shall be prepared in writing and directed to the dean of academic affairs as defined above. Complaints should be submitted as soon as possible after the alleged violation occurred.

The dean of academic affairs shall review and investigate the complaint to determine if the allegations have merit, to identify violations of the student conduct policy, and to impose sanctions for such violations or, at his/her discretion, refer the matter to the student conduct committee.

Unless otherwise provided by law, The Art Institute of Virginia Beach generally will not disclose the name of the person making the complaint to the accused unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

1. Within a reasonable period of time after the complaint is received, the dean of student affairs will notify the accused student of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. If written, it will be addressed to the most recent address the student has recorded in the office of the registrar. The student will meet with the dean of student affairs to discuss the complaint and alleged violation. The dean of student affairs will render and communicate the decision to the student or, if the matter has been referred to the student conduct committee, the dean of student affairs will provide information concerning the procedures to be employed and the student's rights under those procedures.
2. If a good faith effort has been made to contact the student to discuss the alleged violation and the student fails to appear for the meeting, the dean of student affairs may make a determination of violations of Art Institute of Virginia Beach policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the student.
3. The dean of student affairs or his/her delegate's determination shall be made on the basis of whether it is more likely than not that the student violated a rule, regulation or policy of The Art Institute of Virginia Beach.

Procedures Regarding Student Dismissals

When the administration proposes to dismiss/expel a student from The Art Institute of Virginia Beach, the following procedures should apply unless the student elects to forego them.

The charges against the student shall be presented to the student in written form, including the time, place and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than fifteen calendar days after the student has been notified of the charges and his/her proposed dismissal from the college. Maximum time limits for scheduling of hearings may be extended at the discretion of the dean of student affairs. A hearing shall be conducted by the dean of student affairs according to the following guidelines (*guidelines employed when the case is referred by the dean of student affairs to the student conduct committee are described in a following section*):

- Hearings normally shall be conducted in private.
- Admission of any person to the hearing shall be at the discretion of the dean of student affairs.
- In hearings involving more than one accused student, the dean of student affairs, at her/his discretion, may permit the hearing concerning each student to be conducted separately.
- The complaining party (*which may be a member of the administration*) and the accused student may present witnesses at the hearing. Those witnesses may be questioned by the dean of student affairs. The number of witnesses permitted may be limited by the dean of student affairs.
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the dean of student affairs at his/her discretion.
- All procedural questions are subject to the final decision of the dean of student affairs.
- After the hearing, the dean of student affairs shall determine whether the student has violated the rules, regulations or policies that the student is charged with violating. The dean of student affairs will issue a written determination. If the dean of student affairs determines that a violation has occurred, the dean of student affairs' determination will also address whether dismissal from The Art Institute of Virginia Beach is an appropriate sanction for the offense(s).
- The dean of student affairs' determination shall be made on the basis of whether it is more likely than not that the accused student violated a rule, regulation, or policy of The Art Institute of Virginia Beach.
- The dean of student affairs shall provide the student with a copy of the determination, including information regarding the student's right of appeal there from.

Interim Suspension

The Art Institute of Virginia Beach may immediately remove or suspend a student from the college and/or from college-sponsored housing without applying or exhausting these procedures when, in The Art Institute of Virginia Beach's sole judgment, the student poses a threat of harm to himself, to others, or to property of The Art Institute of Virginia Beach or a member of The Art Institute of Virginia Beach community.

During the interim suspension, students shall be denied access to college-sponsored housing and/or to the college (*including classes, labs, library, and offices*) and/or all other college activities or privileges for which the student might otherwise be eligible, as the dean of student affairs or her/his designee may determine to be appropriate.

Preliminary Hearing

The charges against the student shall be presented to the accused student in written form, including the time, place, and nature of the alleged offense(s). A time shall be set for a hearing not less than two nor more than 15 calendar days after the student has been notified of the charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the dean of student affairs. In most cases, the accused student will meet with the dean of student affairs to discuss the procedures of a disciplinary hearing and clarify any questions the student may have.

Student Conduct Committee

In certain cases and at the sole discretion of the dean of student affairs, the dean of student affairs may refer consideration of charges against a student to the student conduct committee for a hearing.

Committee Composition

The student conduct committee shall be composed of no fewer than three members of The Art Institute of Virginia Beach faculty and/or staff. The committee shall be chaired by the dean of student affairs who will not vote except in the case of a tie.

Procedural Rights of the Student

Students accused of an act of misconduct and summoned to a hearing before the student conduct committee shall have the right to:

- be accompanied by an advisor of his/her choice from among members of The Art Institute of Virginia Beach faculty, staff, or student body. The advisor is an observer and will not be permitted to participate in the hearing nor address the committee. The student may not be accompanied by an attorney;
- remain silent with no inference of guilt drawn there from;
- present evidence in her/his own behalf;
- call pertinent witnesses in his/her own behalf subject to the chair's right to limit the number of witnesses;
- receive a brief written summary of the committee's report;
- appeal, subject to procedures outlined in the Student Handbook.

Committee Procedures

A hearing before the student conduct committee is not a court trial and is not bound by the procedures generally accepted in criminal or civil trials. While The Art Institute of Virginia Beach endeavors to provide students charged with an infraction a fair and impartial hearing, such a hearing is not a civil or criminal trial and procedures may be quite different.

- The chair of the student conduct committee shall set the date, time, and place of the hearing, shall notify the members of the hearing committee, and shall summon all principals in the case.
- All procedural questions are subject to the final decision of the committee chair who shall have the authority to use broad discretion in structuring the hearing and in determining the number of persons who testify.
- Members of the hearing body are expected to disqualify themselves if their personal involvement in the case being heard is of such a nature as to prejudice their judgment.
- Admission of any person to the hearing shall be at the discretion of the chair.
- Decisions of the hearing body shall be by majority vote with the chair voting in the event of a tie.
- The hearing body shall provide a brief written summary of each case with recommendations for appropriate disciplinary action to the dean of student affairs and to the student involved.
- If accepted, the dean of student affairs will implement the committee's recommendations.

Hearing Guidelines

In general, hearings of the student conduct committee will follow the following guidelines:

- The hearing will begin with the reading of charges against the accused.
- Matters regarding procedure will be explained and clarified if necessary by the chair.
- Evidence supporting the charges will be provided to the committee by the dean of student affairs. It will not be required that persons submitting evidence be present if they have provided statements to the dean of student affairs or have submitted written statements relevant to the charges.
- Questions concerning the charges and supporting evidence may be entertained by the chair.
- The person charged will be given an opportunity to present a defense and to produce witnesses on her/his behalf.
- Questions from members of the committee concerning the charges and defense may be entertained by the chair.
- The person charged as well as those bringing the charges will be excused from the hearing room and the committee will deliberate the charges and make a recommendation to the dean of student affairs.
- The committee's determination shall be made on the basis of whether it is more likely than not that the accused student violated a rule, regulation or policy of The Art Institute of Virginia Beach.
- The committee chair shall provide the student with a copy of the determination, including information regarding the student's right of appeal there from.

If a good faith effort has been made to contact the accused to discuss the alleged violation and the student fails to appear for the hearing the student conduct committee will consider the charges in the absence of the student and render a decision.

Appeal Procedures

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

- The student must initially obey the terms of the decision, (*i.e., a student who has been suspended from the college may not be on college property*)
- The student must write a letter of appeal in the student's own words, addressed to the president of The Art Institute of Virginia Beach or her/his delegate. This must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to Art Institute of Virginia Beach policies and procedures. It must be delivered to the president or his/her delegate within seven calendar days following receipt of the decision.
- The president or his/her designee may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial decision. 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 student may not be accompanied by an attorney. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The committee will report back to the president or her/his 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 30 calendar days from receipt of the appeal. This decision shall be final.

Violations of Law

If a student is charged with a violation of federal, state, or local laws or regulations occurring away from the college, disciplinary action may be instituted and sanctions imposed against the student when the college has a reasonable belief that the health, safety, or welfare of The Art Institute of Virginia Beach community is threatened. Disciplinary procedures may be instituted against a student charged with violation of a law that is also a violation of the student conduct policy. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The Art Institute of Virginia Beach will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on college property.

Search of Student's Property

The Art Institute of Virginia Beach reserves the right to search the contents of students' personal property or belongings when there is reasonable suspicion on the part of The Art Institute of Virginia Beach staff that a serious risk to the health, safety, and welfare of students, and/or the college community exists or when there is reason to believe these items include material prohibited by law or college regulations. This includes, but is not limited to, vehicles brought onto property leased, owned or controlled by the college, backpacks, portfolios, and clothing.

Sanctions

The Art Institute of Virginia Beach may impose sanctions for violations of the student conduct policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The Art Institute of Virginia Beach reserves the right to immediately impose the most severe sanction if circumstances merit.

The following sanctions are representative of those that may be imposed, individually or in combination, on a student for a violation of Art Institute of Virginia Beach policies:

- **Reprimand:** When a student is reprimanded, oral and/or written notification shall be made to the student, warning that continuation or repetition of the specified conduct may be the cause for further disciplinary action. A reprimand becomes part of a student's disciplinary record in the student affairs office, but is not a part of the student's academic record.
- **Community Service:** The dean of student affairs may confer with the student and prescribe a project beneficial to the individual, campus or community. This project may be given alone or in conjunction with other sanctions, or in substitution for other sanctions, if the project is successfully completed.
- **Restitution:** A student who has committed an offense resulting in damage or misappropriation of property or who has caused injury to another person may be required to reimburse The Art Institute, the other owner, or injured person. In cases involving damage to or loss of the property, restitution shall be limited to the actual cost of repair or replacement; in the case of personal injury, the student will be expected to reimburse the injured person for medical expenses and related costs.
- **Class Hold:** A student who fails to appear for an initial hearing or any subsequent hearing may have a hold placed on his/her attendance preventing her/him from attending classes until the hold is removed.
- **Removal from College Housing:** The student will be immediately dismissed from college-sponsored housing. The student will be required to vacate the premises according to the terms of the sanction.
- **Disciplinary Probation:** A student on probation is considered not to be in good standing with The Art Institute of Virginia Beach and his/her enrollment as a student on probation may be conditioned upon adherence to Art Institute of Virginia Beach policies and regulations. Any student placed on probation will be notified of the terms and length of the probation. Any conduct in violation of the probation may result in the imposition of additional restrictions, suspension, or expulsion.
- **Disciplinary Suspension:** Severance of the student's relationship with The Art Institute of Virginia Beach for a specific period of time during which the student will be withdrawn from classes and may not visit the campus except when on official Institute business. The student will be informed of the conditions for readmission when appropriate.
- **Dismissal:** Dismissal entails a permanent separation from The Art Institute of Virginia Beach. The imposition of this sanction shall permanently become a part of the student's disciplinary record.
- Discretionary Sanctions

The student may be required to complete an educational program, attend counseling, or have restricted privileges.

Cases involving academic misconduct may also result in the following sanctions in addition to or in place of those listed above:

- The student may not be permitted to attend course meetings for a fixed period of time or the remainder of the quarter. A student removed from a course will receive a grade of W or F at the discretion of the dean of student affairs.
- A student's grade may be modified as a reflection of censure for misconduct.
- A grade reflecting censure may be assigned to a particular project, assignment, or test.
- Other action may be deemed appropriate by the dean of student affairs.

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

2010 Academic Calendar	
January 11	Winter quarter begins.
January 18	No classes. Classes will be made up Monday, March 22.
February 12	No classes. Classes will be made up Friday, March 26.
February 18	Midquarter classes begin.
March 27	Last day of classes.
March 28–April 4	Quarter break—no classes.
April 5	Spring quarter begins.
May 13	Midquarter classes begin.
May 31	No classes. Classes will be made up Monday, June 14.
June 19	Last day of classes.
June 20–July 11	Quarter break—no classes.
July 12	Summer quarter begins.
August 19	Midquarter classes begin.
September 6	No classes. Classes will be made up Monday, September 20.
September 25	Last day of classes.
September 26–October 3	Quarter break—no classes.
October 4	Fall quarter begins.
November 11	Midquarter classes begin.
November 24–26	Thanksgiving break. Classes will be made up December 15, 16, and 17.
December 18	Last day of classes.
December 19–January 9	Quarter break—no classes.
January 10, 2011	Winter quarter 2011 begins