

EMERGENCY INFORMATION

It is important that you be prepared for the unlikely event of an emergency situation at The Art Institute of Dallas. Awareness of your surroundings and some forethought can prepare you and save critical time in the event of a fire or other emergency. Students who live in school-sponsored housing should check with their Resident Assistant (RA) or Residence Life Staff members for more information.

REPORTING AN EMERGENCY

Dial 9-911 from any college telephone to reach local police, fire or ambulance services. You can reach The Art Institute of Dallas Security Office by dialing 1428 or 1219 from a college telephone or 469.587.1428 or 469.587.1219 from an outside phone. You may also reach them on the Security cell phone at 214.684.2825.

• **TORNADOS**

NOTIFICATION:

In the event of a weather emergency, the Lead Security Officer on duty will begin emergency notification procedures. It is imperative that you support the Emergency Staff and Security Team during a weather emergency situation. Safety is of the utmost concern and can be best maintained by staying in the building and following procedures. Under no circumstances should you stay in your work area during a weather emergency, unless it is a designated safe area.

PROCEDURES:

Main Building (8-story):

- Do not leave the building!
- Do not use elevators (elevators will be locked down by Security Team)
- Evacuate to the interior stairwells (see map below - do NOT evacuate to the exterior stairwell beside the deli/student lounge)
 - o Leave classrooms and close classroom doors (take all personal belongings)
 - o Proceed to stairwell, travel down as far as you can go, sit down
- If you cannot evacuate to the interior stairwells...
 - o leave classrooms and close classrooms doors
 - o move to the interior of the building and sit down (with doors closed, away from any windows, into open areas safe from flying debris and broken glass)
 - SFS work area (First Floor)
 - Accounting work area (First Floor)
 - Academic Improvement Center - Room 519
 - o stay away from glass

Culinary Building:

- Do not leave the building!
- Evacuate to one of the following locations:
 - o Audio Studio – Room 118 and 118B (behind Gallery in west hallway on left)
 - o Cage (west hallway on right)

Disabled Students:

- If you are unable to follow the above procedures, please request assistance from a faculty/staff member. They will lead you to the nearest safe area and will remain with you until the “all clear” notification is given. Safe areas include:
 - o Culinary: Audio Studio – Room 118 and 118B (behind Gallery in west hallway on left)

- o 1st floor: Mailroom (Admissions) area – Room 113
- o 2nd floor: Academic Improvement Center – Room 519
- o 3rd floor: Scheduling Room – Room 321
- o 4th floor: Library – Room 458
- o 5th floor: Room 532 (on south side of building, interior office)

CONCLUSION:

- When you receive the “all clear” notification from Security and/or the Emergency Team, please return to normal work routine and/or resume classes.
- If extenuating circumstances prevail and you are not able to return to your normal routine, please await further instruction.

Please Note: Complete Emergency Plans, maps of evacuation routes, and locations of first aid supplies are available in the Security Office, Student Affairs, and are located in main areas throughout the building.

• **ICE/SNOWSTORMS**

In case of inclement weather:

The Art Institute is concerned for the safety and comfort of all students, faculty, and staff. When severe weather conditions warrant, the school may be closed or operations curtailed. In the event of inclement weather, all members of The Art Institute of Dallas community should be alert for announcements regarding the operations of the Institute.

NOTIFICATION:

The notification process has been established, and the President and the Vice President of Academic Affairs (VPAA) will make the decision by 5:30 a.m. when reviewing weather for early morning or all day closures. In the event a storm develops during the day or there is a delay in getting accurate weather information, a decision will be made as quickly as possible.

Once a decision has been made, public announcements will be issued through the Vice President of Academic Affairs. Interested persons should know that announcements will be made on WFAA, Channel 8. Those who do not have access to a television may call the Severe Weather Line (214-692-8080).

The following are weather-related items regarding the building, parking, and contact information for property management:

- If the school is closed, the building is closed. Only those with access cards will be able to gain access should anyone decided to skate in. The ramp to the 7th level and the 7th level of the parking garage may be closed depending on weather conditions. It will not reopen until the weather threat is gone.
- Surface parking is available on the west side of the parking garage...from garage to service road. People who park there need to come around the building and through the garage or take the sidewalk in between both buildings to get to our school.
- If you notice any slippery areas, please contact Security (469-587-1428, 469-587-1219 or 214-684-2825) immediately and they will initiate the request to de-ice.

• **FIRE EMERGENCIES**

NOTIFICATION:

- Upon discovering a fire, close the door to the room where the fire is located, pull fire alarm, and contact security.
- Your safety is the immediate concern - therefore pulling the fire alarm is the quickest way to notify Emergency personnel that there is a fire in our building.

Our fire alarms are directly linked to the local fire department.

- Call Security at extension 1219 (3rd floor desk) or 1428 (1st floor lobby). Give your name, location, telephone number, and location of the fire.
- If alarms are not automatically detected, inform others in the building to evacuate immediately. Even if the alarm stops, continue to evacuate. Warn others who may enter the building after the alarm stops.
- Upon notification of a fire, **walk**; do not run, to the nearest stairway exit. Follow the Emergency Evacuation Route located throughout the building. **DO NOT EVACUATE TO THE ROOF.**
- When the fire alarm sounds, do not use elevators. An elevator may become inoperative, and you may be trapped.

EVACUATION: *When an alarm is activated, the following actions should occur regardless if this is the main building or the culinary building:*

- Evacuation routes are located throughout the building. If you are not in class, locate an evacuation route, and move to the **Northwest Surface Parking Lot.** (map below)
- Evacuation Route Documents are located:
 - Next to each Stairwell
 - Next to Elevators (DO NOT TAKE THE ELEVATOR)
 - In all Restrooms
 - At the Front Desk
 - In the Mailroom – Admissions Area
 - In the Security Office
 - In the Student Lounge
 - In the Employee Lounge
 - In the Chef's Gallery
 - In the Library
 - In the Print Lab
 - In all classrooms and labs
- Faculty will escort their class to the **Northwest Surface Parking Lot.** Once they have gathered their students they will conduct a roll call to ensure every student is accounted for. Faculty will notify the appropriate SEC, Security Officer, or Executive if someone is missing. This individual will communicate this information to the fire department upon their arrival so that a proper search can be conducted for the missing individual(s).
- You will not be allowed to re-enter the building until an “all clear” is given by your instructor.
- Everyone **MUST** evacuate the building and go to the designated meeting location – the **Northwest Surface Parking Lot.**
- If you observe a disabled student in need of help, please assist them to the nearest exit or the nearest stairwell. **DO NOT INSTRUCT THEM TO USE THE ELEVATORS.** Notify your instructor or a Security officer of their location so they may communicate to the fire department upon their arrival.

SAFETY EQUIPMENT:

First aid supplies and lanterns are available by floor:

- 1st floor: Security Checkpoint (Front Desk) and Registrar's Office – Room 141
- 2nd floor: Room 209 (Academic Improvement Center)
- 3rd floor: Security Checkpoint and Print Lab – Room 311

- 4th floor: Library Front Desk
- 5th floor: Room 519 (Facilities Office)
- Culinary: Cage (First Floor)

Additional first aid supplies available by floor:

- 1st floor: Registrar’s Office – Room 141
- 3rd floor: Print Lab – Room 311

CONCLUSION:

- When you receive the “all clear” notification, please resume classes.
- If extenuating circumstances prevail and you are not able to return to your normal routine, please await further instruction.

Fire Drills: Fire drills will be conducted once a quarter to ensure proper evacuation procedures are being followed.

MISSION STATEMENTS

VALUE STATEMENT

The Art Institute of Dallas believes in the worth and potential of each student and strives to provide high quality programs and services. The heart of our mission is to deliver curricula that emphasize the current learning outcomes while creating an atmosphere that fosters development of integrity, worth and potential. We value critical thinking and creative expression while advocating an appreciation of cultural diversity.

VISION STATEMENT

The Art Institute of Dallas provides an exemplary education in the creative arts.

STATEMENT OF PURPOSE

The Art Institute of Dallas is a private college for creative professional studies based upon focused and balanced curricula. Our college prepares students for careers in design, media arts and culinary arts by providing an intensive educational environment and by responding to changing technology in order to meet the opportunities of a global economy. We measure our success by our ability to:

- provide a learning-centered climate fostered by dedicated and knowledgeable faculty;
- prepare students for career entry and professional growth in their respective fields;
- maintain a systematic approach to institutional improvement through assessment and long-range planning and,
- provide administrative services to students, faculty, and staff in an efficient and effective manner to support the educational climate.

WHERE CAN I...	DEPARTMENT...	LOCATION...
Check on Financial Aid	Student Financial Services	(1st Floor)
Find a part-time job	Career Services	(5th Floor)
Locate an apartment	Residence Life and Housing	(5th Floor)

Locate lost and found	Security Office	(3rd Floor)
Inquire about accommodations	Disability Services	(2nd Floor)
Request a copy of my college transcript	Registrar	(1st Floor)
Make school payments	Accounting	(1st Floor)
Receive information about registering for classes	Registrar	(1st Floor)
Request a grade change hearing	VP of Academic Affairs	(1st Floor)
Join a club or student council	Student Affairs	(5th Floor)
Talk to someone about a personal concern	Counseling Center	(5th Floor)
Develop a professional resume	Career Services	(5th Floor)
Inquire about class schedules	Registrar	(1st Floor)
Find a faculty member or academic director	Registrar	(1st Floor)
Enjoy a meal prepared and served by culinary students	The Chef's Gallery	(Culinary Building)
Find an ATM	Student Lounge	(1st Floor)
Find public transportation	Student Affairs	(5th Floor)

Seek volunteer opportunities	Student Affairs	(5th Floor)
Locate a doctor or dentist	Student Affairs	(5th Floor)
Get a cup of coffee or a quick meal	Student Lounge	(1st Floor)
Find a tutor	Academic Improvement Center	(5th Floor)

LETTER FROM THE PRESIDENT

Dear Student,

Welcome to The Art Institute of Dallas! We believe it is important for the members of The Art Institute community to be informed about common expectations. This student handbook has been provided to serve as your resource about various college policies, procedures, and activities. Every student is encouraged to take the time to become familiar with the information contained within it.

As you embark on your collegiate journey, the faculty and staff of The Art Institute of Dallas are here to provide educational services that help you develop your potential and achieve your goals. As a student, you are responsible for reading the policies contained within this handbook, the catalog, and any additional policies provided by The Art Institute of Dallas.

If you have any questions or need further assistance after familiarizing yourself with this handbook, please feel free to call the Student Affairs Office for assistance. We are excited that you are now a part of The Art Institute learning community. Best wishes on a productive and positive experience!

Sincerely,

Simon Lumley
 President, The Art Institute of Dallas

This handbook serves only as a guide to the rules, policies, and services of the College; therefore, the College reserves the right during the school year to amend, modify, or change regulations, policies, and financial charges stated in this handbook. The College will make attempts to notify students, in a timely manner, of any changes in policies and regulations. If you have any feedback or questions, contact the Office of Student Affairs at 469.587.1409.

The Art Institute of Dallas does not and will not discriminate in any employment practices, education program, or educational activity on the basis of race, color, creed, religion, national origin, ancestry, sex, age, or disability. We also believe that The Art Institute should mirror the communities it serves. As our region, state, and country reflect a greater degree of culture and ethnic diversity, our institution's programs, services, and

people should reflect the multicultural richness and complexity of the world in which we live.

The Art Institute of Dallas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award applied associate and baccalaureate degrees. Questions regarding accreditation status may be directed to:

Commission on Colleges, Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30023. The Culinary Arts and the Art of Cooking programs are accredited by the American Culinary Federation (ACF). The Interior Design program awards a Bachelor of Fine Arts degree in Interior Design and is accredited by the Council for Interior Design Accreditation using the Professional Standards 2002.

AT A GLANCE

QUARTERLY SCHEDULE 2008-2009

Fall Quarter	begins	October 6, 2008	ends	December 20, 2008
Winter Quarter	begins	January 12, 2009	ends	March 28, 2009
Spring Quarter	begins	April 6, 2009	ends	June 20, 2009
Summer Quarter	begins	July 13, 2009	ends	September 26, 2009
Fall Quarter	begins	October 5, 2009	ends	December 19, 2009

HOLIDAYS

Independence Day	July 4, 2008
Labor Day	September 1, 2008
Thanksgiving	November 27-28, 2008
Christmas	December 25-26, 2008
New Year's Day	January 1-2, 2009
Martin Luther King, Jr. Day	January 19, 2009
Presidents Day	February 13, 2009
Good Friday	April 10, 2009
Memorial Day (observed)	May 25, 2009

BREAKS

Winter Break	December 21, 2008 - January 11, 2009
Spring Break	March 29, 2009 – April 5, 2009
Summer Break	June 21, 2009 - July 12, 2009
Fall Break	September 27, 2009 – October 4, 2009

OFFICE HOURS*

Building and Computer Lab Hours	214.692.8080
Monday - Friday (Weeks 1-4)	7:30 a.m. - Midnight
Monday - Friday (Weeks 5-11)	7:30 a.m. - 2:00 a.m.
Saturday	9:00 a.m. - 6 p.m.
Sunday	12:00 p.m. - 6:00 p.m.
Academic Improvement Center (Fifth Floor)	x1220

Monday - Thursday 8:00 a.m. - 8:00 p.m.
 Friday 9:00 a.m. - 5:00 p.m.
 Saturday..... Testing only at 9:00 a.m.

Bon Appetite Deli (First Floor).....x1265

Monday - Thursday 7:00 a.m. - 8:00 p.m.
 Friday 7:00 a.m. - 6:00 p.m.

Print Lab (Third Floor)x1295

Monday - Friday 7:30 a.m. - 11:00 p.m.
 Saturday..... 9:00 a.m. - 6:00 p.m.
 Sunday Noon - 6:00 p.m.

Supply Store (First Floor).....x1283

Monday - Friday 7:30 a.m. - 8:00 p.m.

Video Cage (Culinary Building).....x1208

Monday - Friday (Weeks 1-2) 8:00 a.m. - 10:00 p.m.
 Monday - Thursday (Weeks 3-11)..... 8:00 a.m. - Midnight
 Friday (Weeks 3-11)..... 8:00 a.m. - 10:00 p.m.
 Saturday (Weeks 3-11)..... 10:00 a.m. - 6:00 p.m.
 Sunday (Weeks 3-11) 10:00 a.m. - 6:00 p.m.
 Week 12..... Alumni by Appointment only

Monday - Thursday 8:00 a.m. - 7:00 p.m.
 Friday 8:00 a.m. - 5:00 p.m.

Admissions (First Floor) 214.692.8080

Monday - Thursday 9:00 a.m. - 8:00 p.m.
 Friday 9:00 a.m. - 4:00 p.m.
 Saturday..... 9:00 a.m. - 1:00 p.m.

Career Services (Fifth Floor)..... x1210

Monday - Thursday 8:00 a.m. - 7:00 p.m.
 Friday 8:00 a.m. - 5:00 p.m.

Library (Fourth Floor)..... x1403

Monday - Friday 7:30 a.m. - 10:30 p.m.
 Saturday..... 8:30a.m. - 6:00 p.m.
 Sunday..... 12:00p.m. - 5:00p.m.

Student Affairs (Fifth Floor)..... x1409

Monday - Thursday 8:00 a.m. - 7:00 p.m.
 Friday 8:00 a.m. - 5:00 p.m.

Registrar (First Floor)..... x1300

Monday - Thursday 8:00 a.m. - 7:00 p.m.
 Friday 8:00 a.m. - 5:00 p.m.

Student Financial Services (First Floor) x1264

Monday - Thursday 8:00 a.m. - 8:00 p.m.
 Friday 8:00 a.m. - 5:00 p.m.

Saturday.....By Appointment

*Office hours subject to change and only apply in weeks when school is in session

STUDENT AFFAIRS

SCHOOL-SPONSORED HOUSING

The Residence Life and Housing Department assists students with their housing options. The student may wish to lease an apartment with friends, live in school-sponsored housing, or make other independent arrangements. The Student Housing Office offers:

- School-sponsored housing options
- An apartment and roommate referral service
- General housing advice and information about the city

CAMPUS SECURITY

The purpose of the Campus Security Office is to promote an environment of safety and security efforts which enhance the educational environment at The Art Institute of Dallas. The members of this department enforce all rules and regulations of the College. Security officers are under the supervision of The Art Institute of Dallas Security Manager and serve as liaisons between local and state law enforcement agencies. The Security Office is located on the third floor of the main building. A campus security report is distributed annually.

COUNSELING SERVICES

The Student Affairs department provides general and personal counseling and referral services for students. Students are invited and welcomed to discuss problems of a personal nature, attendance, academic matters, or merely to chat. Discussions will be confidential pursuant to state laws. The Art Institute of Dallas employs full-time counselors and often has counseling interns available as well.

STUDENT ORGANIZATIONS

Students are encouraged to participate in extracurricular school organizations as part of their education at The Art Institute of Dallas. These organizations allow students to socialize and network with fellow students as well as with employers in their field of study.

The Student Council Association promotes the quality of the educational experience and represents the student body. The Student Council provides a channel of communication between students, administration and faculty.

Other student organizations are available to students. For details on these organizations, please contact your Academic School Director or the Director of Student Development. They can provide you with specific information about student chapters of professional organizations on our campus.

<u>Organization</u>	<u>Major Program</u>	<u>Organization</u>	<u>Major Program</u>
Dallas GLAM	Fashion & Retail	Design Dallas	Fashion Design
Recycling Club	College-Wide	Advertising Club	Advertising Design
Young Chefs	Culinary Arts	Athletic Club	College-Wide
IMUG	College-Wide	Student Council Association	College-Wide
ASID	Interior Design	AiDallas Bible Study	College-Wide
Anime' Club	Animation Design	GLASS Club	College-Wide
Untitled- Art Club	College-Wide	Drama Club	College-Wide

DISABILITY SERVICES

The Art Institute of Dallas provides accommodations to qualified students with disabilities. The Academic Services Advisor assists them in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Dallas. The Art Institute of Dallas is committed to providing qualified students with a disability an equal opportunity to access the benefits, rights and privileges of college services, programs and activities in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Students who believe they are in need of accommodations should contact the Academic Services Advisor. 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 school's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

STUDENT LOUNGE/PUBLIC TELEPHONES

There is one lounge, located on the first floor, for the convenience of students. Public phones are also available at the east entrance of the main building and the southwest entrance in the Culinary building for student use.

STUDENT HEALTH INSURANCE

The Art Institute of Dallas is pleased to make an insurance plan covering illness available to our students. Insured students may also cover their dependents through these plans. Information on student health plans can be found at <https://secure.visit-aci.com/ai> or by contacting the Student Affairs Office.

CAREER SERVICES

The Career Services Department assists students, graduates, and alumni with their job search. Although The Art Institute of Dallas cannot guarantee employment or a particular level of compensation, the department will work to identify tools and opportunities to aid students, graduates, and alumni in achieving employment.

STUDENT EMPLOYMENT ADVISOR

The Student Employment Advisor focuses on identifying part-time employment for students and assisting them with their job search while they complete their program of study. The Student Employment Advisor's responsibilities include:

- maintaining a job board focused on general and field-related part-time and freelance employment opportunities;
- coordinating quarterly on-campus job fairs; and
- scheduling on-campus recruiting events with employers.

CAREER SERVICES ADVISORS

Career Services Advisors assist graduates with obtaining their first field-related position. The Career Services Advisor's responsibilities include:

- conducting exit interviews with graduates;
- coordinating a quarterly Portfolio Show so employers can meet graduating students and view their work;
- providing job search assistance to graduates through discussion of job search strategies/tools, resume writing, interview skills; and
- building relationships with employers through on-site visits, and acting as liaison between employers and graduates.

ALUMNI COORDINATOR

The Alumni Coordinator's focus is maintaining positive, working relationships with

alumni after graduation. The Alumni Coordinator's responsibilities include:

- identifying alumni interested in helping current students by providing them with support, mentoring, inspiration, and industry knowledge;
- coordinating alumni/employer events;
- collecting information/alumni profiles for use in a variety of formats;
- providing job search assistance; and
- overseeing the Alumni Association "RETROSPECT".

QUARTERLY EVENTS/WORKSHOPS

Resume Cafe	Freelance 101	Meet and Greet
Job Search Etiquette	Jobapalooza	ProSummit
GradFest	Portfolio Show	Mythbusters

FINANCIAL INFORMATION

STUDENT ACCOUNTING & FINANCIAL SERVICES

REFUND POLICIES

The effective date of termination for refund purposes will be the last day of attendance.

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 request to cancel the application is made by the applicant within five business days after signing the Enrollment Agreement and making an initial payment.
3. Applicants requesting cancellation more than five business days after signing this Enrollment Agreement (and making an initial payment) but prior to the beginning of classes will receive a refund of all monies paid, less the \$50 application fee.
4. All tuition and fee monies paid by applicants will be refunded if requested within five business days after their first tour of the school and inspection of equipment or if requested within five business days of the student's attendance at the regularly scheduled orientation program for their starting quarter, whichever is sooner.
5. Refunds will be made within 30 calendar days after the applicant/student's request to cancel application or within 30 calendar days after his/her first scheduled class day.

Refund Policy After Matriculation, All Quarters

In the event of withdrawal by the student or termination by The Art Institute during any quarter of study:

1. Prepaid tuition and fees for any period beyond the current quarter will be refunded in full.
2. The school shall determine the date of withdrawal within thirty (30) calendar days after the last day of attendance and shall pay the refund within thirty (30) days of making that determination. The refund shall be paid to the student, unless payment to a lender or other entity is required by the terms of a student financial aid program in which the school participates.
3. The student may voluntarily withdraw from classes by notifying the Office of Registrar in person or in writing. The termination date will be the student's last date of attendance. For a student who attended a previous quarter of study and did not indicate

that he/she was not returning, refunds will be made within thirty (30) days of the first scheduled day of class in the quarter in which the student was expected to return.

4. For students on a written leave of absence (ten [10] days or less) who fail to return to class following conclusion of their leave, refunds will be made within thirty (30) days from their last date of attendance or notification date, whichever is later. For students on extended leaves of absence (beyond ten [10] class days), the refund policy below will be applied.
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 Art Institute 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 Art Institute. The Art Institute 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 eleven (11) weeks in duration. The calculation of refunds is based upon the last day of attendance within the quarter. Any portion of a week of attendance is considered a full week of attendance for refund purposes.
8. In the event The Art Institute 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 Art Institute will refund all monies paid by the student for the course or program within thirty (30) days.
9. Academic quarters are eleven weeks and the mid-quarter is approximately 5 weeks in duration.

Refund Calculations, All Continuing Students (including VA students)

In the event of withdrawal by the student or termination by The Art Institute:

1. The one-time application fee and tuition deposit are retainable in full by The Art Institute. There is no refund for equipment, text, or supplies. (Refer to the following Kits, Components of the Kits, Books, or Supplies Return Policy.)
2. In the event of withdrawal or termination in the quarter of study, The Art Institute will retain earned tuition and fees for quarter and mid-quarter as follows:
Week 1..... 25% of the quarter's tuition and fees,
Week 2..... 50% of the quarter's tuition and fees,
Week 3..... 75% of the quarter's tuition and fees,
Week 4 & after 100% of the quarter's tuition and fees.

Return of Federal Title IV Aid

A percentage of Federal Title IV Aid will be returned if the student withdraws during the first 60% of the quarter. The amount returned will be based on the percentage of days remaining in the quarter. The school 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%, 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, PLUS Loan, Pell Grant, Federal SEOG.

If Federal Title IV Aid funds have been given to the student, and if the student withdraws during the first 60% of the quarter, the student may need to return some of those funds. If the student needs to return funds, the school will notify the student regarding how much is owed, and how it is to be returned. The Art Institute will first calculate how much needs to be returned under the federal return of Title IV Aid Policy. The amount will then be subtracted from the amount that was paid for the quarter of withdrawal to get the

adjusted amount paid. The Art Institute will then calculate how much of the charges can be retained based on the school 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 funds after calculating the Return of Title IV formula and the refund policy, the refund will be made to the student, or, with the student's authorization, to the Federal loan program(s) in the following order, up to the amount received, for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan. If there is an additional credit balance made up of non-federal funds, it will be refunded in the following order, up to the amount received for the term of withdrawal: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, other loans, other aid (if required), and student.

The Return of Title IV Calculations is described above will apply for the mid-quarter session using the mid-quarter start and end dates.

Refund Policy for Oklahoma Students

1. For first quarter students who terminate within the first week of training, the school will retain no more than 10% of the contract price of the course plus a \$100 administrative fee, but no more than a total of \$350.
2. For a student terminating training after completing the first quarter but within the first 25% of the program, the tuition and fees retained by the school shall not exceed 25% of the contract price of the program plus \$150.
3. For a student terminating training after completing over 25% up through 50% of the program, the tuition and fees retained by the school shall not exceed 50% of the contract price of the program plus \$150.
4. A student completing more than 50% of the program is not entitled to a refund of any tuition.
5. In case of a student's prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the course, the school shall make settlement, which is reasonable and fair to both.
6. In all other respects and circumstances, the refund policy set forth above applies to Oklahoma students.

Kits, Components of the Kits, Books, or Supplies Return Policy

If kits, components of the kit, books, or supplies are returned to the supply store in resalable condition within 21 days of the withdrawal, a credit will be given. Students who leave school during the first three weeks of the mid-quarter session may return the starting kit and/or individual components of the starting kit within 10 days of the last date of attendance in the mid-quarter.

The Holder In Due Course Rule

Any holder of the consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof, recovery hereunder by the debtor shall not exceed amounts paid by the debtor hereunder.

Interest on Outstanding Balances

The student understands and agrees that he/she will be liable for interest charges that will be assessed on his/her account balance until the balance is paid in full. Interest will be charged at 12% per annum on the student's adjusted outstanding balance at the end of each month. The adjusted outstanding balance is defined as all charges incurred by the student for attendance at the school at the end of the prior month, including but not limited to tuition, fees, housing charges, late registration fees, fines, damages, etc., less the total amount paid to the student's account at the end of the current month including fi-

financial aid that the student has been awarded but has not been paid for the quarter provided that the student and/or the student's parent(s) have completed all of the requirements for the award. The student understands and agrees that his/her adjusted outstanding balance is different from his/her payment plan and that the student's financial aid award may be reduced or eliminated if the student does not complete all of the requirements for financial aid.

ACADEMIC AFFAIRS AND ACADEMIC SERVICES

ACADEMIC IMPROVEMENT CENTER

The Art Institute offers a variety of tutorial services through the Academic Improvement Center (AIC). The center is open from 9:00 a.m. to 8:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday. The Academic Services Coordinator and the Academic Improvement Center Aide facilitate student activity in the Academic Improvement Center, as well as organize tutoring sessions. Tutoring is available for General Studies areas such as math, reading, and writing. Tutors also provide support in study skills, test-taking skills, and curriculum based projects.

The Academic Services Coordinator provides students with additional resources and referrals as well as serving as a liaison between the student and faculty. Students who have been previously identified with special needs (learning differences) can be accommodated through the services provided by the Center. Students who provide the appropriate documentation can request that the Academic Services Coordinator inform faculty of the special needs. For further information, contact the office of the Director of General Studies & Academic Services or the Academic Services Coordinator.

SERVICES FOR CONTINUING INTERNATIONAL STUDENTS

The International Student Advisor (ISA) assists international students by providing regulatory guidance, technical assistance and counseling regarding student immigration matters. Issues dealing with changes of status, practical training, employment, reinstatement, transfers, taxes, or social security should be discussed with the ISA to ensure compliance of immigration status. An international student orientation is provided to address survival and study skills, health and safety precautions, as well as personal and academic issues. The ISA serves as the International Student Advocate.

FIELD TRIPS

There are various program- and course-related activities that take place outside the classrooms and The Art Institute of Dallas. Some of these activities replace regular scheduled classes, and some are extracurricular or in addition to scheduled classes.

Students are required to arrange their own transportation to local field trip locations. Those students who provide car pool assistance to fellow students should be certain they have adequate insurance coverage.

Field trips outside the local area (more than 60 miles) generally involve prearranged public or private transportation and, in some instances, overnight living accommodations. Students who participate in these field trips are required to complete a travel release form to assure their understanding of the conditions established for such a trip.

PROGRAM AND ATTENDANCE STATUS CHANGES

Once enrolled, a student is assumed to be in continuous enrollment and attendance and to be making satisfactory academic progress until graduation. The student who alters this academic progression in any manner is considered to be making a "status change" which will require some form of approval or understanding in advance of the change. The basic status changes include:

- an enrollment change from one program of study to another program of study (termed "internal transfer");

- a change of attendance schedule (from part-time to full-time class attendance or vice versa);
- an interruption or termination of studies;
- a return to classes after interruption of studies (termed “re-entry”);
- a course change, addition or deletion (no changes will be made after drop/add period);
- a transfer from one Art Institute to another (termed “external transfer”).

Students who wish to request an academic or registration status change as noted above should see the Registrar’s Office for procedural details. Students wishing to re-enter The Art Institute after an interruption of studies must first contact the Readmission Office.

ADD/DROP PERIOD

A student may add or drop a course during the first 6 days of the quarter. There is no fee or grade associated with this procedure if done during the add/drop period.

While every effort is made by all advisors to assist you in planning your schedule, it is the student’s responsibility to know course sequence and prerequisites as listed in The Art Institute of Dallas catalog. If a student fails a prerequisite to a course for which the student has pre-registered, it is the student’s responsibility to have their schedule changed prior to the end of the Add/Drop period.

GENERAL ACADEMIC PERFORMANCE AND EVALUATIONS

Final grades are issued to students’ online accounts at the end of each academic quarter of study for all courses completed during that quarter. Each student receives midterm evaluations for the purpose of assessing his or her general performance at that point in the quarter.

The student may consult with Academic Advisors, faculty and Academic Department Directors to facilitate maximum academic and professional performance.

TRANSFER OF CREDITS TO AND FROM THE COLLEGE

Many students transfer to The Art Institute from various colleges and universities. At the time of enrollment, students may apply for transfer of credits for courses previously completed with satisfactory grades, when such courses reasonably relate to similar courses offered by the college. Refer to the Transfer of Credit Policies in the policy section of this handbook for more details.

The Art Institute of Dallas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097; telephone number 404.679.4501) to award applied associate and bachelor of fine arts degrees. COC-SACS is a regional accrediting agency recognized by the United States Department of Education. However, the fact that a school is accredited is not necessarily an indication that credits earned at that school will be accepted by another school. In the U.S. higher education system, transferability of credit is determined by the receiving institution taking into account such factors as course content, grades, accreditation and licensing.

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

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

system, not all of the credits you earn at The Art Institute of Dallas may be transferable into that school's program.

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

REGISTRAR'S OFFICE

The Registrar is responsible for the following services:

- Maintenance of all student permanent records.
- Issuance of grade reports and/or attendance reports.
- Issuance of student transcript records (\$5.00 per transcript). Requires a minimum of two (2) days' processing time, and all current students financial obligations with school must be met to obtain transcript.
- Supervision of quarterly student registration activities.
- Processing of student status changes, including:
 - Course and program withdrawals.
 - Requests for program changes.
 - Transfers to other Art Institutes.
 - Social Security verification.
 - Address changes.

REGISTRATION PROCEDURES

The continuing enrollment registration for in-school students takes place during the seventh and eighth weeks of each quarter. Appropriate notices regarding the time and place are posted in advance. Students may pick up clearance forms and official schedules in the Registrar's Office one day before the start of the upcoming quarter. Every student must present an official schedule to each instructor before they will be admitted to class during the first two weeks of school.

Before registration, it is the student's responsibility to consult the schedule of classes and select their courses from the schedule. Academic Advisors and Academic Directors are available prior to and during the registration process to assist students with their course schedules. It is the student's responsibility to understand the degree requirements and to ensure that he/she enrolls in the appropriate courses in the degree plan.

It is very important that every student register on time. Students who register late will be subject to schedule delays and course selection, on a space available basis and a late registration fee of \$25.00. It is the student's obligation to add/drop or withdraw from classes before the deadlines stated in the academic calendar. This applies even if the student has never attended class. It is important that every student register on time. Those students who anticipate a problem with registration should contact the Registrar's Office in advance of the date scheduled for registration.

ACADEMIC POLICIES AND PROCEDURES

The Art Institute maintains academic policies to assure quality educational processes and to provide meaningful equivalences and definitions.

ACADEMIC GRADING SYSTEM

The grading system incorporates letter grades and codes which have the following numeric equivalences and definitions:

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

CULINARY GRADING SCALE

For students in the International School of Culinary Arts, please refer to the Culinary Student Guide for the grading scale used in that program.

ACADEMIC APPEALS POLICY

It is the philosophy of The Art Institute of Dallas that the student is responsible for initiating any appeals process in a timely manner, and must start with the individual with whom she/he had the conflict. If the student and the instructor, or other individual, are unable to reach a mutually satisfactory solution, the student should talk with the Academic Department Director or the Academic Advisor. If a mutually agreed upon decision cannot be reached at this point, the student then needs to put his/her concerns in the form of a letter addressed to the Vice President of Academic Affairs. At this time, the Vice President may attempt to resolve the issues individually, or may appoint an Appeals Committee to hear the student's concerns. If a student is still not satisfied, he or she may appeal in writing to the President of The Art Institute of Dallas. Please see the Student Handbook for detailed information on the procedures to be followed. If the student wishes to appeal a final grade, he/she must put the request in writing to the Vice President of Academic Affairs no later than Thursday of week one of the following quarter.

ACADEMIC PERFORMANCE MEASUREMENTS

Student academic performance is recorded, reported, and monitored each quarter by the following measurements:

- **Grade Point Average (GPA):** The grade point average for all courses taken or completed during any quarter of study.
- **Cumulative Grade Point Average (CGPA):** The grade point average for all courses taken or completed for all quarters of study.
- **Grade Point Computations:** The grade for a 3-credit-hour course has greater value than the grade for a 1 credit hour course in computing the grade point average. Grade points in a course are determined by multiplying the letter grade equivalent grade points times the credit hours. The total grade points earned are divided by the total credit hours earned to determine the grade point average. Credit hours are a different measure of academic achievement than contact hours of class attendance.

ACADEMIC GRADING POLICIES

Advanced Course Credit (TR or P): Course credit transferred from another accredited post-secondary institution is assigned a "TR" code. Proficiency credit awarded on the basis of exam or portfolio examinations is assigned a "P" code. Such credit is applied to the total credits required for graduation but has no grade point value and is not computed in grade point averages. All advance course credit is approved by the Education Department.

Withdrawal (W): A student who withdraws from a course/program prior to the end of the ninth week of a quarter will be assigned a "W" code for the courses within that quarter. The "W" does not compute in the grade point average.

Withdraw/Failing (WF): A student who withdraws from a course/program after the end of the ninth week of a quarter receives an “F” grade for the courses within that quarter. The “WF” is computed in the grade point average.

Every course for which a student receives an “F”, “W” or “WF” grade/code must be repeated and completed with a passing grade in order to graduate. The original grade/code and the subsequent passing grade(s) will remain on the record for reference purposes. However, when a course is successfully repeated, only the passing grade (not the original grade/code) will be computed in the grade point average. Tuition is charged for repeated courses.

When a final course grade has been established and recorded in the student record, the grade may not be changed without approval by both the Academic Department Director and the Vice President of Academic Affairs.

Letter Grade		Grading Scale	Letter Grade		Grading Scale
A	=	100-93	C+	=	79-77
A-	=	92-90	C	=	76-73
B+	=	89-87	C-	=	72-70
B	=	86-83	D+	=	69-67
B-	=	82-80	D	=	66-60
			F	=	59-0

REQUIREMENTS FOR GRADUATION

To be qualified to graduate, a student must pay the graduation fee and:

- 1) receive a passing grade or credit for all required course work;
- 2) achieve a minimum CGPA of 2.0 and complete the program in no more than 150% of total program credits;
- 3) satisfy all financial obligations with The Art Institute in order to participate in the graduation ceremony and to receive a diploma, certificate and/or transcript from The Art Institute.

SATISFACTORY ACADEMIC PROGRESS POLICY

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

Milestones and Evaluation Points:

Diploma	Evaluation Point	Milestones (CGPA & ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Probation

	End of Second Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Second Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Fourth Quarter and every quarter thereafter	< 2.0 and 66.67%	Dismissal
Degree	End of Second Quarter	< 1.0 and/or 33.33%	Probation
	End of Third Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Third Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Sixth Quarter and every other quarter thereaf- ter	< 2.0 and 66.67%	Dismissal

The school has the right to modify the satisfactory academic progress policy at any time. A complete description of the SAPP can be found in the school Catalog.

Procedure for Appealing Academic Termination

Any student wishing to appeal an academic termination may do so in writing to the Vice President of Academic Affairs. The written appeal must state the mitigating circumstances that contributed to the termination. The written appeal must be supported with appropriate documentation of the mitigating circumstances. This should include an explanation on how the circumstances have been remedied or changed.

The Vice President of Academic Affairs or a committee will review a student's appeal and will determine whether the student's circumstance(s) and academic status warrant consideration for reinstatement. The student may be asked to appear in person during the review process when deemed necessary by the Vice President or the committee.

A student who is granted an appeal may be reinstated and if otherwise eligible, receive financial aid; however, the student will be placed on probation for that quarter.

Procedure for Reentry After Academic Termination

a). Termination Re-entry Process

A student terminated for violating the SAPP must appeal in writing to the Vice-President of Academic Affairs for re-entry 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 described

in the preceding section 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 Vice-President or review committee to determine that the student has the desire and the academic ability to progress satisfactorily in the program.

b). AI Student Re-entry Process

Any student who has left the Institute for any time period must go through the formal re-entry process and each student's academic status must be reviewed before they can be considered for re-entry. For details, please refer to the Institute's procedure for re-admission.

Explanations of Related Issues

a). Calculation of CGPA

A student's cumulative grade point average is calculated by a.) Multiplying credits for each course by grade points associated with the grade earned; b.) Totaling the grade points earned for all the courses, and c.) Dividing total grade points earned by the total number of quality credits. The Art Institutes use a 4.0 scale in assigning grade points. (The CGPA is calculated by rounding up to the nearest tenth if the last digit is 5 or greater. It is rounded down to the nearest tenth of the last digit if less than 5. Ex: 1.95=2.0, Ex: 1.94=1.9)

b). College Preparatory Courses

Based on the results of the academic placement test, students may be required to take college preparatory courses. Students must successfully complete such courses in order to progress in the program. College preparatory course credits do not count towards the total number of credits for graduation nor do they count in the CGPA; however, they do count in determining the maximum time frame and the incremental completion rate.

College preparatory courses may be individually attempted no more than 3 times. Failure to pass the third time will result in termination.

c). Repeated Courses and Grades

Grades achieved in repeated classes will replace the 'F', 'W', or 'WF'. Grades of 'F', 'W', or 'WF' are included in the maximum allowable time frame and incremental completion rate requirements in attempted hours.

Students may also retake a class in which they received a passing grade in order to improve their CGPA.

d). Remediation of Academic Deficiencies

It is strongly recommended that any student with 'W' or 'F' grades register for the same courses in the subsequent quarter to improve academic achievement.

e). Transfer Credits

Credits from transfer courses are not calculated in the maximum allowable credits or incremental completion rate requirements; however, transfer credits do reduce the total number of credits that must be attempted within the program. Therefore, the maximum attempted credits for a student with transfer credit are one and one-half times the number of credits required to complete for graduation.

Grades for credits transferred from any post-secondary institution will be recorded as "TR" and will not affect the student's CGPA.

Grades from courses taken in a program at the same Art Institute, if applicable to a transfer program, will be recorded and will affect the student's CGPA.

In cases in which a student has graduated from The Art Institute in one major, and then subsequently begins work in a different major, grades used in the CGPA of the previous program will not be applied to the student's new program CGPA calculation.

f). *Change of Major*

Students will be allowed only one change of major. Changing from a day program to an evening program of the same major is not considered a change of major. Students who change majors will be treated as transfer students. Grades from course equivalents in the old major will transfer to the new major.

g). *Transfers*

A student must be in satisfactory academic standing to be allowed the opportunity of transferring from one Ai school to another.

h). *Ai Merit Award*

Students who earn a CGPA of 2.5 or greater are also eligible to apply for the Merit Award. Students interested in applying for the merit award should contact their Academic Department Director.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE POLICIES

Regular class attendance is expected and required. It is the responsibility of each student to monitor his/her attendance. Attendance information is available through your Academic School Director, Academic Advisor, and the Registrar's Office. In the event of a possible attendance discrepancy, it is the student's responsibility to contact the instructor to resolve the discrepancy in a timely manner.

Courses Meeting Once a Week

If a student misses three (3) or more classes or accrues the equivalent of three (3) absences through tardiness in any one course during the quarter, he/she may be dropped for lack of attendance at the discretion of the instructor.

Courses Meeting More Than Once a Week

If a student misses three (3) weeks of one class or accrues the equivalent of three (3) weeks of tardiness for one class during a quarter, he/she may be dropped for lack of attendance at the discretion of the instructor. Instructors are responsible for implementing the attendance policy and must notify students of their attendance requirements in their course syllabus, which is distributed during the first class meeting in the quarter.

The satisfactory explanation of an absence does not relieve the student from responsibility for the course work assigned and/or due during his/her absences. A student who does not attend class during the first week of school or starts late without prior documented permission from the Vice-President of Academic Affairs is still held responsible for his/her absences. Students are encouraged to make all schedule changes early in the first week of the quarter to minimize absences. Failure to sit in class during the first week of school will result in termination from school for the quarter.

A student who fails to attend all classes on his/her schedule for two (2) consecutive weeks of the quarter will be automatically terminated from school for the remainder of the quarter by the Registrar's Office.

A student who wishes to appeal a drop or termination must appeal to the appropriate Academic School Director or Academic Advisor within 72 hours of notification.

Culinary Arts Lab Attendance Policy

Due to the nature of laboratory classes being a hands-on, skill-oriented learning experience and the cultivation of desirable work habits, the Administration and Faculty mandate the students attend every class. Through this philosophy, students are only allowed to miss 25 contact hours (5 days) during a three day lab course. Exceeding this period could lead to academic termination.

ATTENDANCE PROCEDURES

Attendance recording, monitoring, and follow-up procedures are as follows:

- Attendance, in fifteen minute increments, is recorded at the beginning of each class and the entire duration of class by the instructor.
- Attendance records are maintained and monitored by the Registrar's Office and the Academic Department Directors/Academic Advisors.

Make Up Work Policy

It is at the discretion of each Academic School Director to set the policy for each school. Please refer to each class syllabus as to the makeup policy for that class.

Attendance Suspension

If a student is suspended from a program for lack of attendance, he/she may apply for readmission.

Readmission is made at the discretion of the Vice-President of Academic Affairs and other school officials. A student will required to repeat the last quarter of attendance upon the Academic Affairs Department's approval of readmission.

LEAVE OF ABSENCE POLICY

A Leave of Absence shall be reasonable in duration, not to exceed 14 calendar days and must be for a specific and acceptable purpose. The school attendance records will clearly show Leave of Absence granted. A written request for Leave of Absence, properly dated and signed by both the student and authorized school official, must be placed in the individual student's file within one week of the beginning of such Leave of Absence. If the student fails to return from leave, the student will be automatically suspended. A Leave of Absence will be granted only for hospitalization, death in the family, military leave or other extreme circumstances. Only one Leave of Absence will be granted in any twelve-month period, which includes Summer Leaves of Absence. A student should apply to the Vice-President of Academic Affairs for a Leave of Absence in advance of the leave. All leaves must be approved by the Vice-President of Academic Affairs and the Registrar.

COMPUTER LABS

The computer lab handbook can be found in the tech room (330) and in each of the computer labs themselves. Students are encouraged to read it carefully as they are responsible for knowing the handbook policies and procedures before using the lab. In addition, many of the lab features that are available to students are covered comprehensively in the handbook.

COMPUTER LAB RULES

The following rules apply to all computer work areas, and are general rules that apply to all users:

1. No personal software or games may be loaded on any Art Institute of Dallas computer in any lab.
2. Do not make changes to screen backgrounds, screen savers and other DOS, Windows or MAC environments.
3. Do not store, save or copy any files onto any directory other than your own sub-directories/folders under the "students" folder. All files stored on the C:/drive of

classroom PCs will be automatically deleted upon the machine's reboot.

4. Do not load your own fonts onto the computers.
5. No food, drinks or tobacco of any kind are allowed in the computer labs.
6. No software may be copied from Art Institute of Dallas computer labs onto your backup media. All Art Institute of Dallas software is for educational use only. Please respect our licensing agreements and do not copy software.
7. Although we run virus protection software, you should check your removable media for viruses.
8. Do not download or copy pornography to the lab machines.
9. Because many peripherals are small, all bags and briefcases, if taken into a computer lab, are subject to search. If you are asked for a search, please realize we are trying to protect the resources for everyone.
10. All hard drives on Art Institute of Dallas machines are wiped clean regularly. It is the student's responsibility to have backup files of your work.
11. You must have a visible valid student ID at all times at the school.

The rules and policies exist to make the labs effective for all users. Failure to comply with lab policies may result in your being asked to leave the lab, either for the day, or in the case of repeat or egregious offenses, for longer.

As noted above, pirated software is a violation of federal law and the licensing agreements that The Art Institute of Dallas has made with software manufacturers. Pirated software is a serious issue and places The Art Institute of Dallas in an untenable situation. Students who are found to have pirated software i.e., downloaded 'cracked' software, movie, or audio files will be in violation of the student conduct policy.

MILDRED M. KELLEY LIBRARY

The Mildred M. Kelley Library supports the mission and curriculum of The Art Institute of Dallas by serving the information needs of its faculty, students and staff. To accomplish this, the Library provides a collection of books, periodicals in print and electronic form, videos and DVDs, electronic databases, and other items supportive of the Institute's educational goals. The Library provides reference services and instruction in the use of Library facilities, electronic database searching, research techniques and bibliographic citation. In addition, the Library provides study areas and an atmosphere that promotes independent research and academic excellence.

HOURS OF OPERATION

<u>General Operating Hours</u>		<u>Reference Librarian On Duty</u>	
Monday – Friday	7:30 a.m. - 10:30 p.m.	Monday – Friday	8:00 a.m. - 9:30 p.m.
Saturday	8:30 a.m. - 6:00 p.m.	Saturday	9:00 a.m. - 6:00 p.m.
Sunday	12:00 p.m. - 5:00 p.m.	Sunday	12:00 p.m. - 5:00 p.m.
School Holidays	Closed	Quarter Breaks	Closed

MILDRED M. KELLEY LIBRARY HANDBOOK

The Handbook is available at the Circulation Desk in the Library, and students are encouraged to read it carefully. The Handbook sets forth the Library's resources, services, policies and procedures, including circulation policies and fines as well as charges for lost material. Students are responsible for knowing and following the Library Handbook's policies and procedures.

LIBRARY WEB SITE - www.aidlrc.aiiresources.com

The library's Web site is available for use by members of The Art Institute of Dallas

community. The Web site may be accessed via a Desktop icon on computers in the computer labs and on the Internet computers in the library. The Web site contains information about the library, access to the catalog and subscription databases, a list of the library's periodical subscriptions, new materials recently added to the library's collection, useful Internet links categorized by subject field and links to DCCCD campus libraries and the Dallas Public Library.

LIBRARY USE POLICY

The Mildred M. Kelley Library exists to support the educational goals of The Art Institute of Dallas. As such, it is a place made available for reading, research, working on projects, etc. Users of the Library, therefore, should remain respectful of others and keep noise to a minimum. Eating, drinking, smoking, and similar activities (including food and drink containers) are not permitted in the public areas of the Library. Adhesives, cutting implements, paints or containers of any of these are also not permitted in the library. Cutting of books or magazines, even if one's own is not permitted in the library. Cellular telephones, beepers and other electrical devices must be turned off or switched to a status that does not make noise.

In order to insure that all users of the Library have equal access to vital information, limitations on circulation of some materials is often necessary. Students should understand that the Library must serve the information needs of everyone in The Art Institute of Dallas community and promptly return materials when they are due.

ORIENTATION AND ASSISTANCE

At the beginning of each quarter, tours are conducted to orient new students to the resources and facilities of the Library. In addition, all students are encouraged to seek assistance in using the Library's online catalog of holdings, finding materials, accessing the various online databases available, or locating information on specific research or reference questions that may arise.

STUDENT INVOLVEMENT

The Library encourages active student involvement in the evaluation of the Library and suggestions of materials to be added to its collection. Library evaluation forms are submitted to students periodically and are an important element in planning the Library's future development. Collection suggestions may be submitted at the Circulation Desk or to the Reference Librarian at any time. The Library values all student input and strives to work closely with students in providing quality materials and services directed to academic excellence.

GENERAL INFORMATION

ACTS OF DISHONESTY

The Art Institute of Dallas will not tolerate any act of dishonesty or plagiarism. Dishonesty in the classroom, including securing, passing, receiving a test prior to test date, or cheating on examinations is subject to a failing grade and possible suspension or termination from The Art Institute.

The same rule applies for detected plagiarism within the classroom. Plagiarism includes any unattributed use of materials from any source - including books, periodicals, CD-ROM's, Videos, and the World Wide Web, as well as artwork/projects from other students or professionals. All quotations, paraphrases, or other adaptations of others work must be properly cited and documented.

All acts of dishonesty are to be brought to the attention of the Academic School Director and the Vice-President of Academic Affairs. Please refer to the Student Conduct Policy in this handbook.

STUDENT LOUNGE/PUBLIC TELEPHONES

The student lounge is located on the first floor. Public telephones are available for student use at the east entrance of the main building and the southwest entrance in the Culinary building.

SCHOOL FACILITY

The Art Institute of Dallas expends considerable effort to maintain a clean and professional facility, with a healthy environment. Students and staff are required to deposit trash in the appropriate containers. Students must pick up their classroom at the end of the class.

FOOD/DRINK/NO SMOKING POLICY

Food and drink are not allowed in classrooms. Please consume food and drink in the Student Lounge. No eating or drinking is permitted in any classroom. Exceptions for planned celebrations determined by the faculty or administration can be made. Under no circumstances is food or drink permitted in the Library or any lab. See the Security Office to obtain the full Food/Drink Policy.

The Art Institute of Dallas is a tobacco-free facility. No smoking or other tobacco products may be used in any part of the building, around public areas, or on the front steps or in front of the glass doors of the Main Entrance. Smoking is only permitted outside of the Student Entrance on the east side of the building or outside of the Main Entrance in the courtyard.

PERSONAL PROPERTY

The Art Institute of Dallas is not responsible for the personal property of students, including, but not limited to books, supplies, equipment, and/or clothing. The student should place his/her name and student number on all items of value. Equipment serial numbers should be recorded and kept in a safe place. The student should review his/her personal property/homeowners insurance and automobile comprehensive insurance policies to determine whether valuable equipment or personal items would be covered in the event of theft or loss.

PROPERTY OF THE ART INSTITUTE

The student is responsible for Art Institute books, software, or equipment used or checked out, and will be responsible for the cost of repair or replacement of such items in the event they are damaged or lost.

ILLNESS OR INJURY

In the event of illness or injury to a student on The Art Institute of Dallas premises or at a function sponsored by The Art Institute, the student may request to be transported to a local hospital emergency room or doctor for examination and treatment if necessary. The student is responsible for any resulting expenses. The student should review personal and/or family insurance policies to determine whether appropriate coverage exists.

INCLEMENT WEATHER

For immediate information regarding The Art Institute of Dallas late openings or school closings, students and faculty can call 214.692.8080 or 800.275.4243 for a recorded message. In case of inclement weather, a public announcement regarding the status of classes at The Art Institute will be made on WFAA TV/Channel 8.

VISITORS

All visitors must register with security at the sky bridge/3rd floor or the receptionist in the front lobby. To avoid disruption of classes, friends, children or other relatives of students or faculty are not permitted to attend classes or use The Art Institute of Dallas equipment. Minors are not permitted on campus unless prior written permission has been

granted and a copy is given to the Security Manager.

DRESS CODE

Casual, reasonable, professional attire and clean appearance are recommended. Bare feet are not permitted. This is a health and safety regulation. Students found to be in violation of the dress code will be sent home to change and the time required to do so will be counted as absenteeism.

LOST AND FOUND

Lost and Found is located in the Security Office. Lost articles may be turned in and claimed in the Security Office. Lost articles are kept for one quarter.

SEXUAL HARASSMENT

The Art Institute of Dallas is committed to providing educational programs and activities for students and applicants for admission which are free from sexual harassment. All claims of sexual harassment will be promptly and thoroughly investigated.

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

- submission to the 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, or;
- submission to or rejection of the conduct is used as the basis for academic decisions, or;
- the conduct has the purpose or sole effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Students or other individuals who feel that they have been sexually harassed have several ways to make their concerns known. We each have an obligation to:

- Tell the individual if their language or actions are offensive.
- Indicate to the individual that you will report any repeat occurrence or problem.
- Report harassment to the Vice-President of Academic Affairs and the Director of Human Resources promptly. Keep the matter confidential and discuss only with the parties involved. All information disclosed in the investigation will be kept as confidential as possible, but some disclosure to those with a need to know or for the purposes of furthering the investigation may be necessary.
- If you make a complaint of harassment, be prepared to put it in writing. A person who initiates a sexual harassment complaint, with cause, will not be the subject of retaliation or discipline, nor will the initiation of the complaint affect grades, class selection, or other matters for students.

However, making false or exaggerated complaints is cause for disciplinary action, up to and including immediate dismissal from The Art Institute of Dallas. When a complaint investigation shows probable cause that harassment did take place, the offender will be subject to disciplinary action up to and including dismissal from The Art Institute of Dallas.

GENERAL STUDENT COMPLAINT PROCEDURE

The Art Institute will seek to solve problems by internal procedures of due process. When necessary, off-campus law enforcement and judicial authorities may be involved.

Complaints, comments and suggestions for improvement are welcomed. Students should direct their comments to an employee in a supervisory position. The staff roster in the front of the student handbook may be consulted for persons in supervisory positions. Students who feel that their complaint or comment is not being taken seriously, or acted

upon, have the option of asking an additional staff member in higher authority, going up as far as The Art Institute of Dallas President. Students can also provide comments through the AiDallas Listens Program. Feedback boxes are located in the Student Lounge, by the Elevators on the 3rd floor, the Library, and in the Culinary Building.

Students who have a complaint or grievance that they feel is serious and have not been able to get any assistance from anyone within The Art Institute of Dallas may contact the Commission on Colleges, Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-4097. The Commission on Colleges recognizes the value of information provided by students, employees, and others in determining whether an institution's performance is consistent with the commission's criteria for obtaining or maintaining accreditation. The Commission's interest also is in assuring that member institutions maintain appropriate grievance procedures and standards of procedural fairness and that the procedures are applied appropriately and consistently.

SOLICITATION GUIDELINES

The Art Institute of Dallas defines solicitation as the request of a community member's time or resources for the betterment of another individual or group. It is against the guidelines of the Institute to freely solicit the students, faculty, staff and departments of the school without prior consent. A copy of the solicitation guidelines and information on how to obtain consent can be obtained from the Dean of Student Affairs.

SUPPLY STORE

The Art Institute of Dallas Supply Store is located on the first floor. It is an "in house" retail establishment that offers The Art Institute of Dallas students an opportunity to purchase instructor approved supplies and textbooks for all required courses. The Art Institute of Dallas program specific new start supply kits, including first quarter textbooks, are distributed at the Supply Store during the new start orientation. For information on the supplies call 214.692.8080 ext. 1293.

TRANSFER OF CREDIT, PROFICIENCY CREDIT, AND CREDIT FOR LIFE EXPERIENCE

TRANSFER OF CREDIT BEFORE MATRICULATION

The Art Institute of Dallas provides an integrated curriculum which includes both the technical and the general education courses needed to prepare students for positions in the modern workplace. Many students, however, have already undertaken course work elsewhere which approximates required courses at The Art Institute. In such cases, transfer credit may be awarded according to the following procedures:

- Official transcripts must be received in the Admissions Office before the class start; no course work will be considered for transfer credit for first-quarter classes after the Drop/Add Period.
- Coursework must represent collegiate coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute of Dallas.
- Only courses with grades of "C" (2.0) or better will be considered for transfer credit.
- Only courses equivalent to 3 or more quarter hours will be considered.
- No developmental or remedial courses will be considered.
- Applications for transfer credit for other than first-quarter classes must be made within thirty days of enrollment. Applications may not be made after the student has attended a potentially transferable class past add/drop period.
- A student may transfer up to 50% of total program credits, but must meet a minimum of a 50% residency requirement. A maximum of 23 quarter credit hours may be

awarded for collegiate credit for prior learning obtained outside a formal degree-granting institution. This credit will be included in the 50% of total program credits allowable. This includes transfers between Art Institute schools.

- In disputed cases, a course description and/or syllabus is required in order for credit to be considered. Disputes will be arbitrated by a Transfer Credit Review Committee appointed and headed by the Vice President of Academic Affairs.
- Foreign students will be evaluated on an individual basis.

GENERAL EDUCATION

- No transfer credit will be given for IC1031 (Computer Applications) if the course was not completed within five years of the date of matriculation.
- Credit for IC1021 (College Orientation) will only be allowed for students who have previously completed bachelor's or associate's degrees, or at least three full semesters (or the equivalent) of college level credit with a 2.5 grade point average (based on a 4.0 scale).
- Credit for IC2002 (Career Development) will only be allowed upon submission and approval of a complete career marketing portfolio prior to the beginning of the quarter in which the student is scheduled to take the course. Portfolios will be evaluated by members of the Proficiency Credit Review Committee and/or the Career Development Faculty and the Vice-President of Academic Affairs.
- In order to receive transfer credit for GE0114 (Introduction to Humanities), students must have completed an introductory Humanities course of at least one semester, or have completed a combination of courses that achieve objectives similar to those in place at The Art Institute.

PROFICIENCY CREDIT OR CREDIT FOR PRIOR LEARNING

The Art Institute also recognizes that prospective students may have obtained experience equivalent to certain courses; therefore, proficiency credit may also be awarded under the following conditions:

- Students may earn proficiency credit by taking State-approved CLEP examinations, or passing a CEEB Advanced Placement examination (not simply passing an advanced placement course in high school). Official CLEP and AP exam scores must be submitted from the examining board and received in the Admissions Office prior to matriculation.
- Students may earn proficiency credit by submitting a portfolio for review by a committee of appropriate faculty members. Requests for portfolio reviews for proficiency credit purposes must be made at the time of application; the review process must be completed by the end of the student's first quarter at The Art Institute.
- Students may earn proficiency credit for life experience if evidence of learning can be demonstrated. Those seeking experiential learning credit must indicate their desire to obtain credit at the time of application, and must have demonstrated their abilities to a committee appointed by the Vice-President of Academic Affairs by the end of their first quarter at The Art Institute. Demonstration may consist of a combination of the following elements: certificates, letters, professional licenses, honors and awards, samples of work, test scores, interviews, oral exams, or simulations. Experiential learning must also coincide with the stated objectives of those courses for which it is to be substituted.
- No more than 23 quarter credit hours of a program will be considered for any type of proficiency credit.

TRANSFER OF CREDIT AFTER MATRICULATION: CONCURRENT ENROLLMENT AT OTHER INSTITUTIONS

Transfer credit may be awarded for courses taken at other institutions while enrolled as a student at The Art Institute of Dallas under the following conditions:

- Students must be enrolled full time at The Art Institute of Dallas.
- Students must apply in writing to the Vice-President of Academic Affairs and receive prior approval before enrolling in the course.
- Course work must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute of Dallas.
- Only one course per quarter in concurrent enrollment will be accepted.
- All such course work must be completed by the end of the first academic year (third quarter) of enrollment at The Art Institute of Dallas.

CHANGE OF PROGRAM WITHIN THE ART INSTITUTE

Students considering transferring from one program to another within the college must petition the transfer in writing and submit the request to the appropriate Academic Department Director or Academic Advisor. If the transfer is approved, the Academic Advisor or Academic Department Director will review the new curriculum requirements and ascertain which courses will transfer to the new program. The student is responsible for completing the appropriate paperwork in the Registrar's Office upon transfer approval. Only one program change allowed.

ADMINISTRATION OF THE TRANSFER OF CREDIT, PROFICIENCY CREDIT, & CREDIT FOR LIFE EXPERIENCE POLICY AND PROCEDURES

- Once official transcripts are received, the evaluation process will be completed within a 72-hour workday period.
- Students transferring within The Art Institutes system will be classified as "a transfer in" and go through the re-entry process at the admitting school.
- Students transferring from another college or university other than an Art Institute system school will be classified as a new student and will go through the new student admissions process.
- Any transfer credit that is awarded is recorded as a "TR" and any Proficiency credit that is awarded is recorded as a "P." Grades are not recorded and do not count toward The Art Institute GPA or CGPA.

PROCESS FOR SEEKING TRANSFER CREDIT, PROFICIENCY CREDIT, AND CREDIT FOR LIFE EXPERIENCE

- Students must arrange for official transcripts to be received in the Admissions Office before the class start; no course work will be considered for transfer credit for their first-quarter of study after the Drop/Add Period.
- In order to receive proficiency credit through State-approved CLEP examinations, or passing a CEEB Advanced Placement examination (not simply passing an advanced placement course in high school), students must arrange for official CLEP and AP exam scores to be submitted from the examining board and received in the Admissions Office prior to matriculation.
- New students must apply for transfer credit for other than currently enrolled classes within thirty days of matriculation. Applications may not be made after the student has attended a potentially transferable class past the add/drop period. Applications must be approved by the Vice President of Academic Affairs.

- Students must request portfolio reviews for proficiency credit purposes at the time of application. They must have demonstrated their abilities to a Proficiency Credit Review Committee appointed by the Vice-President of Academic Affairs by the end of their first quarter at The Art Institute. This committee fills out a Proficiency Credit Approval Form which coincides with the stated objectives of those courses for which credit is being sought.
- Students who wish to enroll concurrently at another institution must receive prior approval in writing from the Vice-President of Academic Affairs. Courses to be transferred must represent collegiate course work relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of The Art Institute of Dallas. All such course work must be completed by the end of the first academic year (third quarter) of enrollment at The Art Institute of Dallas.
- Academic School Directors or Academic Advisors will review all transfer credit accepted by The Art Institute of Dallas with each new student during registration for the first quarter. After that time, students are responsible for initiating further transfers and for confirming the acceptance of additional credit with the Registrar's Office.

IDENTIFICATION GUIDELINES

For the safety of all members of our community, The Art Institute of Dallas issues identification badges to all faculty, staff, students, temporary employees, visitors, volunteers, consultants, and anyone who has approved business on the campus.

All members of The Art Institute of Dallas community are to display their badges in an easily visible location on their person to identify themselves and their association with the school. Badges must be visible at all times while on The Art Institute of Dallas campus.

Persons without valid Art Institute of Dallas Identification will be asked to leave the building. Student absences as a result of violation of this policy are not considered excused absences.

Identification badges are the property of The Art Institute of Dallas and will be retained by the school when an individual terminates his or her employment, ceases to be enrolled, or otherwise ends his or her association with The Art Institute of Dallas.

The Art Institute of Dallas, through the Student Affairs Office, will make available lanyards in order to properly display Identification badges.

IDENTIFICATION BADGE INFORMATION

ID Badge Issuance

New identification badges are processed at the Security Office located on the third floor of the main building.

Identification Badges are only valid if they include a current quarter validation sticker. Validation stickers can be obtained from the registrar's office, with the exception of initial new student ID's, which are issued at the Security Office with a validation sticker. Students are not authorized to possess more than one ID badge at a time.

Visitor Badges

School policy is that all visitors, observers, contractors, and temporary employees who will be on campus must have and display an ID badge

Visitor Badges are defined as badges issued to those individuals accessing The Art Institute of Dallas facilities for less than 24 hours. This excludes temporary patrons of The Chef's Gallery.

Visitor Badges will be issued at the time of arrival by security/3rd floor sky bridge or the

receptionist in the lobby of The Art Institute of Dallas. Visitors will be required to provide personal information and their reason for wanting access to the facilities.

Replacement of Damaged or Lost ID Badges

Once the ID badge is issued, it is the responsibility of the badge holder to make sure the badge is properly functioning for a reasonable period of time. A replacement fee of \$10 will be charged for any lost badge or badge that is in need of replacement due to damage beyond normal wear and tear.

Lost/Found ID Badges

Report all lost or found ID badges immediately to the Security Office.

STUDENT CONDUCT POLICY

Students of The Art Institute of Dallas are expected to conduct themselves during the educational process in the same manner as will be expected in an employment situation. Consequently, the following is the all-encompassing policy statement regarding general student conduct while in the school facility or on school grounds or extension facilities, and/or at field trips locations:

The Art Institute reserves the right to suspend or permanently terminate any student whose conduct is detrimental to the educational environment within the classroom, to the well-being of fellow students and/or faculty and staff members, or who causes damage to the appearance or structure of the school facility, damage, loss, or theft of equipment, material, and software therein, or who copies or otherwise plagiarizes the art work or assignments/projects of any other student(s) or professional(s), or, who verbally abuses, insults, physically or psychologically threatens or intimidates other students, faculty, or staff or who otherwise displays conduct detrimental to his or her own academic progress or ultimate success in the field for which he or she is being educated. When a student's violation of the law also adversely affects The Art Institute's pursuit of its recognized educational objectives, The Art Institute of Dallas may enforce its own regulations.

The Art Institute of Dallas will seek to solve disciplinary problems by internal procedures of due process conducted through the Office of the Vice-President of Academic Affairs and/or Dean of Student Affairs. When necessary, off campus law enforcement and judicial authorities may be involved. The Art Institute reserves the right to discipline students in violation of the conduct policy separate from any legal action that may be deemed necessary.

POLICY OVERVIEW

The Art Institute of Dallas 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 Art Institute of Dallas community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute of Dallas 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 college's mission.

Any student who is found to have violated the student conduct policy is subject to disciplinary sanctions up to and including suspension or permanent dismissal, as further described in this document.

ACADEMIC ELEMENTS/VIOLATIONS

The following is a list of behaviors that violate The Art Institute of Dallas Student Conduct

Policy. Although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Submission of material that is wholly or substantially identical to that created or published by another person or persons, without adequate credit notations indicating authorship (plagiarism).
2. Substitution for, or unauthorized collaboration with, a student in the commission of academic requirements.
3. Forgery, alteration, or misuse of any Institute document relating to academic status.
4. False claims of performance for work that has been submitted by the student.

NON-ACADEMIC ELEMENTS/VIOLATIONS

The following is a list of behaviors that violate The Art Institute of Dallas Student Conduct Policy. Although not exhaustive, this list provides examples of unacceptable student behaviors.

1. Persistent or gross acts of willful disobedience or defiance toward school personnel
2. Assault, battery, or any other form of physical abuse of a student or school employee
3. Fighting
4. Verbal abuse of a student or school employee
5. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy school property or the property of other students or school employees
6. Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student are a violation of this code
7. 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
8. Any form of unwanted sexual attention or unwanted sexual contact
9. Violations by guest of a student on school property. Students are responsible for the actions of their guests
10. Theft, attempted theft, vandalism/damage, or defacing of school property or the property of another student, faculty or staff member, or assisting in such activities
11. Interference with the normal operations of the school (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other school activities)
12. Use of cell phones and pagers during scheduled classroom times
13. Unauthorized entry into, or use of, school facilities
14. Forgery, falsification, alteration or misuse of school documents, records or identification
15. Dishonesty, including but not limited to cheating, plagiarism, or knowingly supplying false information or deceiving the school and/or its officials
16. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by school officials
17. Extortion
18. 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

19. Breach of peace on school property or at any school-sponsored or supervised program
20. Use, sale, possession or distribution of illegal or controlled substances, drug or drug paraphernalia on school property, or at any function sponsored or supervised by the school. Being under the influence of illegal or controlled substances on school property, or at any school function is also prohibited
21. Use, sale, possession or distribution of alcoholic beverages on school property or at any function sponsored or supervised by the school. Being under the influence of alcohol on school property, or at any school function is also prohibited
22. Possession or use of firearms, explosives, dangerous chemicals, or other weapons on school property or at school sponsored functions
23. Smoking in classrooms/other school buildings/areas unless designated as a smoking area
24. Failure to satisfy school financial obligations
25. Failure to comply with direction of school officials, faculty, staff or security officers who are acting in the performance of their duties
26. Failure to identify oneself when on school property or at a school-sponsored or supervised function, upon request of school official acting in the performance of their duties
27. Violation of federal, state or local laws and school rules and regulations on school property or at school sanctioned or school sponsored functions
28. 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 school
29. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute and/or its reputation
30. Any violation of the student housing contract, rules and regulations and/or the school-sponsored housing student handbook
31. Any violation of the school's policies on the responsible use of technology including but not limited to:
 - The theft or abuse of computer, email, Internet or Intranet resources
 - Viewing or sending pornographic materials
 - Installation of any software onto a workstation
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
32. Abuse of the Art Institute of Dallas' disciplinary system, including but not limited to:

- Failure to obey the summons of a disciplinary body or school official
 - Falsification, distortion, or misrepresentation of information before a disciplinary body or school official
 - Disruption or interference with the orderly conduct of a disciplinary proceeding
 - Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
 - Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
 - Failure to comply with the sanction(s) imposed under the student conduct policy
 - Influencing or attempting to influence another person to commit an abuse of the disciplinary system
33. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law
34. Possession of food and drink in a computer lab

HOUSING VIOLATIONS

In addition to the above listed violations, the following list of violations applies to students in school-sponsored housing. Although not exhaustive, this list provides examples of unacceptable student behaviors that may result in removal from school-sponsored housing.

1. Alcohol is strictly prohibited in school-sponsored housing regardless of age. Students may not possess, consume, or store alcoholic beverages of any kind in housing units or on complex premises. Also, students may not display empty alcohol containers.
2. Illegal drugs are strictly prohibited in school-sponsored housing. Students may not participate, in any way, in the possession, use, or sale of illegal drugs of any kind. Being under the influence of illegal drugs is prohibited in the housing units and complex premises. Drug paraphernalia is also prohibited. Violations of this policy may also result in notification of local law enforcement agencies.
3. Smoking is prohibited inside school-sponsored housing units. Occupants may only smoke on their patio area or outside.
4. Weapons are prohibited in school-sponsored housing units and on complex premises.
5. Overnight guests are prohibited unless approved in advance in writing by the Director of Housing.
6. Flammable objects are prohibited in school-sponsored housing. These include, but are not limited to, incense, candles, kerosene lamps, grills, etc.

TECHNOLOGY VIOLATIONS

The follow procedures, in addition to other outlined in this document, may be used in the event of violations of the school's responsible use of technology policy (Elements/Violations #31).

1. Technology department staff finds material in violation of policy on an Art Institute workstation.
2. Technology department staff makes screen capture of inappropriate material and proof of ownership.
3. Suspected user's network account is disabled.
4. User reports lockout to technology department.
5. If the installed material is legal (e.g. Web browser plug-ins, media players, etc.) a technician will explain the policy to the user, mark the date of first warning in the student's technology record, and enable the account.

6. If a user has been found in violation of policy a second time, then the user is directed to the Technology Support Supervisor who will explain the matter and then direct the user to the Dean of Student Affairs.
7. If the installed material is illegal or if there is a question of its legality, the user will be referred to the Dean of Student Affairs for resolution of the issue.

DISCIPLINARY PROCEDURES

The following procedures outline the process of adjudicating charges against students for having violated one or more sections of the Conduct Code. They are intended to provide for fairness and due process in an efficient and timely manner. It is important, however, to remember that a college disciplinary hearing is not a court of law. The Art Institute's procedures are less formal and more appropriate to a college community.

The following procedures apply both in cases of academic and non-academic misconduct. The term hearing officer shall be considered to refer to the Vice-President of Academic Affairs or her designee in cases of alleged academic misconduct and/or to the Dean of Student Affairs or his/her designee in cases of alleged non-academic misconduct.

Complaint

- a.) Any member of The Art Institute community i.e. faculty, staff, student, may file a complaint against any student for misconduct or for otherwise being in violation of Art Institute policies. The complaint shall be prepared in writing and directed to the Dean of Student Affairs or her delegate. Complaints should be submitted as soon as possible after the alleged violation occurs.
- b.) The Dean of Student Affairs or a delegate 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.
- c.) Unless otherwise provided by law, The Art Institute of Dallas generally will not disclose the name of the person making the complaint to the accused student ("STUDENT") unless it determines in its sole discretion that the circumstances warrant it.

Notification and Adjudication

- a.) Within a reasonable period of time after the complaint is received, the Dean of Student Affairs or her delegate will notify the STUDENT of the complaint and the alleged violation of the student conduct policy. This notification may be in written form or through oral communication. The STUDENT will meet with the Dean of Student Affairs or her delegate to discuss the complaint and alleged violation. The Dean of Student Affairs or her delegate will render and communicate the decision to the STUDENT.
- b.) 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 or her delegate may make a determination of violations of Art Institute policies on the basis of the information available, and impose sanctions for such violations. This decision shall be communicated to the STUDENT.
- c.) The Dean of Student Affairs or 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 Dallas.

Procedures Regarding Student Dismissals

When the Administration proposes to dismiss/expel a student from The Art Institute of Dallas, the following procedures will apply unless the student elects to forego them.

- a.) 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 school. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Student Affairs or her delegate.

b.) Hearings shall be conducted by the Dean of Student Affairs or her delegate (herein referred to as the "Hearing Officer") according to the following guidelines:

- 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 or her delegate.
- In hearings involving more than one STUDENT, the Hearing Officer, in her or her discretion, may permit the hearing concerning each student to be conducted separately.
- The complaining party and the STUDENT may present witnesses at the hearing. Witnesses may be questioned by the Hearing Officer.
- Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Hearing Officer at his/her discretion.
- All procedural questions are subject to the final decision of the Hearing Officer.
- After the hearing, the Hearing Officer shall determine whether the STUDENT has violated the rules, regulations or policies that the STUDENT is charged with violating. The Hearing Officer will issue a written determination. If the Hearing Officer determines that a violation has occurred, the Hearing Officer's determination will also address whether dismissal from the Institute is an appropriate sanction for the offense(s).
- The Hearing Officer'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 Dallas.
- The Hearing Officer shall provide the STUDENT with a copy of the determination, including information regarding the student's right of appeal.

Interim Suspension

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

During the interim suspension, students shall be denied access to school-sponsored housing, to the school (including classes, labs, library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs or designee may determine to be appropriate.

Violations of Law

If a student is charged with a violation of federal, state or local laws or regulations occurring away from the school, disciplinary action may be instituted and sanctions imposed against the student when the school has a reasonable belief that the health, safety or welfare of The Art Institute 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 Dallas will cooperate fully with law enforcement and other agencies in the enforcement of criminal laws on school property.

Search of Student's Property

The Art Institute of Dallas reserves the right to search the students' personal property or belongings when there is reasonable suspicion on the part of the Art Institute staff that a

violation of law or a risk to the health, safety and welfare of students, and/or the school community exists. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing.

SANCTIONS

The Art Institute 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 Dallas reserves the right to impose the most severe sanction immediately if it determines that the circumstances merit this action.

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 the student has violated the student conduct policy.
2. **Probation:** The Dean of Student Affairs or his/her delegate defines the terms of probation.
3. **Removal from Sponsored Housing:** The student is immediately dismissed from school-sponsored housing. Student is required to vacate premises according to the terms of the sanction.
4. **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 school-sponsored housing, use school facilities, participate in or attend school activities, or be employed by the school during his/her suspension.
5. **Expulsion:** The student will be expelled from The Art Institute of Dallas immediately. The student will not be permitted to continue his or her studies at the school and may not return to the school or to school-sponsored housing at any time or for any reason.
6. **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.
7. **Discretionary Sanctions:** The student will be required to complete an educational service, attend counseling, or have restricted privileges.

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

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 Dallas policies and procedures.

- The student must initially obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute of Dallas or his/her delegate. This letter must state the grounds for believing the decision was arbitrary or biased or that it was without adherence to The Art Institute of Dallas policies and procedures. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- The President or his/her delegate 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 disciplinary 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 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.

SUICIDE RESOURCES AND POLICY

The Problem of Suicide

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

Symptoms

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

Depression and suicide have many common warning signs including:

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

Specific signs of potential suicide include:

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

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

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

- stressful events, such as a failed exam or failure to get a job
- crises in significant social or family relationships
- interpersonal losses

- changes in body chemistry
- high levels of anger or anxiety

How to help a friend

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

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

Resources

If you or a friend needs help, please contact 911. The college counselor and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

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

National Mental Health Association

1-800-969-6642 or www.nmha.org/index.cfm

National Institute of Mental Health

1-800-421-4211 or www.nimh.nih.gov

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The National Mental Health Association (NMHA)

2001 N. Beauregard Street, 12th Floor, Alexandria, VA 22311;

1-800-969-6642 TTY: (800) 433-5959 www.nmha.org/index.cfm

Procedures following suicide threats and attempts

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

The purpose of the mandated assessment is to gather information and recommendations about the student’s condition, his or her need for psychiatric hospitalization and to provide the student with appropriate psychological and psychiatric referrals. The School will ask the mental health professional to share information about what steps the School might

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

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

ANTI-HAZING POLICY

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

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

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

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it puts limits on what information The Art Institute of Dallas may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

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

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

II. Disclosure Of Educational Records

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

1. To The Art Institute of Dallas officials who have been determined by the school to have legitimate educational interests in the records. A school official is (a.) a person employed by the school in an administrative, supervisory, academic or research, or support staff position; or (b.) a person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official. Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for The Art Institute of Dallas has a legitimate educational interest.
2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Reve-

nue Code.

7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another corporate or Art Institutes school, upon request, in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a non-forcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or non-forcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator -- not the name of any other student, including a victim or witness -- without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).

III. Record of Requests for Disclosure

Except with respect to those requests made by the student themselves, those disclosures made with the written consent of the student, or to requests by or disclosures to The Art Institute of Dallas officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Dallas will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

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

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

Notice of these categories and of the right of an individual in attendance at The Art Institute of Dallas to request that his/her directory information be kept confidential will be given to the student annually. Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of Dallas, 8080 Park Lane #100, Dallas Texas 75231. Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

V. Correction of Educational Records

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

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

VI. Student Right to File Complaint

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

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

CAMPUS CRIME REPORT

THE ART INSTITUTE OF DALLAS

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

REPORT 2006

The Art Institute of Dallas (the "Institute") is providing the following information to all its employees and students as part of the Institute's commitment to safety and security and pursuant to the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this report, please contact April Chatham, Dean of Student Affairs, The Art Institute of Dallas, 8080 Park Lane, Suite 100, Dallas, Texas 75231, (469) 587-1409.

The Art Institute of Dallas' Safety and Security Policies:

A. Preparation and Distribution of this Report

Reporting Criminal Actions or Other Emergencies

A safe school is everyone's responsibility. Each student, faculty and staff member should follow security policies and procedures to ensure the safest possible environment. You are encouraged to report all criminal acts and other emergencies promptly and accurately.

This report is prepared by the Dean of Student Affairs and is reviewed by a crime awareness committee prior to publication. Completed Accident/Injury/Crime Incident Report Forms are gathered and calls to the local and state police departments are made. The resulting data is then posted in a grid that can be found at the end of this report.

It is the policy of The Art Institute of Dallas that all criminal acts or other emergencies occurring on the school campus be properly documented and reported to local authorities as required by law. If you are witness to, informed of, or the victim of a crime, you can report criminal activity or other emergencies by dialing (214) 692-8080, ext. 1245 (Campus Security Manager), ext. 1409 (Dean of Student Affairs), ext. 1434 (Director of Housing), or ext. 1223 (School Counselor). The Dallas Police Department can be reached by dialing 911.

Criminal activity might include, but is not limited to: criminal homicide: murder and nonnegligent manslaughter, negligent manslaughter, sex offenses, forcible sex offenses, nonforcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson.

Institute staff will assist you as necessary to ensure proper notification is completed. Law enforcement will be notified when appropriate, although some cases may be handled internally with discipline at the discretion of Institute staff. All criminal activity is documented by the completion of an Accident/Injury/Crime Incident Report Form. This form can be obtained at the Student Affairs Office, the Housing Office, the Security Office, the Reception Desk or at the Student Counselor's Office.

Victims or witnesses to a crime may report the incident in a voluntary, confidential manner for inclusion in the annual disclosure of crime statistics. Confidential reporting can be accomplished by meeting with the School Counselor (Office 206). The School Counselor, Martha Graham, will assist you in completing the Accident/Injury/Crime Incident Report Form and will submit the form for you. Your name will be withheld from the form to insure confidentiality. You will be encouraged to

report your incident to local police authorities. Referrals to external resources may be provided upon your request. All incident reports submitted to the School Counselor will be confidential and remain so unless requested by the victim/witness.

The Art Institute of Dallas meets quarterly with the Dallas Police Department servicing AiDallas' jurisdiction and with the State Police. The purpose of these working relationships is to ensure that the Institute is aware of all of the criminal offenses and arrests that have occurred on the The Art Institute of Dallas campus so that they can be properly reported in the crime statistics, and if necessary, The Art Institute of Dallas can make timely warning reports on crimes which represent a continuing threat. These warnings are made in the form of flyers that are posted throughout the school and in school-sponsored housing, as well as announcements made in the classroom.

This report is distributed to all students, faculty and staff at The Art Institute of Dallas. For 2005, the report will also be posted on our web site and in our Student Handbook.

Safety Procedures

The Art Institute of Dallas fire alarm will sound in the event there is a fire in the facility. Students, faculty and staff should become familiar with the building evacuation plan. The building evacuation plan is posted on all floors of the building including stairwells, elevators and bulletin boards.

In the event of a fire alarm or other emergencies requiring evacuation of the building, it is mandatory that all persons observe these procedures:

1. Stay calm. Stop work immediately. Do not pack up supplies or work in progress.
2. Follow directions from the nearest faculty or staff member for exiting your area. Do not use elevators to exit.
3. After exiting, immediately head away from the building.
4. Clear the front and side entrances of the building by moving at least 100 feet from the entrance in a direction away from the building.
5. Do not re-enter building until the "all clear" is given from school officials.

B. Security and Access to Campus Facility

The Art Institute of Dallas is concerned that every student and employee enjoys a safe, secure environment. Crime awareness and campus security are matters for which every student and employee must take personal responsibility. Students, staff, faculty and visitors are responsible for their security and the security of others.

The Art Institute of Dallas' Student Conduct Code strictly prohibits the possession of weapons and the use of alcohol, controlled substances, and drugs on the campus, or in school-sponsored Housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion.

It is the policy of The Art Institute of Dallas that access to all campus facilities, including housing facilities, is limited to authorized personnel, students and invited guests. At all time, visitors are subject to the school policies and conduct code. All visitors shall sign in at the front desk and should be escorted by a student, staff, or faculty person of The Art Institute of Dallas. Their student or employee host should share responsibility for the lawful and appropriate behavior of visitors.

Campus staff with security responsibilities include the President (Simon Lumley, **(214) 692-8080 ext. 1173**), the Vice President of Academic Affairs (Dr. Leslie Baughman, **ext. 1174**), the Director of Human Resource (Shannon Fulmer, **ext. 1397**), the Dean of Student Affairs (April Chatham, **ext. 1409**), the Director of Housing (Angela McGill, **ext. 1434**), and all School Directors (Larry Eskridge, **ext.1255**; Melissa Johnson, **ext. 1238**; G. Lysa Ausmus, **ext. 1254**; Larry Matson, **ext. 1248**;

Donna Sapp, ext. 1236; Janet Parker, ext. 1243.) In some combination, these persons are generally on campus Monday-Thursday from 8:00 AM to 8:00 PM and Friday from 8:00 AM to 5:00 PM. The Security Guards are on duty as listed in #2 on the next page. Such persons have the authority to evict unauthorized persons from campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. The security desk is located on the third floor in room 304. Closed circuit security cameras, which monitor portions of the campus, are viewed from the reception area.

Security policies related to entering and exiting the building are provided in the following rules:

All staff, faculty and students are required to wear identification while on campus buildings. Photo identification can be obtained in the Security Office. Students are required to wear a school issued lanyard with their photo identification in the pouch. Photo identification cards are issued in the Security Office. Visitors are required to wear a visitor's nametag and be escorted by a student, staff, or faculty member. Further information on this policy can be found in the Identification Policy available from the Office of Student Affairs.

1. Monday through Friday the reception desk will be staffed from 7:30 a.m. to 8:00 p.m. On Saturdays the reception desk will be staffed from 9:00 a.m. to 1:00 p.m.
2. A Security Officer is on duty during the following hours when school is in session:

Monday – Friday	6:00 a.m. - 12:00 a.m.	(weeks 1-5)
Monday – Friday	6:00 a.m. - 2:30 a.m.	(weeks 6-11)
Saturday	8:30 a.m. - 6:00 p.m.	
Sunday	12:00 noon - 6:00 p.m.	

The Security office is located on the third floor in room 304. Officers can be reached by calling **469-587-1245** or **214-684-2825**.

3. At 10:00 p.m. weekdays and 6:00 p.m. on weekends, the front locks will be activated. The exit magnet locks and exit doors will also be activated. After activation of these locks, all building occupants must enter through the building's 3rd floor skywalk doors.
4. All persons coming into the building must check in with a security officer (Security Office is located in 304 on the 3rd floor) and have their names recorded to indicate their time of arrival and departure.
5. All students, faculty, and staff in the building must have their PHOTO I.D. CLIPPED ON OR WORN ON THE OUTSIDE OF THEIR CLOTHING, so they are easily identified.
6. All visitors must wear a visitor's pass at all times while on school property. Any person without proper I.D. will not be allowed to remain in the building.

While The Art Institute of Dallas does not own the school sponsored housing facility; students are required to follow all security requirements issued by the facility in which they are living. Students living in school-sponsored housing must also follow the guidelines and rules established in the Housing Handbook. These rules are reviewed with all housing students during the mandatory housing orientation.

C. Campus Law Enforcement

Campus staff with security responsibilities and security staff are always on campus during business hours. Persons employed as security personnel at the Institute represent the school and are instructed to enforce campus security policies. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including tres-

passing. They do not have the authority to arrest individuals. Institute security personnel periodically contact the Dallas Police Department and State Police Department servicing the Institute's jurisdiction. The purpose of these working relationships is to ensure that the Institute is aware of all the criminal offenses and arrests that have occurred on The Art Institute of Dallas campus so that they can be properly and accurately reported in the criminal statistics, and if necessary, the Institute can make timely warning reports to employees and students on crimes which represent a continued threat. Crime and safety issues, which represent a continuing threat to the campus community, are posted in common areas, the student lounge, several locations on each floor and each apartment in school sponsored housing. It is the policy of The Art Institute of Dallas to promptly, accurately, and completely document all criminal activity with the Dallas Police Department and State Police as deemed appropriate. Security staff will assist, as appropriate, with this reporting. Students should contact appropriate personnel immediately in the case of an incident. Schools sponsored housing staff, including the Resident Advisor, have security responsibilities. The department works with the city, county and state law enforcement agencies throughout Texas.

The Art Institute of Dallas does not sanction meeting of student organizations that are held off campus. Such meetings are not monitored or tracked for purposes of criminal activity.

D. Programs to Inform Students and Employees about Campus Security and Crime Prevention

All new Art Institute of Dallas employees and students are provided with crime awareness and prevention information during orientation. The purpose of these educational programs is to encourage students and employees to be responsible for their own security and the security of others. The quarterly new student orientation program includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, and procedures for reporting any criminal activity or emergency. Crime awareness and campus security are matters for which every student and employee must take responsibility.

All new students residing in school-sponsored housing are instructed on crime awareness and prevention during a scheduled orientation program. These orientation programs are typically held prior to school start. At these orientations, a common sense approach to safety is emphasized and all rules and regulations are reviewed. Also stressed in that the unauthorized use or tampering with emergency or safety equipment is strictly prohibited.

The Art Institute of Dallas also provides regular in-service programs designed to heighten awareness of crime and its prevention as well as campus security procedures and practices. Local law enforcement officials or crime prevention specialists and Art Institute of Dallas staff members conduct these in-service programs throughout the year and are attended by students, faculty and staff.

The Counseling Services office also maintains referral information pertaining to both public and private groups that are involved in the crime prevention, victim's rights and street safety. Crime and safety issues, which represent a continuing threat to the campus community, are posted in common areas, the student lounge, and several locations on each floor and each apartment in school sponsored-housing.

E. Drug and Alcohol Policies

In keeping with Section 120 (a) through (d) of The Higher Education Act, as amended, which contains the Drug-Free School and Communities Amendments of 1989 (Public Law 101-226) a "Drug Free Schools and Campuses" publication, Drug Prevention Policy is provided to all Institute students and employees annually. This

publication includes the Institute's policy regarding the use, possession, or sale of illegal substances and alcohol; disciplinary action; description of the illegal sanctions and health risks; and availability of counseling and treatment. This section was removed from the crime report you will find this information in the Drug Prevention Policy

Employees and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or when participating in any institutional activity. The Art Institute of Dallas will strictly enforce State of Texas underage drinking laws. The Art Institute of Dallas will also strictly enforce Federal and State drug laws. Students or employees who violate this policy will be subject to disciplinary action up to and including expulsion from school or termination of employment.

The counseling office offers short-term, problem focused counseling, along with maintaining referral information for students requiring long-term treatment programs.

F. Campus Sexual Assault Program

All new students are instructed on sexual assault awareness, prevention and procedures during the scheduled first quarter orientation program. Brochures reviewing sexual assault are available in the Student Affairs department. Sexual assault awareness programs are also provided for students and staff quarterly and promote the awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses. These programs are presented by local authorities and are coordinated and scheduled by the school counselor. Counseling is offered through our counseling office and referrals are made to outside counseling sources as needed.

Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack
- Do not shower, bathe or destroy any evidence such as clothing worn during the attack
- Go to a hospital emergency room for medical care
- Ensure that you are evaluated for the risks of pregnancy and sexually transmitted diseases

A medical examination is the only way to ensure that you are not injured and it could provide valuable information should you decide to prosecute. Call someone to be with you as you should not be alone. It is recommended that you call the Rape Crisis Center at **214-590-0430**. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence.

Reporting the rape to the police is up to you, but reporting the rape is not the same as prosecuting a rape. Please call the police and report the rape. If you request, Art Institute of Dallas personnel will assist you in notifying the proper authorities. The school counselor is available to assist students with working through the attack and in identifying off-campus counseling or mental health services.

After any campus sexual assaults are reported, the victim of such crimes have the right to request that Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with the alleged assailants, including relocation in School Sponsored Housing, and/or transfer of classes.

On-campus disciplinary procedures against students will be in accordance with the Institute's published Student Conduct Policy and the Appeals Policies and Procedures that appear in the Student Handbook. These disciplinary procedures in cases of alleged sexual offense could include both the accuser and the accused having others present during the Student Conduct Hearing, if requested. Both accused and the accuser will be informed of the outcome of the Student Conduct Hearing. Sanctions

that the Institute may impose, as a result of a disciplinary proceeding, include warning, probation, suspension or dismissal.

G. Information Regarding Registered Sex Offenders

Information regarding registered sex offenders under section 170101 (j) of the Violent Crime Control and Law Enforcement Act of 1994 is available on-line at: <http://records.txdps.state.tx.us/soSearch/default.cfm>. On-campus computer labs with internet access are available for you to view the above website from 7:30 a.m. – 12 a.m. weeks 1-3 and 7:30 a.m. to 2:00 a.m. weeks 4-11.

H. Sexual Harassment

The Art Institute of Dallas is committed to providing educational programs and activities for students and applicants for admission, which are free from sexual harassment. Sexual harassment in any matter or form is expressly prohibited. All claims of sexual harassment will be promptly and thoroughly investigated, and appropriate action will be taken, based upon the results of the investigation.

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

Submission to the 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; or

Submission to or rejection of the conduct is used as the basis for academic decisions; or

The conduct has the purpose or the sole effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Students or other individuals who feel that they have been sexually harassed have several ways to make their concern known. We each have the obligation to:

Tell the individual if their language or actions are offensive.

Indicate to the individual that you will report any repeat occurrence or problem. Report harassment to the Dean of Education and the Director of Human Resources promptly. Keep the matter confidential and discuss only with the parties involved. All information disclosed in the investigation would be kept as confidential as possible, but some disclosure to those with a need to know or for the purposes of furthering the investigation may be necessary.

If you make a complaint of harassment, be prepared to put it in writing. A person, who initiates a sexual harassment complaint, with cause, will not be subject of retaliation or disciplines, nor will the initiation of the complaint affect grades, class selection, or other matters for students. However, making false or exaggerated complaints is cause for disciplinary action, up to and including immediate dismissal from The Art Institute of Dallas.

When a complaint investigation shows probable cause that harassment did take place, the offender will be subject to disciplinary action up to and including discharge depending on the severity of the issue.

I. Crime statistics

The following statistics are provided for your information in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Set forth below are statistics available to the Institute concerning the occurrence on the Institute's campus, including school sponsored housing, of criminal offenses in the nine listed categories which were reported to campus security officials or local

police agencies during the last three years. The second box below sets forth, available statistics concerning the number of hate crimes for the nine listed categories of criminal offenses occurring on the Institute's campus, non-campus buildings and public property for the same time period. The third box below sets forth, available statistics concerning the number of arrests and persons referred for campus disciplinary action for the three listed categories of criminal offenses occurring on the Institute's campus, non-campus buildings and public property for the same time period.

THE ART INSTITUTE OF DALLAS

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

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

Criminal Offenses	Calendar Year				
	2004			2005	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*
Robbery	0	4	17	0	0
Aggravated Assault		0	8	0	1
Burglary/Theft	30	1	28	3	3
Motor Vehicle Theft	2	5	96	5	18
Arson	0	0			0
Criminal Homicide:					
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses:					
Forcible	0	1	0		0
Non-Forcible	0	0	0		0
Totals	32	11	149	8	22

The crimes listed above plus any other crimes involving bodily injury reported to local police agencies where there is manifest evidence that the victim was intentionally selected because of the victim's actual race, ethnicity, or disability are listed below, according to type of criminal offense and category.

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

Calendar Year

Hate Crimes	2004			2005	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*
Robbery	0	0	0	0	1
Aggravated Assault	0	0	0	0	0
Burglary/Theft	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Arson	0	0	0	0	0
Criminal Homicide:					
Murder & Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sex Offenses:					
Forcible	0	0	0	0	0
Non-Forcible	0	0	0	0	0
Totals	0	0	0	0	1

Arrests/Persons Referred for Campus Disciplinary Action

	Calendar Year				
	2004			2005	
	On Campus	Non-campus buildings and property*	Public Property**	On Campus	Non-campus buildings and property*
Liquor Law Violations:					
Arrests	0	0	0	0	0
Disciplinary Action	0	0	0	0	9
Drug Abuse Violations:					
Arrests	0	0	0	0	0
Disciplinary Action	0	0	0	0	3
Weapons Possessions:					
Arrests	0	0	0	0	0
Disciplinary Action	0	0	0	0	1
Totals	0	0	0	0	13

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

nal offense and category of prejudice.

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

* Includes school-sponsored housing, (9050 Markville Drive, 9030 Markville Drive).

** Public property includes North Park One (8080 Park Lane) and the sidewalks immediately adjacent to the campus.

DRUG FREE WORKPLACE AND CAMPUS

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

EFFECTS OF DRUGS AND ALCOHOL

Although individuals often use drugs and alcohol to achieve a variety of effects on mind and body that are found to be temporarily useful or pleasurable, drugs can be highly addictive and injurious. A person can pay a price in terms of his or her physical, emotional and social health.

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

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

HEALTH RISKS ASSOCIATED WITH THE USE OF ALCOHOL

Short Term Risks

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

Long Term Risks

- Increased blood pressure
- Increased risk of heart attack
- Brain damage resulting in permanent psychosis
- Cancer of the mouth, esophagus or stomach
- Liver damage (cirrhosis, alcohol hepatitis, cancer)
- Ulcers and Gastritis

- Pancreatitis
- Birth defects
- In males – testicular atrophy and breast enlargement
- In females – increased risk of breast cancer
- Prolonged, excessive drinking can shorten life span by ten to twelve years

HEALTH RISKS ASSOCIATED WITH THE USE OF DRUGS

Amphetamines (Speed, Uppers)

- Malnutrition
- Hallucinations
- Dependence, psychological and sometimes physical

Deliriants (Aerosols, Lighter Fluid, Paint Thinner)

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

Depressants (Barbiturates, Tranquilizers, Methaqualone)

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

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

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

Intravenous Drug Use

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

Marijuana and Hashish

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

Stimulants (Cocaine)

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

Narcotics (Heroin, Morphine, Codeine, Opium)

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

SANCTIONS

The Art Institute of Dallas

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

State and Federal Sanctions

Texas Law

I. Criminal Penalties:

A **Class C misdemeanor** is punishable by a fine not to exceed \$500.

A **Class B misdemeanor** is punishable by a fine not to exceed \$2000; confinement in jail for a term not to exceed 180 days; or both fine and confinement.

A **Class A misdemeanor** is punishable by a fine not to exceed \$4000; confinement in jail for a term not to exceed one year; or both fine and confinement.

A **state jail felony** is punishable by confinement in a state jail for any term of not more than 2 years or less than 180 days and by a fine not to exceed \$10,000.

A **3rd degree felony** is punishable by imprisonment for any term of not more than 10 years or less than 2 years and a fine not to exceed \$10,000.

A **2nd degree felony** is punishable by imprisonment for any term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000.

A **1st degree felony** is punishable by imprisonment for life or for any term of not more than 99 years or less than 5 years and a fine not to exceed \$10,000.

II. Offenses:

A. Offense of manufacture of delivery of controlled substances

Sections 481.112, 481.1121, 481.113, and 481.114, Texas Health and Safety Code, which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. Section 481.032, Texas Health and Safety Code, contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5. Additional controlled substances are added to these schedules each year.

Section 481.112 Texas and Health Safety Code, deals with the Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 200 grams is a 1st degree felony; more than 200 grams and less than 400 grams is a life imprisonment or a term of 10 to 99 years and up to a \$250,000 fine.

Section 481.1121, Texas Health and Safety Code, deals with Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felony; number of abuse units more than 20 and less than 80 is a 2nd degree felony; number of abuse units more than 80 and less than 4000 is a 1st degree; more than 4000 units is life imprisonment or a term of 15 to 19 years and up to a \$250,000.

Section 481.113, Texas Health and Safety Code, deals with Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 2nd degree felony; more than 4 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

Section 481.114, Texas Health and Safety Code, deals with Penalty Group 3 and 4 drug offenses: less than 28 grams is a state felony; more than 28 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; and more than 400 grams is a life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

B. Offense of Possession of Controlled Substances

Sections 481.115, 481.116, 481.117, 481.118, Texas Health and Safety Code which vary the offense and punishment based upon two factors: the type of drug (which schedule it is listed under) and the quantity of the drug involved in the offense. *Section 481.032*, Texas Health and Safety Code, contains long lists of drugs that are in schedules 1, 1-A, 2, 3, 4, and 5. Additional controlled substances are added to these schedules each year.

Section 481.115, Texas Health and Safety Code, deals with Penalty Group 1 drug offenses: less than 1 gram is a state jail felony; more than 1 gram and less than 4 grams is a 3rd degree felony; more than 4 grams and less than 200 grams is a 2nd degree felony; more than 200 grams and less than 400 grams is a 1st degree felony; more than 400 grams is life imprisonment or a term of 10 to 99 years and up to a \$100,000 fine.

Section 481.1151, Texas Health and Safety Code, deals with Penalty Group 1-A drug offenses: number of abuse units less than 20 is a state jail felony; number of abuse units more than 20 and less than 80 is a 3rd degree felony; number of abuse units more than 80 and less than 4000 is a 2nd degree felony; more than 4000 units and less than 8000 units is a 1st degree felony; and more than 8000 units is life imprisonment or a term of 15 to 99 years and up to a \$250,000 fine.

Section 481.116, Texas Health and Safety Code, deals with the Penalty Group 2 drug offenses: less than 1 gram is a state jail felony; more than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 99 years and up to a \$50,000 fine.

Section 481.117, Texas and Health Safety Code, deals with Penalty Group 3 drug offenses: less than 28 grams is a Class A misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 and less than 400 grams is a 2nd degree felony; and more than 400 grams is life imprisonment or a term of 5 to 9 years and up to a \$50,000 fine.

Section 481.118, Texas Health and Safety Code, deals with Penalty Group 4 drug offenses: less than 28 grams is a Class B misdemeanor; more than 28 grams and less than 200 grams is a 3rd degree felony; more than 200 grams and less than 400 grams is a 2nd degree felony; more than 400 grams is life imprisonment or a term of 5 to 99 years and up to \$50,000 fine.

C. Offense of Delivery of Marijuana

Section 481.120, Texas Health and Safety Code, deals with delivery of marijuana offenses: less than one quarter ounce is a Class B misdemeanor if delivery is for compensation; more than one quarter ounce and less than five pounds is a state jail felony; more than five pounds and less than 50 pounds is a 2nd degree felony; more than 50 pounds and less than 2000 pounds is a 1st degree felony; and more than 2000 pounds is life imprisonment or a term of 10 to 99 years and a fine not to exceed \$100,000.

D. Offense of Possession of Marijuana

Section 481.121, Texas Health and Safety Code, deals with possession of marijuana offenses: less than 2 oz. is a Class B misdemeanor; more than 2 oz. and less than 4 oz. is a Class A misdemeanor; more than 4 oz. and less than five pounds is

a state jail felony; more than five pounds and less than 50 pounds is a 3rd degree felony; more than 50 pounds and less than 2000 pounds is a 2nd degree felony; and more than 2000 pounds is life imprisonment or a term of 5 to 99 years and a fine not to exceed \$50,000.

E. Offense of Delivery of Controlled Substance or Marijuana to Minor

Sections 481.122, Texas Health and Safety Code, deals with the offense of the delivery a controlled substance or marijuana to a minor (17 years of age or younger) and provides that the offense is a 2nd degree felony punishable by imprisonment for a term of not more than 20 years or less than 2 years and a fine not to exceed \$10,000.

F. Offense of Driving while Intoxicated (drugs or alcohol)

Sections 49.04, 49.09, Texan Penal Code, provide that the offense of driving while intoxicated is punishable as a Class B misdemeanor with a minimum of term of confinement of 72 hours unless the driver had an open container of alcohol in his possession in which case the offense is a Class B misdemeanor with a minimum term of confinement of six days in jail. One prior conviction enhances the punishment to a Class A misdemeanor with a minimum term of confinement of 30 days; two prior convictions enhances the punishment to a 3rd degree felony.

G. Offense of Consumption or Possession of Alcohol in Motor Vehicle

Section 49.03, Texas Penal Code, provides that the penalty for the offense of consumption of an alcoholic beverage while operating a motor vehicle in a public place is a Class C misdemeanor.

H. Offense of Public Intoxication

Section 49.02, Texas Penal Code, provides that the offense of public intoxication wherein a person appears in a public place while intoxicated to the degree that the person may endanger himself or another person is punishable as a Class C misdemeanor, unless the person is younger than 21 years old, wherein Sections 106.071 and 106.115, Texas Alcoholic Beverage Code apply, and provide for a Class C misdemeanor punishment and attendance at an alcohol awareness program, and where the offender has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance an at alcohol awareness program.

I. Offense of Purchase of Alcohol by a Minor

Sections 106.02, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the offense of the purchase of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and when the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

J. Offense of Consumption of Alcohol by a Minor

Sections 106.04, 106.071, and 106.115, Texas Alcoholic Beverage Code, provide that the offense of consumption of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confine-

ment in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

K. Offense of Possession of Alcohol by a Minor

Sections 106.05, 106.071, and 106.155, Texas Alcoholic Beverage Code, provide that the possession of alcohol by a minor is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

L. Offense of Sale of Alcohol to a Minor

Section 106.03, Texas Alcoholic Beverage Code, provides that the penalty for selling alcohol to a minor is a Class A misdemeanor.

M. Offense of Purchase of Alcohol for a Minor or Furnishing Alcohol to a Minor

Section 106.06, Texas Alcoholic Beverage Code, provides that the penalty for purchasing for a minor or giving or making available an alcoholic beverage to a minor is a Class B misdemeanor.

N. Offense of Misrepresentation of Age by a Minor to Person Selling or Serving Alcoholic Beverages

Section 106.07, 106.071 and 106.115, Texas Alcoholic Beverage Code, provide that the penalty for misrepresentation of age by a minor to a person selling or serving alcoholic beverages is punishable as a Class C misdemeanor and attendance at an alcohol awareness program, and where the person has been previously convicted twice for an alcohol-related offense by a minor, the punishment is a fine of not less than \$250 or more than \$2000; confinement in jail for a term not to exceed 180 days; or both the fine and confinement; community service of 8 to 40 hours; suspension of Texas Driver's License or permit for 30 to 180 days and attendance at an alcohol awareness program.

FEDERAL LAW

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

- **First conviction:** up to 1 year in prison, fine of \$1,000 to \$100,000, or both
- **Second conviction:** at least 15 days and up to 2 years imprisonment, \$5,000 to \$250,000 fine, or both
- **After 90 drug convictions:** at least 90 days and up to 3 years in prison, \$5,000 to \$250,000 fine, or both. Special federal sentencing provisions for possession of crack cocaine include a mandatory prison term of at least 5 years and up to 20 years, fine of up to \$250,000, or both, for a first conviction if the amount of crack exceeds 5 grams, for a second conviction if amount exceeds 3 grams, and for a third or subsequent conviction if the amount exceeds 1 gram.

Additional federal sanctions may also supply 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 stature must notify the Dean of Student Affairs, in writing, no later than five (5) days after which conviction regardless of where the offense occurred. This is because under federal and state laws, any student

convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and State Specific Grants. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of Dallas 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

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. If you think you have a problem with alcohol or drugs, please stop by or call the Counselor. Together, you can determine if more intensive treatment is needed. You may reach the Counselor at 214.692.8080 ext. 1223 or by email at mgraham@aii.edu. The Counseling Offices are located in Room 206.

DALLAS AREA RESOURCES

There are also organizations that may be contacted for help. Greater Dallas Council on Alcohol and Drug Abuse (214-522-8600 – www.gdcada.org). The National Institute of Drug Abuse Hotline (1-800-662-4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends. Alcoholics Anonymous can be reached by dialing 214.887.6699. Narcotics Anonymous can be reached by dialing 972.245.8972.

A list of emergency and sliding-fee scale resources is available from the counselor.

ORIENTATION PAPERWORK

Dear Student/Parent:

As the Dean of Student Affairs, I am delighted to congratulate you on your decision to attend The Art Institute of Dallas.

I am writing to inform you about meningococcal disease, a rare, but potentially fatal, bacterial infection commonly referred to as *meningitis*. Meningococcal disease strikes 1,400 to 3,000 Americans each year and is responsible for approximately 150 to 300 deaths. Adolescents and young adults account for nearly 30 percent of all cases of meningitis in the United States. In addition, approximately 100 to 125 cases of meningococcal disease occur on college campuses each year, and five to 15 students will die as a result.

The Texas Higher Education Coordinating Board encourages private institutions to provide information relating to meningitis to new students of the institution. Additionally, the U.S. Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP) and the American College Health Association (ACHA) have approved new recommendations that urge all first-year students living in residence

halls to be immunized against meningococcal disease.

Due to lifestyle factors, college students living in residence halls are more likely to acquire meningococcal disease than the general college population. Meningococcal infection is contagious, and progresses very rapidly. It can easily be misdiagnosed as the flu, and, if not treated early, meningitis can lead to death or permanent disabilities.

The Art Institute of Dallas encourages you to consult with your family physician to determine whether or not getting vaccinated is an appropriate choice for you. You can also find information about the disease and immunization by visiting the ACHA website at www.acha.org/meningitis, the CDC website, at www.cdc.gov/ncidod/diseases/submenus/sub_meningitis.htm and the Texas Department of State Health Services website at www.dshs.state.tx.us/

Sincerely,

April Chatham
Dean of Student Affairs
The Art Institute of Dallas

Background: Meningococcal Disease on Campus

Overview of Meningococcal Disease

Meningococcal disease is a potentially life-threatening bacterial infection that can lead to meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord, or meningococcal septicemia, an infection of the blood.

Meningococcal disease, caused by bacteria called *Neisseria meningitidis*, is the leading cause of bacterial meningitis in older children and young adults in the United States. It strikes 1,400 to 3,000 Americans each year and is responsible for approximately 150 to 300 deaths.

Adolescents and young adults account for nearly 30 percent of all cases of meningitis in the United States. In addition, approximately 100 to 125 cases of meningococcal disease occur on college campuses each year, and five to 15 students will die as a result. Evidence shows approximately 70 to 80 percent of cases in the college age group are caused by serogroup C, Y, or W-135, which are potentially vaccine-preventable.

Vaccination Recommendations for College Students

On February 10, 2005, the Advisory Committee on Immunization Practices (ACIP) for the Centers for Disease Control and Prevention (CDC) voted to recommend that all incoming college freshmen living in dormitories be vaccinated against meningococcal disease. The ACIP also recommended vaccination for all adolescents at high school entry and during pre-adolescent health care visits (11 to 12 years old).

The American College Health Association (ACHA) issued similar immunization recommendations for all first-year students living in residence halls. The ACIP and ACHA recommendations further state that other college students under 25 years of age may choose to receive meningococcal vaccination to reduce their risk for the disease.

ACHA and ACIP recommendations, coupled with the availability of a new vaccine that may provide longer duration of protection, will help increase rates of immunization against meningococcal disease and will give college health professionals the guidance needed to help protect college students against meningococcal disease.

Meningococcal Disease Caused by Five Strains/Serogroups

Five predominant strains or serogroups of *N. meningitidis* account for most cases of meningococcal disease. These are A, B, C, Y, and W-135. The currently available vaccine protects against four of the five strains (A, C, Y, and W-135), and evidence shows ap-

proximately 70 to 80 percent of cases in the college age group are caused by serogroup C, Y or W-135, which are potentially vaccine-preventable. No vaccine is available for widespread vaccination against serogroup B.

Transmission and Symptoms of the Disease

Meningococcal disease is contagious and progresses very rapidly. The bacteria are spread person-to-person through the air by respiratory droplets (e.g., coughing, sneezing). The bacteria also can be transmitted through direct contact with an infected person, such as oral contact with shared items like cigarettes or drinking glasses, and through kissing.

Meningococcal bacteria attach to the mucosal lining of the nose and throat, where they can multiply. When the bacteria penetrate the mucosal lining and enter the bloodstream, they move quickly throughout the body and can cause damage to various organs.

Many people in a population can be a carrier of meningococcal bacteria (up to 11 percent) in the nose and back of the throat, and usually nothing happens to a person other than acquiring natural antibodies. Symptoms of meningococcal disease often resemble those of the flu or other minor febrile illness, making it sometimes difficult to diagnose, and may include high fever, severe headache, stiff neck, rash, nausea, vomiting, fatigue, and confusion. Students who notice these symptoms – in themselves, friends, or others – especially if the symptoms are unusually sudden or severe, should contact their college health center or local hospital.

If not treated early, meningitis can lead to death or permanent disabilities. One in five of those who survive will suffer from long-term side effects, such as brain damage, hearing loss, seizures, or limb amputation.

Persons at Risk for the Disease, Including College Students

Meningococcal disease can affect people at any age. Infants are at the highest risk for getting the disease. Disease rates fall through later childhood but begin to rise again in early adolescence, peaking between the ages of 15 and 20 years.

Due to lifestyle factors, such as crowded living situations, bar patronage, active or passive smoking, irregular sleep patterns, and sharing of personal items, college students living in residence halls are more likely to acquire meningococcal disease than the general college population.

Prior to 1971, military recruits experienced high rates of meningococcal disease, particularly serotype C disease. The United States military now routinely vaccinates new recruits. Since the initiation of routine vaccination of recruits, there has been an 87 percent reduction in sporadic cases and a virtual elimination of outbreaks of invasive meningococcal disease in the military.

In addition to increased risk because of crowded living situations, proximity to a person diagnosed with disease (e.g., being a household contact) also increases one's risk of disease. Other factors also increase risk, such as a compromised immune system (which might be caused by HIV/AIDS or taking certain chemotherapy or immuno-suppressants) or having no spleen. Even something as simple as a respiratory tract infection may increase the risk of getting the disease. Certain genetic risk factors also may increase susceptibility to infection.

Vaccination to Prevent Meningococcal Disease

Meningococcal vaccination is recommended for all first-year students living in residence halls to protect against four of the five most common strains (or types) of *N. meningitidis* (A, C, Y, and W-135). In persons 15 to 24 years of age, 70 to 80 percent of cases are caused by potentially vaccine-preventable strains. All other college students younger than 25 who wish to reduce their risk of infection may choose to be vaccinated.

Because disease rates begin to climb earlier in adolescence and peak between the ages of 15 and 20 years, the vaccine also is recommended for adolescents at high school entry

and young adolescents at the pre-adolescent health care visit (11 and 12 year-olds).

For More Information

For more information on meningococcal disease and the vaccine, please contact your family physician. You also can visit the websites of the American College Health Association, www.acha.org/meningitis, and the Centers for Disease Control and Prevention, www.cdc.gov/ncidod/diseases/submenus/sub_meningitis.htm.

Source:

The American College Health Association

The information in this pamphlet comes from the website of The American College Health Association (ACHA). ACHA, the nation’s principal advocate and leadership organization for college and university health, represents a diverse membership that provides and supports the delivery of health care and prevention and wellness services for the nation’s 16 million college students. The association provides advocacy, education, communications, products, and services, as well as promotes research and culturally competent practices to enhance its members’ ability to advance the health of all students and the campus community. For more information, visit www.acha.org.

STATEMENT OF SATISFACTORY PROGRESS

Maintaining “Satisfactory Progress” is required to maintain eligibility for Title IV Assistance Programs (financial aid).

Applicable to every student enrolled in diploma and undergraduate degree programs, the Satisfactory Academic Progress Policy ensures that students make satisfactory progress towards successful completion of their academic programs. Most critical to this policy is a student’s ability to enroll in and complete courses in a consistent manner. This ability is measured in two ways: cumulative grade-point-average (CGPA); and incremental completion rate (ICR). Failure to complete courses successfully for any reason may negatively affect academic progress. Failing courses or withdrawing from courses could result in the loss of financial aid. In order for a student to graduate, the minimum requirements are a CGPA of 2.0, and completion of the program in no more than 150% of total program credits.

Milestones and Evaluation Points:

Diploma	Evaluation Point	Milestones (CGPA & ICR)	Required Action
	End of First Quarter	< 1.0 and/or 33.33%	Probation
	End of Second Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Second Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Fourth Quarter and every quarter there- after	< 2.0 and 66.67%	Dismissal

Degree	End of Second Quarter	< 1.0 and/or 33.33%	Probation
	End of Third Quarter	< 1.0 and/or 33.33%	Dismissal
	End of Third Quarter	< 1.5 and/or 50% > 1.0 and 33.33%	Probation
	End of Sixth Quarter and every other quarter thereafter	< 2.0 and 66.67%	Dismissal

The school has the right to modify the satisfactory academic progress policy at any time. A complete description of the SAPP can be found in the school Catalog.

POLICY FOR THE RESPONSIBLE USE OF INFORMATION TECHNOLOGY

PURPOSE

The purpose of this policy is to make clear the governing philosophy for regulating student use of the Art Institute of Dallas' /EDMC's information technology resources. It covers the appropriate use of all technology resources such as computers, printers, network facilities, and all software used with these resources. It is intended to emphasize the importance of approaching information technology issues in a sensible responsible way, consistent with the accepted principles of the academic community. It recognizes that local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media apply to Art Institute of Dallas' students.

POLICY

PLEASE NOTE- Changes in the lab schedule will be posted in the labs and communicated by instructors. Closing times are STRICTLY ENFORCED. You must vacate the lab immediately upon closing time. Please do not expect to work up until closing time and then attempt to finish up, make back ups, copy files, etc. Our security personnel are instructed to close the lab immediately and have other responsibilities with securing the entire building. Please do not ask for exceptions and do not think that they are being harsh and/or unreasonable with their request.

1. All students and temporary users are responsible to safeguard the integrity of all resources used in completing his/her 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.
2. Users must respect others privacy including text (electronic mail and file transfer), and image (graphics and television). In addition, each user is assigned a unique account name and password for their exclusive use. Any attempt to circumvent system mechanisms that prevent unauthorized access to restricted information is prohibited. Students are responsible for assuring that their log-in is used only by them and only for authorized purposes—**Students are accountable for their log-in.**
3. Students are responsible for the appropriate use of equipment, network and World Wide Web 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 Art Institute of Dallas 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 web access to visit sites that are pornographic, vulgar, and obscene or 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.

4. In order to ensure proper use of equipment and networks, Art Institute of Dallas reserves the right to monitor or audit the use of all Art Institute of Dallas technical resources including electronic communications. All Internet access through the Art Institute of Dallas/EDMC network will be monitored.
5. Art Institute of Dallas reserves the rights to extend, limit, restrict, or deny privileges and access to its information resources. No individual other than Art Institute of Dallas faculty, staff, and students will be permitted access to technical resources without the express written consent of The Director of Technology.

RESPONSIBILITY

1. It is the responsibility of Art Institute of Dallas’ Director of Technology and system administrators, to assure that the technical resources are available when needed. While every effort will be made to minimize the time which systems are unavailable, there will however, be times when the system or specific resources will not be available for use for regularly scheduled maintenance or when unexpected problems occur.
2. 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 Art Institute of Dallas. The Art Institute of Dallas treats all violations of this policy seriously. The Art Institute of Dallas will pursue disciplinary, criminal or civil prosecution of violators when appropriate.

PARKING POLICY

The following rules were established by The Art Institute of Dallas and Argosy University Dallas (hereafter referred to as “College/University”) as a standard for the parking program. For the protection of College/University students, faculty, and staff, no parking is allowed at any time on property without a valid parking permit, except by visitors in spaces designated for visitors.

1. All vehicles are required to display a valid College/University parking permit when parked on College/University property.
2. Proper parking stickers must be displayed on the rear window on the Driver’s side in the lower left corner. On convertibles, decals may be attached to the interior lower

edge of the driver's side windshield. Decals may not be attached with tape or placed on the dash. Motorcycles should clearly display the decal on the left front fork.

3. Students park on **levels 5-7 only**. Staff and Faculty Park on Level **4** and Handicap parking on levels **1** and Level **2**.
4. The following areas are strictly enforced: reserved parking spaces, visitor parking spaces, loading and service zones, fire lanes, handicap parking spaces, walkways, curbs, lawns, traffic islands, and unmarked areas. Vehicles parked in these areas will be towed, without notice, at the owner's expense. **No exceptions.**
5. Any area not specifically designated for parking is considered a no parking zone and vehicles will be subject to towing. The absence of a "No Parking" sign or curb marking does not mean that parking is permissible.
6. Vehicles parked in the parking garage or parking lot must be parked head-in.
7. All vehicles must be parked within the boundaries of one parking space or stall.
8. Motorcycles, mopeds and scooters must be parked in a regular parking space. No special parking exists for these types of vehicles.
9. The speed limit is **10 MPH in the garage**.
10. No soliciting or posting of information or fliers is permitted in the parking garage or lot.
11. Smoking in the parking garage is permitted only in designated areas.
12. No skateboarding, rollerblading, etc is permitted in the parking garage or lot.
13. Due to liability limitations, no media (taping of video, still, etc.) is permitted in the parking garage or lot.
14. Parking spaces in the parking garage are NOT for trailers or recreational vehicles
15. Double parking or obstructing drives, walkways, doors, refuse containers, or other vehicles is prohibited.
16. Tampering with, destruction, or theft of parking lot signs or markings used for the implementation of parking and traffic regulations may result in disciplinary action and/or criminal prosecution and the violator's being charged for replacement cost. Parking privileges may be suspended.

Students who fail to follow this policy are subject to Student Conduct disciplinary action. The Art Institute of Dallas Dean of Student Affairs or Security Manager may exercise discretion to deal with special circumstances not covered by these regulations.

Neither Owner/Management Company nor College/University are responsible for any loss or damage to any property from any cause whatsoever. Owner/Management Company and College/University reserve the right to rescind any of these rules and regulations as in its judgment shall from time to time be needed for the operation of the garage.

AUTHORIZATION TO RELEASE INFORMATION

Student Consent for Education Records to be Released to Parent(s), Legal Guardian(s), Other Tuition Provider(s), or Other Indicated Individual(s):

Student's Name:

School ID#:

PLEASE READ: In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits [school name] and its representatives at Education Management Corporation to disclose the information specified below to the following individual(s) or agency(ies) (include name and address)

NAME: _____ STREET: _____

CITY: _____ STATE: _____ ZIP: _____

NAME: _____ STREET: _____

CITY: _____ STATE: _____ ZIP: _____

NAME: _____ STREET: _____

CITY: _____ STATE: _____ ZIP: _____

This consent shall be valid throughout the student's enrollment at [school name] and thereafter but may be modified or rescinded in writing by the student. The parent(s), legal guardian(s), tuition provider(s), or other indicated individual(s) agree that they shall not disclose the specified information to third parties without the student's authorization.

INFORMATION TO BE RELEASED:

The following information from my records at The Art Institute of Dallas may be released to the above-specified persons:

- _____ Grades and academic standing (i.e. transcripts)
- _____ Academic information (i.e. attendance, enrollment)
- _____ Discipline records
- _____ Tuition and fee status
- _____ Other, please specify: _____
- _____ All records or information

I have read and understand the contents of this consent form pertaining to the Family Educational Rights and Privacy Act of 1974.

Student's Signature:

Date:

STATE AND FEDERAL REPORTS

The information requested below is needed for filing state and federal reports. It will be fed into the computer in order to avoid having to ask for the information each quarter during this fiscal year. The information will be used in a confidential manner.

NAME: _____

DATE OF BIRTH: _____/_____/_____

GENDER (*check one*) Male Female

RACE (*check one*)

White, non Hispanic

Asian/Pacific Islander

Black

Native American

Hispanic

Non-Resident Alien

Student Signature

Date

FOR FIRST QUARTER STUDENTS

I acknowledge and understand that official transcripts must be received in the Admission's Office before the first day of class. Course work will not be evaluated for transfer credit after the official Add/Drop period, which is 5:00pm on the Monday following class start. Please see specifics dates by quarter in the table below:

Term	Class Start Date	Add/Drop Deadline
Fall 2008	October 06, 2008	October 13, 2008
Winter 2009	January 12, 2009	January 19, 2009

Spring 2009	April 06, 2009	April 13, 2009
Summer 2009	July 13, 2009	July 20, 2009

I further understand that all college transcripts must be received by the 30th day (calendar days) after class start in order to have course work evaluated for possible credit at the Art Institute for quarters 2-7.

If transcripts have not been received at the Art Institute of Dallas by these deadlines, I understand that I forfeit any possibility of transfer credit from any other institution (Please refer to the catalog for the complete Transfer of Credit Policies).

PRINT NAME

SIGNATURE

STUDENT ID

STUDENT INFORMATION FORM

Please complete the following information. You may not obtain a new parking permit or an orientation stamp without first completing this form. Thank you!

Name: _____

ID Number: _____ Program: _____

Address: _____

Phone (where can we reach you while attending The Art Institute of Dallas): _____

Email: _____

Parking Permit Number 1: _____

Vehicle 1 (primary): _____ License Plate 1: _____

Make: _____ Model: _____

Year: _____ Color: _____

Parking Permit Number 2: _____

Vehicle 2:

License Plate 2: _____

Make: _____

Model: _____

Year: _____

Color: _____

In case of emergency, who would you like us to contact?

Name: _____

Relationship to you? _____

Phone 1: _____

Phone 2: _____

Do you have a current medical condition that someone on campus needs to be aware of?

If yes, please explain: _____

Do you have medical insurance? _____

If yes, please list provider: _____

Please Note:

The steps we will follow in case of emergency are:

1. Contact your emergency contact
2. If it is a medical emergency, we may contact 911 or Emergency Services

ACKNOWLEDGMENT OF RECEIPT OF INFORMATION
FROM THE ART INSTITUTE OF DALLAS

_____ I hereby acknowledge that I have been provided with detailed written information concerning the risks associated with meningococcal meningitis and the availability, and effectiveness of any required or recommended vaccine

_____ I have received and read the Student Responsible Use of Technology Policy

_____ I have received a copy of the Campus Security Report and Crime Statistics and
Drug Prevention Policy

_____ I have received a copy of the Parking Policy

_____ I have read and understand the "Statement of Satisfactory Progress"

_____ I certify that I am 18 years of age or older

Print Name: _____

Signature: _____

Parent/Guardian Signature: _____

(Parent or legal guardian signature required if student has not reached the age of 18)

Student ID Number: _____

Date: _____

PHOTO RELEASE FORM

Grant

I hereby irrevocably give to The Art Institute of Dallas, 8080 Park Lane, Dallas Texas 75231, and its parent and affiliated companies and schools, including without limitation Education Management Corporation and The Art Institutes International, Inc. (collectively, the "Schools") and the Schools' assigns, licensees and successors the right to photograph, film and/or videotape me and/or to otherwise record my image and/or likeness and to use, publish, display, reproduce, copy and distribute my image and/or likeness, in all forms of media now known or later developed, including composite or modified representations and including on the Internet, for promotional activities for the Schools, including advertising, direct mail, catalogs, websites, exhibitions, film festivals and classroom presentations, throughout the world and in perpetuity. The Schools are permitted, although not obligated, to include my name in connection with my image and/or likeness. I waive the right to inspect or approve versions of my image and/or likeness used for publication or the written copy that may be used in connection therewith and agree that the Schools shall not be liable to me for any distortion or illusionary effect resulting from the use, publication or display of my image or likeness. The Schools are not obligated to utilize any of the rights granted in this Agreement. I agree that I shall have no ownership of or other rights in the photographs, film, videotapes or other recordings of my image and/or likeness taken or made by or on behalf of the Schools. I understand that the Schools shall not be responsible for unauthorized duplications/use of my image and/or likeness by third parties on the Internet or otherwise.

Release

I release the Schools and the Schools' assigns, licensees and successors from any claims that may arise regarding the use of my image and/or likeness including any claims of defamation, invasion of privacy, or infringement of moral rights, rights of publicity or copyright.

Signature

I have read, understand and agree to the terms of this Agreement.

Name: (print) _____ Date: _____

Signature: _____

Address: _____

Student ID Number (if applicable): _____

Parent/Guardian Consent [Please execute if the subject of this Photo Release is under 18 years of age.]

I am the parent or guardian of the minor named above, who is aged _____. I have the legal right to consent to and do consent to the terms of this Agreement.

Parent/Guardian Name (print) _____ Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Address: _____

STUDENT PERMISSION FORM

By checking the boxes below and by signing this Permission Form, I _____ give my consideration for potential publicity opportunities and/or self-promotional opportunities associated with the permissions granted herein and for other good and valuable consideration, the receipt and sufficiency of which I hereby acknowledge.

(Check all boxes that apply)

1. OWNERSHIP OF THE ARTWORK

I certify that the artwork identified below is original, is mine alone and that I have full authority to grant the permissions herein granted; or

Others may have rights in the artwork identified below. Please check the applicable box(es) below:

I prepared the artwork for an employer within the scope of my employment obligations.

Identify employer name, address, telephone no., fax no. and email address:

The artwork was specially ordered or commissioned from me.

Please explain and identify the name, address, telephone no., fax no. and email address of each other person/entity involved:

I agreed that the artwork would be owned in whole or in part by another person(s) or entity(ies).

Please explain and identify the name, address, telephone no., fax no. and email address of each other person/entity involved:

One or more other persons were involved in creating the artwork.

Identify name, address, telephone no., fax no. and email address of each other person:

I included in the artwork materials that others may own or have rights in. Please explain and identify the materials:

() Other. Please explain: _____

Describe and/or attach a copy of the artwork: _____

2. PERMISSION TO USE ARTWORK

YES NO

The School has my permission to use, copy, reproduce, publish, distribute, publicly perform and display the artwork and to create, use, copy, reproduce, publish, distribute, publicly perform and display derivative or other works based on the artwork in connection with promotional activities for the School worldwide in all forms of media now known or later developed, including but not limited to advertising, direct mail, catalogs, websites, exhibitions, film festivals, and classroom presentations. The School has my permission but not the obligation to identify me by name and/or by affiliation with my School in connection with such use of my artwork. My permission is on-going and will continue until such time as I revoke it by giving the School three months' written notice of revocation at the address set forth above directed to the attention of the Campus President for my school with a copy to the Campus Director of Public Relations for my school. The School will have three months from the date it receives my notice to stop, if necessary, the School's future use of my artwork.

OPTION TO OPT-OUT OF PERMISSION TO USE ARTWORK FOR OTHER SCHOOLS

I OPT-OUT

I understand that unless I check the Opt-out box above, I am giving my school as well as any **other schools** affiliated with my school or owned by the same parent corporation as my school (such as other Art Institutes) my permission to use my artwork in the manner described above. If I do not wish for such other schools to be able to use my artwork, I have checked the Opt-out box above.

3. PERMISSION TO USE IMAGE/NAME/VOICE/WORDS

YES NO

The School has my permission to photograph, film and or videotape me and/or to otherwise record my image and/or likeness, to quote me, to record my words, and to use a photographic, digital and/or other reproduction of me and/or my image/likeness and has my permission but not the obligation to identify me in connection therewith by name and/or by my affiliation with the School. I understand that the School may publish, display, reproduce, copy and distribute my image/likeness, voice and words for promotional activities for the School worldwide in all forms of media now known or later developed, including advertising, direct mail, catalogs, websites, exhibitions, film festivals and classroom presentations. The School has my permission to promote and publicize my academic activities and achievements in newspaper and magazine articles and other like publications. I waive the right to inspect or approve versions of my image and/or likeness used for publication or the written copy that may be used in connection therewith and agree that the School shall not be liable to me for any distortion or illusionary effect resulting from the use, publication or display of my image or likeness. My permission is on-going and will continue until such time as I revoke it by giving the School three months' written notice of revocation at the address set forth above directed to the attention of the Campus President for my school with a copy to the Campus Director of Public

Relations for my school. The School will have three months from the date it receives my notice to stop, if necessary, the School's future use of my image, name, voice and/or words.

**OPTION TO OPT-OUT OF PERMISSION TO USE IMAGE/NAME/VOICE/
WORDS FOR OTHER SCHOOLS**

() I OPT-OUT

I understand that unless I check the Opt-out box above, I am giving my school as well as any **other schools** affiliated with my school or owned by the same parent corporation as my school (such as other Art Institutes) my permission to use my image/name/voice/words in the manner described above. If I do not wish for such other schools to be able to use my image/name/voice/words, I have checked the Opt-out box above.

SIGNATURE

By signing below, I hereby grant the School the permission(s) indicated above. I understand that an above grant of permission to use artwork grants only my permission to use my artwork. It is not an exclusive right and I am allowed to sell, give or otherwise transfer the rights to such artwork to others on a non-exclusive or exclusive basis. However, in the event I do sell, give or otherwise transfer ownership of or the exclusive right to use my work to another party, I will notify the School immediately in writing at the address set forth above to the attention of the Campus President for my school with a copy to the Campus Director of Public Relations for my school and the School will have three months from the date it receives my notice to stop, if necessary, the School's future use of the artwork.

This Permission Form shall be governed and construed in accordance with the laws of the Commonwealth of Pennsylvania without regard to it conflict of laws principles. I hereby waive all rights and remedies with respect to the artwork identified above and any alterations thereof under the Visual Artists Rights Act of 1990, 17 U.S.C. §§106A and 113, under Pennsylvania's Fine Arts Preservation Act, 73 P.S. §2101, et seq. and under any other state statutes relating to the rights of artists.

I understand that the School and those it may authorize shall not be responsible for unauthorized duplications/use by third parties on the Internet or otherwise. I hereby release the School, those it has authorized, and their respective successors and assigns, from any and all claims and/or damages that may arise regarding the use, reproduction, display, and distribution of my artwork, my image, my name and/or statements made by me **as consented to above**, including any claims of defamation, invasion of privacy or violation/infringement of moral rights, rights of publicity or copyright.

I have read, understand and agree to the terms of this Permission Form.

Name: (print) _____ Date: _____

Signature: _____

Student ID Number: _____

Parent/Guardian Consent [Please execute if the subject of this Permission Form is under 18 years of age.]

I am the parent or guardian of the minor named above, who is aged _____. I have the legal right to consent to and do consent to the terms of this Permission Form.

Parent/Guardian Name (print) _____ Date: _____

Parent/Guardian Signature: _____

Parent/Guardian Address: _____

STUDENT INFORMATION

Please provide your information as you would like to see it appear in print:

Your Full Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Name of School and Course of Study: _____

Expected Graduation Date: _____