



# Art Institute of Philadelphia

## 2010-2011

### NOTICE CONCERNING INFORMATION IN THIS HANDBOOK

The information in this handbook was prepared by The Art Institute of Philadelphia, 1622 Chestnut Street, Philadelphia, Pennsylvania 19103. The information contained herein applies to the Academic Year 2010-2011. The Art Institute of Philadelphia reserves the right to change the policies contained within this student handbook from time to time. Notice is not required for a new policy to take effect, however The Art Institute of Philadelphia will make reasonable attempts to notify students promptly of any policy changes through Web site or email postings, mail distributions or other methods deemed appropriate by the college administration.

Property of: _____
Address: _____
Phone #: _____
In case of emergency, please notify:
Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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## ABOUT THIS HANDBOOK

The purpose of this handbook is to provide students with a comprehensive overview of the policies and procedures of The Art Institute of Philadelphia.

The Administration, Faculty, and Staff of The Art Institute of Philadelphia are uniformly dedicated to helping students achieve academic and employment success in their chosen career fields. The process does not take place in the classroom alone, but requires a coordination of academic and administrative support services.

Although The Art Institute of Philadelphia's administrators regularly exercise flexibility in assisting students, there are standardized policies. College policies and procedures promote fairness in daily operations and provide stability in the academic programs and support services.

Students should retain this Handbook for ongoing reference purposes. Please refer to the Office of the President and/or Student Affairs regarding any elements outlined herein that require clarification. This Handbook is periodically reviewed and updated as necessary for enhancing operating policies and procedures and/or meeting federal and state legislative changes. The Art Institute of Philadelphia reserves the right to change policies and procedures as necessary to maintain quality services and programs.

## INFORMATION NOT INCLUDED IN THIS HANDBOOK:

- **Emergency and Campus Safety information** (including statistics disclosed in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act.) Please contact Student Affairs on the 3<sup>rd</sup> Floor of 1622 Chestnut Street for this information.
- **Satisfactory Academic Progress Policy:** A complete copy is available upon request at the Registrar's Office on the 3<sup>rd</sup> Floor of 1622 Chestnut Street.
- **Academic and Institutional policies already published in The Art Institute of Philadelphia catalog** are generally NOT included in this handbook.

## SCHOOL CLOSING NUMBERS:

1044 – Day Classes

2044 – Evening Classes

Listen to KYW NewsRadio 1060 for announcements or check online at [www.kyw1060.com](http://www.kyw1060.com) or on [www.artinstitutes.edu/philadelphia](http://www.artinstitutes.edu/philadelphia). *If the college is closed due to inclement weather, the message on the college's switchboard at 215.567.7080 will be changed to include this information.*

## VISIBLE ID POLICY

Everyone who enters an Art Institute of Philadelphia building is required to have a visible ID. Highly visible red lanyards have been distributed and are still available to any student who requests one. Students will not be permitted into the building without exhibiting their IDs. If you currently are missing your ID, a replacement can be obtained at the Registrar's Office on the Third Floor of

1622 Chestnut Street (the Main Building). **The replacement cost for a new ID is \$10.00.**

If a student provides proof that they are enrolled, they will be issued a temporary pass to proceed to the Registrar's Office. Once a student obtains the new ID they must return to the Security Desk to return the temporary pass. Students who cannot provide evidence of their enrollment will be issued a temporary pass and instructed to go the Dean of Student Affairs office.

## **IMPORTANT TELEPHONE NUMBERS**

<b>Emergency</b> .....	<b>911</b>
<b>Art Institute of Philadelphia</b> .....	<b>215.567.7080</b>
Academic Achievement Center.....	215.405.6344
Academic Affairs (1610 Chestnut) .....	215.405.6384
(2300 Market).....	215.405.6760
Accounting .....	215.405.6355
Admissions.....	215.567.7080
Advertising .....	215.405.6790
Audio Production.....	215.405.6320
Career Services .....	215.405.6371
Counselor.....	215.405.6424
Culinary Arts/Culinary Management/Baking & Pastry .....	215.405.6757
Digital Filmmaking & Video Production.....	215.405.6793
6th Floor Equipment Cage .....	215.405.6403
Fashion Design .....	215.405.6782
Fashion Marketing.....	215.405.6759
Financial Aid.....	215.405.6328
General Education .....	215.405.6435
Graphic Design .....	215.405.6790
Industrial Design Technology.....	215.405.6434
Interior Design.....	215.567.0417
Internat'l Student Advisor.....	215.405.6327
Internship .....	215.405.6309
Library .....	215.405.6402
Media Arts & Animation .....	215.405.6366
Petite Passion reservations .....	215.405.6766
Photography.....	215.405.6313
President.....	215.405.6373
Registrar's Office.....	215.405.6731
Residence Life Office (1346 Chestnut).....	215.545.2621
<b>School Closing Announcements</b> .....	<b>215.567.7080</b>
<b>Security (1346 Chestnut)</b> .....	<b>215.545.2683</b>

Security (1510 Chestnut).....	215.405.6438
Security (1530 Chestnut).....	215.567.0716
Security (1610 Chestnut).....	215.405.6414
Security (1622 Chestnut).....	215.405.6404
Security (2300 Market).....	215.405.6765
Student Activities.....	215.405.6778
Student Affairs.....	215.405.6425
Student Employment Advisor.....	215.405.6427
Supply Store.....	215.405.6318
Visual Effects & Motion Graphics.....	215.405.6366
Visual Merchandising.....	215.405.6759
Web Design & Interactive Media.....	215.405.6320
Webmaster.....	215.405.6370

## AT A GLANCE

### STUDENT PORTAL AT MYAICAMPUS.COM

All students create their own **User Name** and **Password** for use on the student portal at <http://MyAiCampus.com>. In addition to offering students **email** access and **100 Mb of web-space**, students can log on to [MyAiCampus.com](http://MyAiCampus.com) to **check mid-term and final grades**, **register for classes online** and **make payments online**.

Students who forget their User Name or Password should follow the links for *Forgot User Name?* or *Forgot Password?* located at <http://MyAiCampus.com>.

### NOTICE CONCERNING ACCESS TO MYAICAMPUS.COM UPON GRADUATION OR WITHDRAWAL FROM THE ART INSTITUTE OF PHILADELPHIA

Please note that [MyAiCampus.com](http://MyAiCampus.com) accounts (including email and webspace) to access the student portal are intended for use by students pursuing their education at The Art Institute of Philadelphia. **Students who graduate or withdraw from the college will need to make arrangements to transfer important emails or files stored on the webspace to a location where they will have continued access.**

[MyAiCampus.com](http://MyAiCampus.com) accounts (including emails and webspace files) for **students who withdraw** from The Art Institute of Philadelphia are **subject to deletion at any time after 90 days from the student's Last Date of Attendance**. **Students who graduate** from The Art Institute of Philadelphia have access to their [MyAiCampus.com](http://MyAiCampus.com) accounts for **180 days after graduation**, after which the accounts and all files are subject to deletion at any time.

### ALERTFIND EMERGENCY NOTIFICATION SYSTEM

All students are encouraged to subscribe to The Art Institute of Philadelphia's electronic emergency notification system, known as AlertFind. In an emergency, AlertFind will enable college officials to reach YOU through the technology of your choice.

**How Does It Work?** The new system can transmit short notifications by email to any outside email address, by text message to a cell phone, or by voice message to an off-campus telephone.

**Why Is This So Important?** The information in the emergency notification system will be used

primarily to contact you in case of emergency, a weather-related college closing, or some other urgent situation that requires rapid, wide-scale notification of The Art Institute of Philadelphia community.

### **QUICK AND EASY REGISTRATION**

Visit: <https://dalaf.messageone.com>. Click "forgot your password". On the next page, enter your MyAiCampus.com email address and click "Send Now". A temporary password will be emailed to your MyAiCampus.com email address. Follow the instructions in the email to configure your Alert-Find account.

### **BUILDING HOURS**

Monday – Friday	7:00 a.m. – 11:00 p.m.
Saturday	7:00 a.m. – 5:00 p.m.
Sunday	12:00 noon – 5:00 p.m.

### **COMPUTER LABS (THROUGHOUT 1622 & 1610 CHESTNUT)**

Room 204 in 1610 Chestnut Street is the designated "Open Lab" for The Art Institute of Philadelphia. No classes are ever scheduled in this room; this computer lab contains both PC and Macintosh computers loaded with many of the programs taught in Art Institute courses.

Computers are also available in the Academic Achievement Center and the Library, both located in 1610 Chestnut Street and in the Business Center at 2300 Market Street.

Students may also work in other classrooms provide that:

- No class is being taught  
AND
- A lab monitor is present

### **LIBRARY (LOWER LEVEL – 1610 CHESTNUT ST)**

Monday – Thursday	7:50 a.m. – 10:00 p.m.
Friday	7:50 a.m. – 9:00 p.m.
Saturday	11:00 a.m. – 5:00 p.m.

*Closed Sundays.*

### **SERVICE BUREAU (ROOM 412 – 1622 CHESTNUT STREET)**

Monday – Friday	8:00 a.m. – 10:00 p.m. (closed from 12-12:30)
Saturday	8:00 a.m. – 4:30 p.m.

*Closed Sundays.*

### **6TH FLOOR EQUIPMENT CAGE (SIXTH FLOOR – 1622 CHESTNUT STREET)**

Monday – Friday	7:30 a.m. – 9:45 p.m.
Saturday (weeks 1 – 10)	7:30 a.m. – 4:45 p.m.
Sunday (weeks 1 – 10)	12:00 noon. – 4:45 p.m.

*Cage Manager's hours – Monday through Friday 7:30 am – 4:30 pm (Unless otherwise posted)*

### **SUPPLY STORE (FIRST FLOOR, 1622 CHESTNUT STREET)**

Monday - Thursday	8:00 a.m. – 6:30 p.m.
Friday	8:00 a.m. – 5:00 p.m. (4:00 p.m. during Summer Quarter)

*Closed Saturdays and Sundays.*

## OFFICE HOURS

### ACADEMIC ACHIEVEMENT CENTER (LOWER LEVEL – 1610 CHESTNUT STREET)

#### Advising Hours

Monday – Friday 8:00 a.m. – 5:00 p.m.

#### Tutoring Hours

Monday – Thursday 9:00 a.m. – 8:00 p.m.

Friday 9:00 a.m. – 4:00 p.m.

### ACADEMIC AFFAIRS OFFICE

#### (FIRST FLOOR – 1610 CHESTNUT STREET)

Monday – Friday 7:30 a.m. – 5:00 p.m.

#### (SECOND FLOOR – 2300 MARKET STREET)

Monday – Friday 7:30 a.m. – 4:30 p.m.

### ACCOUNTING (SECOND FLOOR – 1622 CHESTNUT STREET)

Monday & Thursday 8:00 a.m. – 7:00 p.m.

Tuesday, Wednesday, Friday 8:00 a.m. – 5:00 p.m.

*(During 1st Week Class Start, Accounting is open Monday through Thursday until 7:00 pm)*

### ADMISSIONS (FIRST FLOOR – 1622 CHESTNUT; FIRST FLOOR – 2300 MARKET)

Monday – Thursday 8:00 a.m. – 8:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

Saturday 9:00 a.m. – 4:00 p.m.

### CAREER SERVICES (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday – Friday 8:00 a.m. – 5:00 p.m.

(Evening students by appointment – call 215.405.6371)

### COUNSELING (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday - Friday 8:00 a.m. – 5:00 p.m. by appointment

The Wellness Corporation Student Assistance Program can be contacted 24 hours a day, 7 days a week, at 1.800.326.6142.

### FINANCIAL AID OFFICE (SECOND FLOOR – 1622 CHESTNUT STREET)

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

*(Please see the Financial Aid Office for information on additional and weekend hours)*

### INTERNSHIP OFFICE (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday – Thursday 9:30 a.m. – 5:30 p.m.

(Fridays by appointment – call 215.405.6309)

### REGISTRAR'S OFFICE (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday – Thursday 8:00 a.m. – 7:00 p.m.

Friday 8:00 a.m. – 5:00 p.m.

## RESIDENCE LIFE (HOUSING) OFFICE

### (ROOM 306, THIRD FLOOR – 1346 CHESTNUT STREET)

Monday – Friday 8:00 a.m. – MIDNIGHT

Saturday and Sunday 12:00 NOON – 12:00 MIDNIGHT

## STUDENT AFFAIRS (THIRD FLOOR – 1622 CHESTNUT STREET)

Monday – Friday 8:00 a.m. – 5:00 p.m.

## GETTING THE MOST FROM YOUR EDUCATION

At The Art Institute of Philadelphia, our role is to provide educational services to help you develop your potential. An Art Institute of Philadelphia education is not something we do to our students. Instead it is a process where we learn and explore with you. We cannot simply hand you skills and knowledge. You must be a full partner in this interactive learning process.

At The Art Institute of Philadelphia, you become part of a vibrant, energetic learning community, where you are supported and encouraged to do your best. It's a community where we celebrate diversity. It's a community bound by mutual respect for individuality and creativity.

Your responsibilities as a student of The Art Institute of Philadelphia include:

- Meet deadlines
- Attend class
- Arrive on time
- Make use of faculty and staff
- Ask questions
- Get involved

Reading and understanding the policies in the student handbook, the application booklet, the catalog, and any policies subsequently provided to you, are also your responsibility.

The doors of our faculty and staff are open to you. If you have any questions, don't hesitate to ask!

## ATTENDANCE

Developing and maintaining a good class and program attendance record is an important facet of each student's professional development. The attendance record is included in the college's database.

A student is expected to attend all classes as scheduled, on time, and to remain in the classes for the full duration. Outside employment is not to be scheduled during class hours. The Art Institute of Philadelphia reserves the right to schedule or reschedule students at any time necessary to accommodate classroom and facility usage needs. There are no excused absences. However, it is recognized that a student may be absent from class due to serious illness or family emergency. Documented absences of this nature will be considered prior to attendance suspension or termination.

### GENERAL ATTENDANCE POLICY

The Art Institute of Philadelphia's programs are designed for continuous, year-round enrollment with full course loads. Students who interrupt their studies may have to lengthen the time of their enrollment, since some courses are not offered every quarter. **The Art Institute of Philadelphia**

expects students to attend all scheduled meetings of each course.

- At the **second absence**, the student grade will be dropped by one letter grade.
- Upon the **third full absence**, the student grade will be dropped another letter grade.
- On the **fourth full absence**, the student will fail the class.

Faculty members may use discretion in cases with serious extenuating circumstances.

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

### **FULL ABSENCE:**

A full day of absence is defined as being absent for the total number of hours classes are scheduled each day for the program in which the student is enrolled. Absences are recorded from the first day of the quarter regardless of the reason for absence.

### **PARTIAL ABSENCE:**

A student who arrives late, or leaves class early, is charged in fifteen (15) minute increments of absenteeism. This absence accumulates toward total absenteeism on a student's quarterly record.

### **CUMULATIVE QUARTERLY ABSENTEEISM:**

The Art Institute of Philadelphia's attendance policies are based on total absenteeism as accumulated for full and partial absences during any academic quarter of study.

### **SUSPENSION FOR CONSECUTIVE ABSENCES IN ALL CLASSES:**

Students absent from all classes for two weeks without notifying the Registrar's Office will be subject to suspension from The Art Institute of Philadelphia for the remainder of the quarter. Students suspended for this reason will:

- Receive a **W** or **WF** for all courses taken during the quarter of suspension with no tuition refund
- Be required to repeat the courses at an additional tuition charge.

Students suspended for this reason may appeal their suspension.

### **WITHDRAWAL DEFINITIONS**

For the purpose of determining a refund, a student is deemed to have withdrawn from a course of instruction when any of the following occur:

1. The student notifies the college of withdrawal or of the date of withdrawal, whichever is later.
2. The college terminates a student's enrollment as provided in college policy.
3. The student fails to attend classes for a two-week period, in which instance the date of his or her withdrawal is deemed the last date of recorded attendance prior to the two-week absence.

### **ENROLLMENT STATUS**

Students enrolled in degree programs are normally scheduled for fifteen quarter-credit hours of coursework. For all programs, the minimum for full-time status is twelve quarter-credit hours. The minimum for three-quarter-time status is nine quarter-credit hours, and for half-time status it is six quarter-credit hours.

### **INABILITY TO COMPLETE COURSES**

Students are expected to complete all scheduled courses in the program unless transfer or proficiency credit is awarded. Students who miss assigned deadlines or scheduled examinations due to

emergencies must document the situation and present the documentation to their Academic Director. The Academic Director and/or instructor will inform students as to departmental makeup procedures.

## ACADEMIC INTEGRITY POLICY

The Art Institute of Philadelphia recognizes that any form or degree of academic dishonesty challenges the principles of truth and honesty which are among the cornerstones of the college. Consequently, the college treats academic dishonesty as a serious violation of academic trust. All students found to have engaged in such behavior will be penalized.

Acts of academic dishonesty include but are not limited to the following:

1. The illegitimate use of materials in any form during a quiz or examination.
2. Copying answers from the quiz and/or examination of another student.
3. Plagiarizing or falsifying materials or information used in the completion of any assignment.
4. Obtaining or otherwise improperly securing an examination paper prior to the time and date for the administration of the examination.
5. It is presumed that material submitted by a student for an assignment is original to that assignment and therefore submitting the same work for more than one course without the consent of the instructors of each course in which the work is submitted is considered dishonest.
6. Intentionally interfering with any student's scholastic work, for example, by damaging or stealing their intellectual property, computer files, project, etc.
7. Stealing and submission of another student's work as your own.
8. Aiding or abetting any of the above.

The Art Institute of Philadelphia will impose the following sanctions when a student is found to have committed any of the above infractions:

1<sup>st</sup> offense = failure of class \*

2<sup>nd</sup> offense = suspension for two (2) quarters

3<sup>rd</sup> offense = expulsion

\* EXCEPTION: Any students found cheating/plagiarizing on their final senior portfolio will be expelled from the college and will not receive their degree.

A faculty member who believes a student has committed academic dishonesty will contact the Dean of Students and will also file an incident report with the Dean of Students. The Dean of Students will contact the student and will meet with the student and the faculty member prior to the next scheduled class session. If it is determined that the student did indeed commit academic dishonesty, the Dean of Students will inform the student of the penalty. Records of academic dishonesty will be held by the Dean of Students.

## CELL PHONE/ELECTRONIC DEVICE POLICY

Students are advised that the Academic Affairs Committee has adopted the **following guidelines with regards to the use of cell phones** at The Art Institute of Philadelphia:

- Cell phones, iPods, and other electronic devices are not to be used in the classroom.
- Cell phones are not to be used in the library.

- All electronic devices should be muted or turned off prior to class and stored in a location other than the desk top.
- Cell phones are typically not to be used in hallways. Loud and disruptive use of cell phones in hallways will be addressed.
- Emergency use of cell phones is by instructor discretion.
- Students may use cell phones in stairwells and outside of buildings.

**Penalties for use of electronic devices:**

**1st offense:** warning given by instructor

**2nd offense:** removal from class for 1 day and attendance penalty. Student will be sent to Dean of Student's office.

**3rd offense:** probation and permanent removal from class.

## **ACADEMIC AFFAIRS**

The Academic Affairs department is the heart of The Art Institute of Philadelphia. Department administrators and faculty have been carefully recruited to assure that students receive an excellent education from high-caliber professionals.

Students attend The Art Institute of Philadelphia to prepare for an entry-level career, to learn employable skills and professional attitudes that prepare them for the working world. Art Institute of Philadelphia faculty and administrators are available if students need assistance or support. The Art Institute of Philadelphia encourages students to use every resource available to get the most out of every course.

### **ACADEMIC AFFAIRS TEAM**

The Dean of Academic Affairs is the team leader and has the ultimate responsibility for all programs. Reporting to the Dean of Academic Affairs are the Associate and Assistant Deans of Academic Affairs, Academic Directors, Assistant Academic Directors, Faculty, Registrar, Librarian, Academic Achievement Center, and Supply Store.

Academic Directors have direct management responsibility for specific programs of study. Supporting each Academic Director are faculty members who are professionals in their fields.

Services provided: As a team, the Dean of Academic Affairs, Associate Dean, Assistant Dean, Academic Directors, Assistant Academic Directors, Faculty, Registrar, Librarian, and Academic Achievement are responsible for:

- A curriculum that is periodically reviewed and updated to keep it current with employers' needs
- Academic and portfolio standards to promote excellence in the classroom
- Art exhibitions, field-related student organizations, and show productions
- Continued development of library and program resource materials, videos, and slides
- Selection of training equipment, materials, and supplies
- Academic advising
- Registrar services.

### **ACADEMIC ADVISING AND SCHEDULING**

Academic advising will be provided by Academic Directors, Assistant Academic Directors and

Academic Advisors. Students register each quarter based on prerequisites. Students should progress through their required programs assisted by their Academic Director or Academic Advisor in the selection of classes. They are encouraged to maintain a full-time schedule.

## **PROGRAMS AND COURSES**

Each program and course is outlined in The Art Institute of Philadelphia catalog. Programs and courses are periodically revised to keep pace with changing industry needs, standards, equipment, supplies, and resource materials.

The Art Institute of Philadelphia reserves the right to change course titles, content, or sequencing of courses any time it deems such action necessary to enhance the educational program.

## **ONLINE COURSES**

Students new to online may only take one online course and up to two in subsequent quarters. Online courses are taken to supplement on-ground courses, students may never take online courses only.

The following minimum technology requirements must be met in order to take courses via The Art Institute of Pittsburgh – Online Division (consult the designated Online Advocate for more course-specific information, in addition to The Art Institute of Pittsburgh – Online Division course catalog: [www.aionline.edu/catalog](http://www.aionline.edu/catalog)):

Microsoft Office 2000 SYSTEM REQUIREMENTS: Pentium 75MHz processor or higher Windows 95/98/NT 4.0 with Service Pack 3 or higher 16MB RAM for Windows 95/98, 32MB RAM for Windows NT 4.0 or higher, plus add 4MB RAM for each application running simultaneously (8MB for Outlook) 217MB disk space for Disc 1, 174MB disk space for Disc 2 CD-ROM drive VGA or higher-resolution monitor, Super VGA recommended Microsoft Mouse, Microsoft IntelliMouse, or compatible pointing device Adobe Design Collection MAC SYSTEM REQUIREMENTS: Min. PowerPC 604 Processor (G3+ Recommended) Min. Mac OS 8.5 Min. 64MB RAM (Virtual Memory On); 96MB (Virtual Memory Off) Min. 365-410MB Available Hard Drive Disk Space Min. 832 x 624 Resolution (24-Bit Recommended). PC SYSTEM REQUIREMENTS: Min. Pentium II Processor (300Mhz Recommended) Min. 64MB RAM Per Application (96MB Recommended) Min. 380-425MB Available Hard Drive Disk Space Min. 800 x 600 Resolution (24-Bit Recommended)

Online courses are charged at the same tuition rate students currently pay for on-ground courses. An Online Lab fee of \$100 is added to the cost of each online course. Online courses will follow the same refund policy as defined by The Art Institute of Philadelphia. If textbooks required for an online course are not available through The Art Institute of Philadelphia Supply Store, students can purchase those books through a link provided in The Art Institute of Pittsburgh – Online Division course catalog.

## **INTERNSHIPS FOR ACADEMIC CREDIT**

The internship program at The Art Institute of Philadelphia is designed to augment classroom training by exposing students to practical work situations while maintaining an educational focus. Internships introduce students to the work world in a controlled, supervised environment. Many upper-quarter students qualify academically and professionally to work for academic credits as interns with cooperating employers. Internships provide students an excellent opportunity to gain practical experience in their fields. The goals of the internship program are to:

- Gain applied practical experience
- Develop familiarity with professional work environments

- Make professional contacts
- Provide employers with qualified candidates

Tuition for internships is based on the number of credit hours approved for the internship by either the Internship Coordinator or the Academic Director. Final internship grades are based on written assignments and reports from sponsoring employers on students' performance, attendance, and quality of work..

\*Note for International Students:

Students on non-immigrant visas cannot take a paid internship without prior approval of the US Department of Homeland Security. For more information, please check with the International Student Advisor.

### **ESTIMATED HOMEWORK**

The Art Institute of Philadelphia is sensitive to the fact that many students have jobs, and some class time is set aside to complete projects. However, additional time outside of class is often necessary. The amount of time estimated to complete projects or assignments is 20-30 hours per week for the average degree student.

### **MEETING ASSIGNMENT AND PROJECT DEADLINES**

To help students learn and practice professional behavior, The Art Institute of Philadelphia attempts to simulate actual work situations in class work. In the working world, there are few acceptable excuses for missing project deadlines. Therefore, assigned projects have scheduled deadlines that students are expected to meet.

### **STUDENTS NEEDING ACADEMIC ASSISTANCE**

Students needing assistance in their coursework should speak with their instructor, Academic Advisor and/or Academic Director. Peer tutoring, which is at no additional charge, can be scheduled through the Academic Achievement Center.

### **EXHIBITION OF STUDENT WORK**

Student artwork is very important to The Art Institute of Philadelphia. It is of great benefit in teaching other students and in demonstrating the nature and value of the programs. Admissions representatives use student work to show prospective students and counselors what our students have achieved. Student artwork is also a basic part of publications and exhibitions illustrating the programs at The Art Institute of Philadelphia. The college reserves the right to make use of the artwork of its students, with student permission, for such purposes.

### **FIELD TRIPS**

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

Field trips outside the local area (in general, more than fifty miles), typically involve prearranged public or private transportation and, in some instances, overnight accommodations.

## ACADEMIC POLICIES AND PROCEDURES

*NOTE: Please refer to The Art Institute of Philadelphia catalog for additional information concerning academic policies and procedures, read the course syllabi distributed in each class, or consult your academic director.*

### ACADEMIC PROGRESS

Students are evaluated for academic progress after completion of certain quarters using CGPA and Incremental Completion Rate (ICR) calculations. See the Course Catalog or the Satisfactory Academic Progress Policy (distributed during Orientation and available at the Registrar's Office) for detailed information regarding academic progress evaluation points and criteria.

### DROP/ADD PERIOD

The last day for students to drop a course without tuition penalty or add a course will be the end of day six of each quarter. Students dropping courses during the drop/add period will not be charged tuition for courses dropped. Students dropping courses after the drop/add period will be charged the full tuition cost of courses dropped.

Students must clear and attend the second class seating of every class. Any student who does not attend his/her class by the second week may not continue with the class. If the student has not properly dropped the class by day six of the quarter, the student will be charged for the class. Therefore, timely clearance is a necessity.

Students withdrawing from courses after the end of the drop/add period and by Friday of week nine of the quarter will receive a W grade notation, which is not computed in the grade point average (GPA), for each course dropped.

Students withdrawing from courses after Friday of week nine will receive a WF grade notation, which is computed as an F in the GPA, for each course dropped. **Students should consult with both the course instructor and their Academic Director before dropping any course.**

### GRADE REPORTING

Mid-term grades and final grades are made available to students by the Registrar's Office electronically via the student portal at <http://MyAiCampus.com>. (Each student chooses a unique User Name and Password to view grades and other student-specific information using MyAiCampus.com.) Midterm evaluations assess classroom participation and attitudes, cooperation with instructors in the completion of projects, the meeting of project deadlines, interaction with other students, attendance, and skills development. Midterm evaluations help students understand their strengths and weaknesses within each course.

For more information on grade reporting, see Reports to Parents and Guardians of Dependent Students, Reports on Independent Students, and Family Educational Rights and Privacy Act (FERPA).

### REPORTS TO PARENTS OR GUARDIANS OF STUDENTS

Parents or guardians of students are an integral part of the enrollment process and subsequent education. They have an understandable concern and vested interest regarding the student's progress and potential for success. The Art Institute of Philadelphia wishes to maintain a professional relationship with each student to facilitate his/her professional development and maturation. Therefore, normal student grade or evaluation reports are issued only to the student (or mailed to the student's local address) unless the student requests that reports be sent to parents or guar-

dians quarterly.

The Art Institute of Philadelphia reserves the right to contact or send student progress information to parents or guardians of a dependent student (as determined by the most recent tax filing status) when administrative action is involved (probation, suspension, or termination) and/or when the student does not positively respond to counseling efforts deemed by faculty and/or staff members to be in the student's best interest.

## **GRADE CHANGES**

Final course grades as recorded in student records cannot be changed without extenuating circumstances. Grade changes require approval of the Academic Director, the faculty member who gave the grade in question, and the Dean or Associate Dean of Academic Affairs. Approved grade changes are due to the Registrar before the end of the first week of class of the quarter following the quarter in which the grade was earned. For more information, contact the Registrar's Office, third floor of the 1622 Chestnut Street building.

## **GRADUATION REQUIREMENTS**

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

- Receive passing grades for all required coursework
- Accumulate total credit requirements for a program through coursework, transfer credit, or proficiency assessment. Specific credit requirements are outlined in The Art Institute of Philadelphia catalog.
- Take last quarter of study before graduation in residence at The Art Institute of Philadelphia.
- Transfer no more than 75% of the total required credits for graduation from another institution.
- Achieve a minimum CGPA of 2.0.
- Satisfy all financial obligations to The Art Institute of Philadelphia.

Portfolios: The development of student portfolios is a continuing process beginning early in the programs. Periodic reviews of portfolios are conducted in specific programs by faculty committees.

All financial obligations to The Art Institute of Philadelphia must be satisfied before a student is allowed to participate in portfolio show and graduation.

## **GRADUATION/COMPLETION RATES**

Information on graduation/completion rates for first-time full-time students is available through the Admissions Office. These rates are calculated according to guideline in the Student Right to Know Act.

## **GRADUATING WITH HONORS**

A student earning a CGPA at graduation is 3.5 or higher is an Honors Graduate.

## **REGISTRAR'S OFFICE**

The Registrar's Office is the academic records department.

The Registrar and staff:

- Issue quarterly mid-term and final grades
- Release academic transcripts (\$10 fee)
- Process transfers to affiliated Art Institutes

- Direct quarterly registration
- Advise veterans regarding their educational benefits
- Process student loan deferment requests
- Process status changes, including:
  - Address and name changes and corrections
  - Leaves of absence and withdrawals.

NOTE: Course drops and adds, course changes, and adjustments are handled by Academic Directors or Assistant Academic Directors.

## **ACADEMIC ACCOMMODATIONS PROCEDURES**

### **ACADEMIC ACHIEVEMENT CENTER (LOWER LEVEL – 1610 CHESTNUT STREET)**

#### *Advising Hours*

Monday – Friday                      8:00 a.m. – 5:00 p.m.

#### *Tutoring Hours*

Monday – Thursday                9:00 a.m. – 8:00 p.m.

Friday                                    9:00 a.m. – 4:00 p.m.

This information is for any student with a disability who requests academic accommodations in classes. Examples of accommodations are: extended time for exams, extended time to complete class work, alternative test site, use of tape recorder, etc.

### **ACCOMMODATIONS**

If you are a student who desires a reasonable accommodation based on a documented disability, please contact Lya Redmond, Coordinator of Disability Services & Developmental Studies, first floor of 1610 Chestnut Street, telephone number 215.405.6344. This request ideally should be made prior to the seating of the second class of the quarter.

### **DISABILITY SERVICES**

The Art Institute of Philadelphia provides accommodations to qualified students with disabilities. The Coordinator of Disability Services & Developmental Studies assists qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting their success at The Art Institute of Philadelphia.

The Art Institute of Philadelphia is committed to providing qualified students with disabilities 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 Lya Redmond, Coordinator of Disability Services & Developmental Studies, first floor of 1610 Chestnut Street, telephone number 215.405.6344. If you have a concern or complaint in this regard, please contact the Dean of Student Affairs, 1622 Chestnut Street, 3rd Floor, telephone number 215.405.6374. Complaints will be handled in accordance with the college's Student Grievance Procedure for Internal Complaints of Discrimination and Harassment.

## CAREER SERVICES

### (THIRD FLOOR – 1622 CHESTNUT STREET)

Office Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

(Evening students by appointment – call 215.405.6371)

### GENERAL CAREER SERVICES INFORMATION

Career Services is located on the third floor of the 1622 Chestnut Street Building and is staffed with specialists who assist enrolled students and graduates, for up to six months after graduation, in finding job opportunities appropriate to their needs.

The following services are provided.

- Advise students regarding career choice, employment search and career development
- Provide assistance in goal setting, resume/cover letter writing, interviewing strategies, and job search techniques
- Offer resources and leads for entry-level career positions for graduates for up to six months after graduation
- Assist in identifying part-time job opportunities for students
- Follow-up with students and employers to maximize the employment assistance efforts
- Schedule events such as career fairs, alumni panels, workshops, and portfolio reviews

### EMPLOYMENT ASSISTANCE

The Art Institute of Philadelphia does not guarantee employment or any particular level of compensation following graduation. The Art Institute of Philadelphia does, however, offer assistance in finding entry-level employment to all eligible graduates at no additional charge. Graduates who confine employment considerations to the metropolitan area served by The Art Institute of Philadelphia may limit the particular employment opportunities available to them.

### PART-TIME EMPLOYMENT SERVICES

Many students find that part-time employment is an excellent way to help meet the financial obligations of a college education and also maintain a flexible schedule that allows for class time and study time. There are job fairs and on-site recruiting events.

The Art Institute of Philadelphia is sometimes contacted with freelance job opportunities through which qualified students can receive valuable experience while working for local clients. **Listings of available part-time job and freelance opportunities are emailed directly to every student at their MyAiCampus.com (@stu.aii.edu) email address.**

For more Part-time Employment information, contact the Student Employment Advisor in the Career Services Department.

### ALUMNI SERVICES

The Art Institute of Philadelphia is proud of the accomplishments of its alumni and is dedicated to maintaining positive, working relationships with alumni after graduation. The Alumni Office offers occasions for alumni to stay connected with the college through reunions, the Alumni Showcase, art shows, alumni panels, and social and professional networking events. More information can be found at [www.artinstitutes.edu/philadelphia/AlumniNetwork/](http://www.artinstitutes.edu/philadelphia/AlumniNetwork/). Additionally, the Alumni Connections web site ([www.alumniconnections.com/artinstitutes/](http://www.alumniconnections.com/artinstitutes/)) provides alumni with a forum for keeping in

touch with fellow graduates and celebrating accomplishments, as well as offering national employment assistance, a mentoring program, and an events calendar.

## **ADMINISTRATIVE AND FINANCIAL SERVICES**

Located on the second floor of the 1622 Chestnut Street facility, the Administrative and Financial Services Department includes the Offices of Accounting and Financial Aid.

### **STUDENT FINANCIAL AID OFFICE**

#### **(SECOND FLOOR – 1622 CHESTNUT STREET)**

Monday – Thursday            8:00 a.m. – 7:00 p.m.

Friday                            8:00 a.m. – 5:00 p.m.

*(Please see Financial Aid for information on additional and weekend hours)*

#### **STUDENT FINANCIAL ASSISTANCE**

Students are eligible to apply for financial assistance under various federal and state, and private alternative loan programs as follows:

- Federal Direct Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Perkins Loan
- Federal Work-Study (FWS)
- Federal PLUS Loan Program
- Federal Academic Competitiveness Grant (ACG)
- Federal SMART Grant
- Vocational Rehabilitation Assistance
- Veterans Administration Benefits

Awards under these programs are made to eligible students and based on financial need and the availability of funds. Pennsylvania also offers educational grants for its residents who qualify. Some other states permit their residents to use their grants at schools outside of the state.

#### **STUDENT RESPONSIBILITIES WHEN RECEIVING FINANCIAL ASSISTANCE**

It is important that students receiving financial assistance remember their responsibilities under these programs:

1. Students must attend an “entrance interview” after applying for federal student loans.
2. Students must inform the Financial Aid Office of address changes, schedule changes, program changes, or any other changes that might affect their eligibility for financial assistance. Address change forms are available in the Registrar’s Office, third floor.
3. Students must complete a Free Application for Federal Student Aid (FAFSA) on a yearly basis to renew their eligibility. The federal financial assistance year starts July 1 and ends June 30.
4. To continue receiving financial assistance, students must maintain satisfactory academic progress. *Highlights of the Undergraduate Satisfactory Academic Progress Policy* is published in a later section of this handbook. *A complete copy of the policy is available upon request at the*

*Registrar's Office.*

5. Students who have received federal student loans must attend an "exit interview" to receive information on repayment, deferment, etc, at the time they withdraw, graduate, or drop below half-time status;
6. Students must pay back their student loans. Defaulting on student loans carries serious consequences.
7. Ask for help. The Financial Aid Office is here to work for students. Students must keep track of their loans.

For more information concerning financial assistance, contact the Financial Aid Office.

## **STUDENT LOANS**

Many students utilize loan programs to help fund their educational costs. From time to time questions related of repayment of such loans may arise. Questions regarding Federal Direct and Federal PLUS loans should be directed to the Student Loan Coordinator. Questions regarding Federal Perkins loans should be directed to the Perkins Loan Coordinator. Student loans must be renewed every three quarters of enrollment.

## **STUDENT ACCOUNTING**

**(SECOND FLOOR – 1622 CHESTNUT STREET)**

Monday & Thursday                      8:00 a.m. – 7:00 p.m.

Tuesday, Wednesday, Friday        8:00 a.m. – 5:00 p.m.

*(During 1st Week Class Start, Accounting is open Monday through Thursday until 7:00 pm)*

### **STUDENT ACCOUNTING OFFICE**

The role of the Student Accounting Office is to assist students in meeting their financial obligations as arranged with one of the college's Financial Aid Officer. Based on the student's financial plan, the Accounting Office sends monthly billing statements to each student/parent for tuition and fees. Payments are due on the 15th of each month.

The Art Institute of Philadelphia staff members are sensitive to unforeseen circumstances affecting each student's ability to meet the financial commitments of his or her education. Students who have or anticipate a financial problem should call the Accounts Receivable Coordinator or the Accounting Supervisor.

Currently enrolled students expecting a refund should report to the Accounting Office to complete a Refund Request form and receive the Refund Schedule and Procedures.

### **TUITION AND FEES**

Current tuition and fee schedules for all programs are printed on The Art Institute of Philadelphia's Enrollment Agreement, as well as on the addendum provided with The Art Institute of Philadelphia catalog.

## **MISCELLANEOUS INFORMATION AND POLICIES**

### **ADDRESS AND TELEPHONE CHANGES**

It is the responsibility of the student to properly notify The Art Institute of Philadelphia with address and telephone number changes that may occur. Students may change their local address and tele-

phone number listed on record with the Registrar. Billing address changes are processed by the Student Accounting Office. The Financial Aid Office is not authorized to process address and telephone number changes.

## **MESSAGES**

The Art Institute of Philadelphia does not operate a telephone message service for students. Only in the case of an extreme emergency will a message be taken for a student. The caller will be asked to describe the nature of the emergency. A reasonable attempt will be made to locate a student in the event an emergency message is taken.

## **SMOKING POLICY**

The Art Institute of Philadelphia provides a smoke-free environment. All faculty and staff strictly enforce this restriction. **Smoking is NOT permitted anywhere indoors.**

## **PROPERTY OF THE ART INSTITUTE OF PHILADELPHIA**

Students are responsible for any Art Institute of Philadelphia books or equipment they use or check out. Students are responsible for the costs of repair of damaged items and replacement of lost items.

## **PROPERTY RIGHTS**

The Art Institute of Philadelphia is not responsible for the loss or damage of any student's personal property. We encourage students to take measures to safeguard their property. The Art Institute of Philadelphia encourages students to put their name and other identifying information on valuable items. Students should record equipment serial numbers and keep them in a safe place. Students should review their personal property and homeowners' insurance and automobile insurance policies (or their family's policies) to determine whether their valuable equipment and personal items are covered in the event of theft or loss. Students should not leave their valuables unattended in their car or the college.

## **GUEST POLICY**

For reasons of safety and to ensure an appropriate educational environment, children and student guests are not permitted in classrooms, studios, or the library. All Art Institute of Philadelphia educational facilities are for the use of Art Institute of Philadelphia students only.

## **APPROPRIATE ATTIRE**

Students are expected to dress appropriately for their profession while at The Art Institute of Philadelphia. Students are expected to display good judgment; clothes should be comfortable and reasonable for the activities of education. Hats, sunglasses, short-shorts, and any attire with words that are offensive to others are inappropriate. Headphones may not be worn in classrooms without the consent of the instructor, and are not permitted in the library. Students must wear shoes and shirts at all times. Violations may result in a student being asked to leave The Art Institute of Philadelphia until he or she returns in appropriate attire.

## **OPEN DOOR POLICY**

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

## **STUDENT EVALUATIONS AND SURVEYS**

You are encouraged to provide feedback on The Art Institute of Philadelphia's performance. Student evaluations and course surveys are distributed each quarter and annually you will have an opportunity to evaluate The Art Institute of Philadelphia on a general survey.

## **ILLNESS OR INJURY**

If any student is injured or becomes ill at The Art Institute of Philadelphia or any Art Institute of Philadelphia function, we will arrange, if necessary, to have the student taken to a physician or medical center. Students will, however, be responsible for any resulting expenses. Students should review their personal and family insurance policies to determine whether adequate coverage exists.

## **ACCREDITATION**

The Art Institute of Philadelphia is accredited by the Accrediting Council for Independent Colleges and Schools to award diplomas, associate's degrees, and bachelor's degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1.202.336.6780.

The Art Institute of Philadelphia is authorized by the Pennsylvania Department of Education to confer the Bachelor of Science degrees, Associate of Science degrees and diplomas. The Department of Education can be reached by writing to the Commonwealth of Pennsylvania, Department of Education Office of Postsecondary and Higher Education, 333 Market Street, Harrisburg, Pennsylvania 17126, or by telephone at 1-717-783-6788.

The Associate of Science in Culinary Arts program is accredited by the American Culinary Federation Education Foundation's Accrediting Commission.

The Bachelor of Science in Interior Design program is an Endorsed Program of the National Kitchen and Bath Association.

The Art Institute of Philadelphia is approved for the training of veterans and eligible veterans' dependents, and authorized under federal law to enroll nonimmigrant, alien students.

## **STUDENT AFFAIRS**

### **(THIRD FLOOR – 1622 CHESTNUT STREET)**

Office Hours: Monday – Friday 8:00 a.m. – 5:00 p.m.

The Art Institute of Philadelphia provides many services to help students complete their educational program and reach their career objectives. Every student is encouraged to take advantage of all support services. The Student Affairs Office is located on the third floor of the 1622 Chestnut Street building.

### **STUDENT SUPPORT SERVICES (COUNSELING)**

Student Support Services (Counseling) provides assistance with utilizing a wellness approach for the student population, including:

- Special events/workshops on health or wellness related areas.
- Information on human services in the local area.

- Assistance with study habits, time management, stress management, communication, problem solving, transition to college, and many other college success topics.
- Coordination of disability services for students who qualify in compliance with the Americans with Disabilities Act.
- Referral to short term counseling provided by the Student Assistance Program for students in need of emotional support or guidance.

## **STUDENT ASSISTANCE PROGRAM**

The Student Assistance Program is a service available at no additional charge to students and provides confidential counseling via telephone 24 hours per day, 7 days a week at 1.800.326.6142. The program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. Through the program, students can receive assistance with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse, and any other relevant concerns. For more information, please contact Eileen Alexander at 215-405-6424.

## **INTERNATIONAL STUDENT ADVISING**

Students come from countries all over the world to attend The Art Institute of Philadelphia. The International Student Advisor is the key contact for all international students who hold visas. This office provides a variety of support services and enrichment activities including:

- Assistance and guidance regarding immigration procedures and policies;
- Issuing and signing the appropriate immigration documents;
- Coordinating English tutoring;
- Organizing events and activities to assist international students in meeting other students and transitioning into the City of Philadelphia.

## **RESIDENCE LIFE**

The Art Institute of Philadelphia offers students convenient, affordable college-sponsored housing. In addition to being competitively priced, college-sponsored housing offers students numerous other advantages:

- Costs may be included in financial plan
- Opportunity to meet other Art Institute of Philadelphia students
- Educational and social programming opportunities
- Professional and student staffing
- Convenient location close to Art Institute of Philadelphia classrooms

The Art Institute of Philadelphia's residence life program offers students the opportunity to be in community with other artists and to enjoy a living-learning environment. For more information call us at 1.800.573.9441.

The Student Affairs Office also provides information on transportation, student clubs, Student Government Association, college crime statistics, student photo IDs, and student health and personal property insurance.

## **STUDENT CLUBS**

The Art Institute of Philadelphia offers a wide variety of clubs -- both academic in nature and those that are geared towards social interests. All clubs are available for any student to join.

## **Academic Clubs**

*Most Academic Clubs are geared towards specific programs.*

**2D Animation Club** -- For students interested in the advancement of, and current techniques related to 2D Animation.

**American Institute of Graphic Artists, Ai Philadelphia Student Chapter (AIGA)** -- To serve as a communicative and informative base for the graphic design community at The Art Institute of Philadelphia as well as provide Graphic Design students with networking opportunities through field trips, competitions, etc.

**Culinary Curiosity Club** -- For the express purpose of furthering the education, understanding, knowledge, experience and interests of the culinary arts.

**Industrial Designers Society of America, Ai Philadelphia Student Chapter (IDSA)** -- To bring Industrial Design Technology students together to share ideas, and network with people relevant to the field.

**(Interior) Design Club** -- Has national affiliations with the National Kitchen & Bath Association, American Society of Interior Design and the International Interior Design Association. The club plans visits to buildings to explore design, hosts guest speakers and does volunteer work as well as providing networking opportunities.

**MIND - Future Leaders in Fashion** -- A club for Fashion students that puts on fashion shows and helps students network.

**(Video) Production Club** -- Help students to enhance their video production skills while providing opportunities to socialize and network with other Digital Filmmaking and Video Production students.

**Visual Effects Club (VFX)** -- To provide a positive outlet for creativity and knowledge on the subject of Visual Effects outside of the classroom.

## **Governing Bodies**

*These clubs help students govern certain aspects of student life at The Art Institute of Philadelphia.*

**Student Government Association (SGA)** -- The Student Government Association (SGA) is the organization that governs the student body. The senate is comprised of a representative from each major, four at-large positions and a 4-person elected executive cabinet. The senate meets weekly to vote on club/organization issues and discuss student concerns.

**Residence Hall Association (RHA)** -- The RHA is the residence hall association created to address the concerns of the residential student body through town hall meetings and educational and social programming.

## **Interest-Based Clubs**

*All students are welcome to join these interest-based social clubs.*

**Anime Club** -- To watch and critique new anime as well as study Japanese culture.

**Black Student Union** -- Helps to enhance, educate and motivate students' minds, spirits and academics while attending The Art Institute of Philadelphia. The club seeks to bind black culture together, but not discriminate or limit the club to any student.

**Comic Book Club** -- To inform students on the comic book business, how to make your own comic and help develop comic design skills.

**First Strike** -- This club is for those interested in Kenpo Self-Defense and other types of karate.

**Independent Artists** -- Provides a platform for students interested in pursuing careers in the music business to share, promote and record music. For artists and Audio Production majors.

**International Club** -- To help students, faculty and all other members of The Art Institute of Philadelphia community, to have an essence and knowledge of international culture, customs, food and entertainment.

**Latin Quarterz** -- To embrace and learn about Latin culture as well as celebrate The Art Institute of Philadelphia's diverse community.

**Origin 3D** -- For students to learn and share information related to 3D Animation.

**Redeemed Christian Fellowship** -- Helps to support students seeking Christ-centered guidance for their lives.

**Stop Motion** -- To create Stop Motion animations and educate people on the creation of Stop Motion animations and help interested students network.

**Warhammer Gaming** -- To network with other people interested in playing Warhammer.

### **Publications**

*Submissions are always welcome from all students for these student-run publications.*

**PIQUE** -- A Photography Magazine that showcases student photo works in a professionally laid-out journal that is published once a quarter. There is a section for students non-photography programs to be able to submit their work as well.

## **STUDENT PORTAL AT MYAICAMPUS.COM**

At The Art Institute of Philadelphia, every student is provided with space for a personal Web site on The Art Institute of Philadelphia's student web server located at <http://MyAiCampus.com>. With a User Name and Password, students can check their grades and find other important academic information. Online Registration is now available for students currently enrolled in classes.

### **WEB PUBLISHING TOOLS/WEB SITE SPACE**

Every student and faculty member is allotted 100MB of space on The Art Institute of Philadelphia's student web server for use in creating personal Web sites. Students and faculty members are able to design and publish their own Web sites without banner advertisements or other requirements commonly imposed by other free web publishing sites. Students and faculty members who have published personal Web sites on The Art Institute of Philadelphia's student web server will have links to their sites listed in the MyAiCampus.com student and faculty directories.

### **STUDENT EMAIL**

MyAiCampus.com provides students with an email inbox that can be universally accessed from any computer that is connected to the Internet. Students with existing e-mail accounts can ask to have mail forwarded from their MyAiCampus.com email account to those other accounts by changing the email preferences in their MyAiCampus.com email inbox.

### **GRADES/TRANSCRIPTS**

Grades and transcripts are available to students who access MyAiCampus.com immediately after being posted by The Art Institute of Philadelphia.

### **ADMINISTRATIVE HOLDS**

With their User Name and Password to MyAiCampus.com, students can view any administrative holds placed on their accounts.

## **DIRECTORY**

The MyAiCampus.com Directory displays the name, program of study and Web site address of all current students and faculty members of The Art Institute of Philadelphia.

## **ONLINE REGISTRATION**

Registration for courses for the upcoming quarter takes place midway through a given quarter, using The Art Institute of Philadelphia's online registration process. Courses are available on a first-come, first-served basis, so it is important that each student register during the designated registration period. Students must register and complete all outstanding paperwork with the business offices by the end of registration.

## **MAKE A PAYMENT ONLINE**

An Online Payment Feature is available on MyAiCampus.com. After entering their User Name and Password, students can easily follow the instructions for making a credit card payment towards their bill using the college's secure server.

## **LIBRARY, SERVICE BUREAU, 6TH FLOOR EQUIPMENT CAGE & SUPPLY STORE**

### **LIBRARY**

#### **(1610 CHESTNUT STREET, LOWER LEVEL)**

The Library is one of the most important resources available to you as a student of The Art Institute of Philadelphia. It contains materials that support The Art Institute of Philadelphia's instructional program and it provides resources for broadening the students' horizons for serious study and research, as well as a Web site at <http://www.artinstitutes.edu/philadelphia/library> with an online catalog, e-books, full-text journal articles, and image databases.

#### **LIBRARY HOURS**

Monday – Thursday	7:50 a.m. – 10:00 p.m.
Friday	7:50 a.m. – 9:00 p.m.
Saturday	11:00 a.m. – 5:00 p.m.

*Closed Sundays*

Exceptions to these hours will be posted in the Library.

#### **CIRCULATION OF BOOKS**

Students may check material out of the Library for a period of up to three weeks by presenting the material together with a valid student identification card. Students may have on loan up to six items at one time. Reference works and reserve materials must be used in the Library.

In order to ensure the availability of resource materials for all students, it is essential that students return books or other items borrowed on or prior to the date on which they are due. An overdue fine is charged for late returns. Overdue material may delay student registration for the next quarter. Furthermore, vandalism, including clipping or defacing material, renders it unusable for others. Such action is viewed as a serious disciplinary matter. The cost of loss or damage to library resources is the responsibility of the student who checked the material out.

While studying in the Library, students are asked to give consideration to others by not talking or creating other distractions that interfere with work and concentration.

## SERVICE BUREAU

### (ROOM 412 – 1622 CHESTNUT STREET)

Monday – Friday 8:00 a.m. – 10:00 p.m. (closed from 12-12:30)

Saturday 8:00 a.m. – 4:30 p.m.

*Closed Sundays.*

The Service Bureau is located on the 4th floor of 1622 Chestnut Street. The Service Bureau provides the following services to students: **Printing of color documents (ink-jet, laser, and large-format printers).**

Normal turn-around time for printing files is 24 hours. Turn-around time is subject to the availability of materials, service bureau employees, and the number of prints received at any given time. Files will be printed in the order that they were received. The volume of prints increases during all portfolio weeks. Expect delays in printing. Prints may take up to 48 hours during peak times.

The Service Bureau employees are not responsible for preparing your files for printing. All imported pictures and font files must be included on your disk when printing QuarkXPress and Adobe Illustrator files. The Service Bureau is not responsible for improper document setup. Documents will be printed AS-IS, or in some cases not at all. The Service Bureau will not violate any copyright laws.

Print problems that are caused by incorrect or improper file setup will not be refunded. Incorrect prints resulting from printer errors will be reprinted at no charge or refunded.

**ONLY SUBMIT COPIES OF YOUR FILES! The Service Bureau will make every attempt to avoid disk loss and theft.** If your disk is lost, we can only be held liable for the replacement of a disk of the same type and format.

## 6TH FLOOR EQUIPMENT CAGE

### (SIXTH FLOOR – 1622 CHESTNUT STREET)

Monday – Friday 7:30 a.m. – 9:45 p.m.

Saturday (weeks 1 – 10) 7:30 a.m. – 4:45 p.m.

Sunday (weeks 1 – 10) 12:00 noon. – 4:45 p.m.

*Cage Manager's hours – Monday through Friday 7:30 am – 4:30 pm (Unless otherwise posted)*

### EQUIPMENT CHECKOUT/RETURN/LAB TIMES

**Overnight Checkout:** All overnight checkouts must be returned by 8:00am the next business day. (Example: Overnight Tuesday returns must be back before 8:00am Wednesday morning; Friday overnights must be back before 8:00am Monday.)

**Daily Use:** All non-overnight equipment checkouts must be returned by 9:45pm.

**Labs:** All labs must be vacated by 9:45pm during the business week, and 4:45pm on weekends. No exceptions!

**Phone: 215-405-6403**

Visit the Equipment Cage blog at <http://ragecagepage.blogspot.com/> for details on how to check out equipment.

## **STUDENT EQUIPMENT BORROWING PROCEDURE AND REGULATIONS**

The Art Institute of Philadelphia provides students access to available equipment in order to support their course of study. While using The Art Institute of Philadelphia equipment, students must comply with the established procedures and regulations in the Equipment Cage borrower's agreement.

All students whose programs require them to use equipment stored in the Equipment Cage will be asked to read and sign the Borrowers agreement and Student Manual. After they have done so, they will be permitted to check out equipment corresponding to their appropriate curriculum needs. Equipment is available on a first-come, first-served basis. All students who check out equipment from the Equipment Cage will be required to present a valid college ID every time they check out equipment, or use a lab.

Students will be asked to set up an account with the Equipment Cage, at which time the Borrower's agreement will be presented to them. This account is used to ensure that any equipment checked out by the student is returned, as well as to track the usage of equipment and labs.

In order to establish an account to use to check out equipment, all students are required to read and sign this agreement.

If at any time after signing the policy agreement the student violates the agreement, the student will be asked to pay a minimum of a twenty-five dollar (\$25) fine before equipment checkout and lab privileges will be restored. Equipment that is returned late will be subject to an initial fine of \$25.00 with an additional hourly fee of one dollar, or fifteen dollars per day for every day it is late.

### **6TH FLOOR EQUIPMENT CAGE EQUIPMENT BORROWERS AGREEMENT**

The Art Institute of Philadelphia loans equipment to its students for the purpose of practicing their chosen profession and furthering their education. The Art Institute of Philadelphia will, from time to time, loan to the Borrower, identified by his/her signature on this Agreement, personal property, subject to all terms and conditions of this Agreement. The Borrower in consideration thereof acknowledges and agrees to the following terms:

#### **INSPECTION**

The Borrower acknowledges that he will, prior to use, personally inspect equipment to be borrowed, deem it suitable for his needs and in good condition, and confirm that he understands its proper use. After the equipment has been checked out the borrower is responsible for the equipment and any damages that may occur. If an employee of the cage has not been notified, prior to borrowing of a piece of equipment, of any damage, and, upon inspection, the employee or another potential borrower finds the equipment has been damaged or is found to be missing items, the full burden of the cost of repair or replacement will be on the Borrower.

#### **PROHIBITED USES**

Equipment is loaned to students at The Art Institute of Philadelphia for the purpose of practicing for their chosen profession and furthering their education. Use of equipment for employment, profit, or personal gain is strictly prohibited.

#### **RETURN OF EQUIPMENT**

The Borrower shall return all of the Equipment to The Art Institute of Philadelphia during regular business hours and during the appropriate time period, according to the Policies of The Art Institute of Philadelphia Cage, as published in the student handbook, and as included in this packet, in the condition and repair as when delivered to The Borrower, subject only to reasonable wear and tear.

The Borrower shall be liable for all damages to or loss of the Equipment occurring because it was not returned within The Art Institute of Philadelphia's regular business hours. Equipment returned during business hours, but later than the acceptable return time, as included in this packet, will be subject to a minimum fine of \$25. An additional one dollar (\$1.00) will be charged per every hour that equipment is kept beyond the initial due time – up to \$15.00 per day. The total fine must be paid before the student checks out any more equipment, and before the completion of the current quarter. Should a student neglect to pay this fine, a hold will be placed on the student's account, and the fine will be handled through the accounting department. In extreme cases, as in malicious destruction of property, extreme negligence, or multiple occurrences of smaller problems and/or multiple late fines being charged, the student will be sent to the Dean of Students to get a pass before they will be allowed to borrow equipment again.

### **FUTURE EQUIPMENT LOAN RESERVATION**

Equipment may be reserved in advance, following these rules: 1.) The Borrower must email the cage manager with the Borrower's @stu.aii.edu email account. Include the date you wish to borrow equipment, your full name, and an itemized list of equipment desired. 2.) Reservations are for weekend periods only. 3.) Equipment may be reserved for up to a maximum of one full week before the week in which the equipment will be borrowed. (ex-If you request equipment on a Monday of week 2, you may reserve that equipment for the Week 2 or Week 3 weekends.) 4.) It is the responsibility of the student to confirm their reservations. If you do not follow these rules, the cage manager and staff will not be responsible to hold the equipment. Equipment is reserved on a first come-first serve basis.

### **LAB USE**

Any Lab User who abuses his/her lab privileges will be subject to punishment by the cage manager, not to exceed a fine of \$25 and/or loss of lab privileges until cleared by the appropriate faculty or staff member. Such abuses are: 1) Absence from a lab that was signed out, without notification of the cage. 2) Bringing food or drink into the lab. 3) Bringing unauthorized guests into the lab. 4) Mistreating the equipment or failing to clean lab after use. 4) Failure to sign in a lab and its corresponding at the end of its use.

Students must sign in at the Equipment Cage prior to use of a lab, and after using a lab. This constitutes checking out a lab card. You may only have a single lab signed out at a time. Failure to do so will result in a \$25 fine and temporary suspension of lab rights. **Students must leave the labs by the closing time of the cage.** Only photo students are allowed in the digital darkroom.

### **THEFT**

The Art Institute of Philadelphia of its own discretion may report as stolen the personal property not returned according to published policies of The Art Institute of Philadelphia Cage or if conditions and circumstances indicate theft before that time. The Borrower agrees to pay for equipment (at the replacement cost when borrowed) for all types of theft or mysterious disappearance.

### **IDENTITY**

You **MUST** have your ID and current schedule in order to sign out any equipment – NO ID + NO SCHEDULE = NO EQUIPMENT, NO EXCEPTIONS. No student may check out equipment or labs for another student or with another student's ID card. Attempts to do so will be looked at with strong suspicion. ID cards should never be shared. However, anyone may return equipment for a student.

## CHANGES TO THESE POLICIES

All policy changes will be posted in the cage, and it is the responsibility of the borrower to keep current with these changes.

## THE SUPPLY STORE

### (FIRST FLOOR, 1622 CHESTNUT STREET)

Monday - Thursday 8:00 a.m. – 6:30 p.m.

Friday 8:00 a.m. – 5:00 p.m. (4:00 p.m. during Summer Quarter)

*Closed Saturdays and Sundays.*

The Art Institute of Philadelphia Supply Store is a specialized retail outlet. It carries most of the art supplies and books needed by students, as recommended by instructors and Academic Directors. This helps ensure that the student purchases the right books, materials, and supplies for each assigned project at a fair price. Most items are priced well below manufacturers' suggested price, and most kit books are discounted.

There are some items, such as most stationary supplies, that are available at surrounding stores in wider choices than the Supply Store can provide.

### SUPPLY KITS

The Supply Store purchases, packages, and distributes the first quarter supply kits for new students. The kit contains supplies and textbooks carefully selected by the department Academic Directors and the Education Department. Most of the first quarter kit items are professional tools that will last throughout your student career, as well as most consumables that will be required the first quarter. Each kit contains a list of contents, and if an item is missing or damaged the form should be returned within ten business days of receiving the kit for a replacement. *No replacements for missing items will be provided after 10 business days.*

Supply kits are purchased through the accounting office and picked up during orientation.

### DISCOUNTS

Most of the non-textbook items in the store are priced well below suggested retail prices, and most are below the prices of other suppliers in the area. A majority of our textbooks are discounted 10% from list price due to agreements that The Art Institute of Philadelphia has negotiated with the publishers, and we pass on to our students.

Students who work at the Supply Store and Housing Resident Assistants (RAs) receive an employee discount of 25% on general items and 10% on books. (See the Student Employment Advisor in Career Services for an application if you wish to work at the store.)

### STUDENT ACCOUNTS

A student-prepaid charge account at the Supply Store can help you to budget your supply expenses. To establish a student account, a deposit may be made by cash, check, or credit card. Purchases are made against the account balance, the current status of which is available at any time, and a record of all purchases is maintained within the supply store's computer system.

Cash withdrawals are not permitted, and the person responsible for the deposit may close the account at any time. A request must be made in writing to close an account and receive a refund. All refunds are given through the Accounting Office in check form.

Credit accounts accrued from book buy-back credits are not redeemable for cash--just store mer-

chandise and books.

## **USED BOOKS**

During the last week of the quarter, books may be returned for half the cover value in store credit during normal business hours. Books are sometimes not eligible to be taken back for various reasons (i.e. new edition, not using the text next quarter). A representative from Budget Text Corporation will be brought in during the last week of classes for those whom seek an alternative to store credit. Graduating students may turn any qualifying books in for cash to the Budget Text representative. (Note: Budget Text makes their own rules as to the books they will take and the prices for them.)

## **RETURNS POLICY**

Returns must be made with a receipt within ten days of purchase to be able to get your method of payment back. After ten days returns are subject to manager approval and only eligible for store credit.

For clarification of these policies, please call the Supply Store Manager, Sharyn Masullo, at 215.405.6351 or the Floor Manager at 215.405.6318.

# **OFFICIAL POLICIES**

## **MISSION STATEMENT**

**Mission:** The mission of The Art Institute of Philadelphia is to provide a well-balanced, high-quality education by combining applied arts technology and techniques, related business practices, and general education in order to prepare students for entry-level employment and for professional advancement within their chosen fields.

**Values:** The Art Institute of Philadelphia provides quality education and services through a student response approach from the entire team of faculty and staff. Our faculty and staff believe integrity and excellence characterize the performance necessary to provide a quality education. Students who participate in the learning process can expect to be provided with an environment that maximizes their individual creativity and professional development for their tuition and personal investment.

### **In support of our Mission and Values, the College:**

- Offers applied, creative curricula to students with studies that broaden critical thinking, communication, and collaboration abilities;
- Supports comprehensive programs and services to facilitate initial employment for graduates in their chosen fields;
- Promotes a culture of civility, tolerance, civic engagement and appreciation of diversity among students, faculty and staff;
- Believes in a community that upholds high integrity and ethics;
- Maintains an environment of academic freedom and responsible decision-making by students, faculty and staff;
- Plans for an educational setting that supports innovation and planned growth.

## **STATEMENT OF NON-DISCRIMINATION**

The Art Institute of Philadelphia is in compliance with Title VI of the Civil Rights Act of 1964, Title IX

of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973. The Art Institute of Philadelphia does not discriminate or harass on the basis of age, religion, race, creed, color, national origin, ancestry, sex, sexual orientation, genetic marker, disability or any other protected characteristic under state, local or federal law, as those or similar terms are defined under applicable law. Inquiries concerning The Art Institute of Philadelphia's non-discrimination policies may be made to The Art Institute of Philadelphia's Director of Human Resources, 1622 Chestnut Street, Philadelphia, PA 19103, 215.405.6336.

## **POLICY FOR RESPONSIBLE USE OF INFORMATION TECHNOLOGY AT THE ART INSTITUTE OF PHILADELPHIA**

### **PREAMBLE**

In support of our mission, The Art Institute of Philadelphia provides access to information resources for students, faculty, and staff within institutional priorities and financial capabilities.

The Policy for Responsible Use of Information Technology at The Art Institute of Philadelphia contains the governing philosophy for regulating faculty, student, and staff use of The Art Institute of Philadelphia's information technology resources. It spells out the general principles regarding the appropriate use of equipment, software, and networks. By adopting this policy, The Art Institute of Philadelphia recognizes that all members of The Art Institute of Philadelphia are also bound by local, state, and federal laws relating to copyrights, security, and other statutes regarding electronic media. The policy also recognizes the responsibility of faculty and system administrators to take a leadership role in implementing the policy and assuring that The Art Institute of Philadelphia community complies with the policy.

### **POLICY**

All members of The Art Institute of Philadelphia community who use the computing, information, and communication resources must act responsibly. All users are responsible for the integrity of the resources under their control. All users of Art Institute of Philadelphia-owned or Art Institute of Philadelphia-leased information technology systems must respect the rights of other users, respect the integrity of the physical facilities, and comply with all pertinent licenses and contractual agreements. It is the policy of The Art Institute of Philadelphia that all members of its community act in accordance with these responsibilities, relevant laws and contractual obligations, and the highest standard of ethics.

Information technology provides an important means of communication, both public and private. The principle of freedom of speech will apply to public communications in all these forms, but students and staff who are provided access to The Art Institute of Philadelphia computer facilities, to the network, and the World Wide Web assume responsibility for their appropriate use. The Art Institute of Philadelphia expects students to be careful, honest, responsible, and civil in the use of computers and networks.

Computer systems and networks provide mechanisms for the protection of private information from unauthorized access. These mechanisms are necessary and any attempt to circumvent them in order to gain unauthorized access to data will be treated as a violation of privacy, and will make a student eligible for disciplinary action. In open access use of Intranet and Internet communications, faculty, staff, and students are individually responsible for ethical, aesthetic, and purposeful use of these communications that directly contribute to the academic environment. We will not define

limits for unethical use, such as access to vulgar or illegal material. It is the policy of The Art Institute of Philadelphia for students, faculty and staff to maintain such high standards in these matters that no question will arise as to unacceptable conduct or computer misuse. Reports or discovery of suspected abuse will be immediately investigated. Disciplinary action indicated in this document, including exclusion from computing facilities will be administered in the best interest of The Art Institute of Philadelphia community.

Access to The Art Institute of Philadelphia information technology facilities is a privilege granted to The Art Institute of Philadelphia students, faculty and staff. Access to The Art Institute of Philadelphia information resources may be granted by the college based on the following factors: relevant laws and contractual obligations, the requester's need to know, the information's sensitivity and the risk of damage to or loss by The Art Institute of Philadelphia.

The Art Institute of Philadelphia reserves the right to extend, limit, restrict, or deny privileges and access to its information resources. No individuals other than The Art Institute of Philadelphia faculty, staff, and students may be permitted access to The Art Institute of Philadelphia computers, without the express written consent of the Director of Technology, an Academic Director, Dean of Academic Affairs or Dean of Student Affairs. In such event, access is allowed to the extent that information access does not violate any license or contractual agreement, Art Institute of Philadelphia policy, or any federal, state, county, or local law or ordinance.

The Art Institute of Philadelphia facilities and accounts are to be used for the activities or purposes for which they are assigned. The Art Institute of Philadelphia computing resources are not to be used for commercial purposes without written authorization from The Art Institute of Philadelphia. In these cases, The Art Institute of Philadelphia will require payment of appropriate fees. This policy applies equally to all Art Institute of Philadelphia-owned or Art Institute of Philadelphia-leased equipment.

Users and system administrators must all guard against abuses that disrupt or threaten the viability of all systems, including those at The Art Institute of Philadelphia and those on networks to which The Art Institute of Philadelphia's systems are connected. Access to information resources without proper authorization from the data owner, unauthorized use of The Art Institute of Philadelphia facilities, and/or intentional corruption or misuse of information resources are direct violations of The Art Institute of Philadelphia's standards for conduct, and may also bring civil or criminal charges against the offenders.

## **IMPLEMENTATION**

The Director of Technology is responsible for adopting guidelines for the implementation of this policy. Local system administrators, namely the Web Master and Network Administrators, may adopt additional guidelines for the use of their own systems and are responsible for making guidelines available to all users.

## **ENFORCEMENT**

Alleged violations of this policy shall be subject to the procedures outlined in the Student Handbook. The Art Institute of Philadelphia treats access and use violations seriously. The Art Institute of Philadelphia will pursue criminal and civil prosecution of violators when appropriate.

## **ART INSTITUTE OF PHILADELPHIA-NOTICE TO STUDENTS**

Recently an Art Institute of Philadelphia student was duplicating the computer games of a well-known company without authorization. This incident is a clear violation by that student of copyright law. The copyright owner detected the matter through its own investigation and is pursuing the

matter. In an effort to protect their intellectual property, many companies are rigorously pursuing copyright violations. Violations of copyright laws can lead to criminal prosecution and civil lawsuits. Remember copyright laws prohibit the unauthorized duplication, distribution, sale or other use of software games and printed materials. Students making, acquiring, selling or using unauthorized copies of computer software, games or other copyrighted materials will be subject to the college's disciplinary actions as well as criminal or civil legal actions that may be brought by the copyright owner.

## **CONCLUSION**

These guidelines are not meant to be exhaustive, and in exceptional circumstances, they may yield. Their enumeration here is intended to emphasize the importance of approaching these issues in a sensible, professional way consistent with the accepted principles of the academic community and an orderly and efficient workplace. The judgment and discretion of The Art Institute of Philadelphia staff — guided, when appropriate, by legal counsel— will continue to be the foundation on which responsible decisions are grounded.

# **STUDENT CONDUCT**

## **STUDENT CONDUCT POLICY**

### **Section I – Guiding Principles**

The Art Institute of Philadelphia 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 Philadelphia, students have responsibilities and duties commensurate with their rights and privileges. In this policy, The Art Institute of Philadelphia 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 Art Institute of Philadelphia mission.

### **Section II – Scope**

This Student Conduct Policy applies to all students and student organizations at The Art Institute of Philadelphia.

### **Section III – Reach**

The Student Conduct Policy shall apply to student conduct that occurs on College premises including online platforms, at College sponsored activities, student organization sponsored events, or in College Housing. At the discretion of the Chief Conduct Officer (Dean of Student Affairs), or a delegate as appointed by the President of The Art Institute of Philadelphia, the Policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial college interest and potentially violates a campus policy.

### **Section IV – Responsibilities of Dual Membership**

Students are both members of the College community and citizens of the state. As citizens, students are responsible to the community of which they are a part, and, as students, they are responsible to the academic community of the College and to other individuals who make up the community. By enforcing its Student Conduct Policy, the College neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions,

the College will decide on the basis of its interests, the interests of affected students, and the interests of the community whether to proceed with its disciplinary process or to defer action.

### **Section V – Disciplinary Offenses**

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

#### **SCHOLASTIC DISHONESTY**

1. Plagiarism
2. Cheating on assignments or examinations
3. Engaging in unauthorized collaboration on academic work
4. Taking, acquiring or using test materials without faculty permission
5. Submitting false or incomplete records of academic achievement
6. Altering, forging or misusing a College academic record
7. Fabricating or falsifying data, research procedures, or data analysis
8. Deceiving the College and/or its officials

#### **ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF WEAPONS**

Possession or use of firearms, explosives, dangerous chemicals, or other weapons, likenesses of weapons; On college property, school sponsored housing or at college sponsored functions, except where possession is required by law

#### **SEXUAL ASSAULT OR NONCONSENSUAL CONTACT**

Any form of unwanted sexual attention or unwanted sexual contact

#### **THREATENING, VIOLENT OR AGGRESSIVE CONDUCT**

1. Assault, battery, or any other form of physical abuse of a student or college employee
2. Fighting or physical altercation
3. Conveyance of threats by any means of communication including, but not limited to, threats of physical abuse and threats to damage or destroy college property or the property of other students or college employees
4. Any conduct that threatens the health or safety of another individual, one's own self or another individual. Threats to commit self-harm and/ or actual incidents of self-harm by any student

#### **THEFT, PROPERTY DAMAGE AND VANDALISM**

1. Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guests.
2. Extortion
3. Setting fires, tampering with fire safety and/or fire fighting equipment

#### **DISRUPTIVE OR DISORDERLY CONDUCT**

Disruptive Behavior, such as, Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities)

1. Disruptive Classroom Conduct, such as:
  - a. Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability

- to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
- b. Use of cell phones and pagers during scheduled classroom times
2. Disorderly Conduct, such as:
- a. Disorderly, lewd, indecent, or obscene conduct. This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials.
  - b. Breach of peace on college property or at any college sponsored or supervised program
  - c. Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of The Art Institute of Philadelphia and/or its reputation

#### **ILLEGAL OR UNAUTHORIZED POSSESSION OR USE OF DRUGS OR ALCOHOL**

Use, sale, possession or distribution of illegal or controlled substances, drugs or drug paraphernalia on college property or at any function sponsored or supervised by the college

1. Being under the influence of illegal or controlled substances on college property, or at any college function
2. Use, sale, possession or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the college
3. Being under the influence of alcohol on college property or at any college function is also prohibited

#### **VERBAL ASSAULT, DEFAMATION AND HARASSMENT**

1. Verbal abuse of a student or college employee
2. 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
3. Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law

#### **HAZING**

1. 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
2. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the college.

#### **FALSIFICATION**

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

#### **ABUSE OF THE ART INSTITUTE OF PHILADELPHIA DISCIPLINARY SYSTEM, INCLUDING**

### **BUT NOT LIMITED TO:**

1. Failure to obey the summons of a disciplinary body or college official
2. Falsification, distortion, or misrepresentation of information before a disciplinary body or college official
3. Disruption or interference with the orderly conduct of a disciplinary proceeding
4. Attempting to influence the impartiality of a member of a disciplinary body prior to and/or during the course of the disciplinary proceeding
5. Verbal or physical harassment and/or intimidation of a member of a disciplinary body prior to, during, and/or after the disciplinary proceeding
6. Failure to comply with the sanction(s) imposed under the student conduct policy
7. Influencing or attempting to influence another person to commit an abuse of the disciplinary system

### **UNAUTHORIZED USE OR MISUSE OF COLLEGE FACILITIES**

Unauthorized entry into, unauthorized use of, or misuse of college property, including computers and data and voice communication networks

### **VIOLATION OF FEDERAL OR STATE LAWS**

Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college sponsored functions

### **INSUBORDINATION**

1. Persistent or gross acts of willful disobedience or defiance toward college personnel
2. Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties
3. Failure to exit during fire drill
4. Failure to identify oneself when on college property or at a college-sponsored or supervised functions, upon request of college official acting in the performance of his/her duties

### **VIOLATIONS OF COLLEGE RULES**

1. Violations by guest of a student on college property. Students are responsible for the actions of their guests
2. 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
3. Smoking in classrooms or other college buildings or areas unless designated as a smoking area
4. Any violation of the student housing license agreement, rules and regulations and/or the college-sponsored housing student handbook
5. Any violation of the institutions policies on the responsible use of technology including but not limited to:
  - a. The theft or abuse of computer, email, Internet or Intranet resources
  - b. Unauthorized entry into a file, to use, read, or change the contents of for any other purpose
  - c. Unauthorized transfer of a file

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

**PLEASE NOTE: THE ABOVE LIST IS ILLUSTRATIVE ONLY AND THE ART INSTITUTE OF PHILADELPHIA MAY SANCTION OTHER CONDUCT NOT SPECIFICALLY INCLUDED ON THIS LIST.**

### **Section VI – Sanctions**

The Art Institute of Philadelphia 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 Philadelphia reserves the right to immediately impose the most severe sanction if circumstances merit.

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

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

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

### **Section VII – Disciplinary Procedures**

#### **1. COMPLAINT**

Any member of The Art Institute of Philadelphia community may file a complaint against any

student for misconduct or for otherwise being in violation of The Art Institute of Philadelphia policies.

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

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

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless The Art Institute of Philadelphia determines that the circumstances do not warrant disclosure of some or all of the facts.

## 2. SEARCH OF STUDENT'S PROPERTY

Students have no expectation of privacy in their personal property while on campus. The Art Institute of Philadelphia reserves the right to search the contents of students' personal property or belongings at any time and for any reason, including when there is reasonable suspicion on the part of The Art Institute of Philadelphia staff that a risk to the health, safety or welfare of students, and/or the school community exists and including searches pursuant to an investigation of potential wrong doing. This includes but is not limited to vehicles brought onto property leased, owned or controlled by the school, backpacks, portfolios and clothing. This policy also applies to student property in school-sponsored housing, student e-mail and/or computers.

## 3. NOTIFICATION AND DETERMINATION OF VIOLATIONS THAT WARRANT DISCIPLINARY MEETING

- a. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting. After the meeting,
- b. The Chief Conduct Officer or his/her delegate will determine whether it is more likely than not that a violation occurred, may render and communicate the decision to the STUDENT in writing, which shall describe the violation and the sanctions imposed, if any, and the student's right to appeal. If the Chief Conduct Officer determines that there was no violation, that decision may be documented in writing to the student as well.
- c. If a STUDENT fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of The Art Institute of Philadelphia policies on the basis of the information available, and impose sanctions for such violations.

## 4. NOTIFICATION AND DETERMINATION OF VIOLATIONS THAT WARRANT DISCIPLINARY HEARING

In some cases, involving serious violations, the Chief Conduct Officer or delegate, hereby referred to as "Hearing Officer", in his or her sole discretion, may choose to assemble a disciplinary panel to adjudicate the process.

- a. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
- b. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel
- c. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
- d. The student may be accompanied by one person (family member, friend, etc) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
- e. In Hearings involving more than one STUDENT, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
- f. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them.
  - i. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion
  - ii. The Disciplinary Panel may ask questions and may seek information not provided to it.
- g. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
- h. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
- i. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

#### 5. DISCIPLINARY PANEL

A Disciplinary Panel may consist of members of the college Executive Committee, Campus Staff, Faculty or Student Body. When students are permitted on the panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the panel. Failure to sign the permission constitutes an agreement to have no student on the panel.

#### 6. ADMINISTRATIVE INTERIM SUSPENSION

Students may be administratively suspended on an interim basis when:

- a. Serious allegations are being investigated
- b. Serious allegations are pending before a disciplinary panel
- c. In advance of a disciplinary panel hearing; or
- d. When a student potentially poses a threat of harm to himself, to others, or to property of the Institute or a member of the Institute community

During the interim suspension, students are denied access to college-sponsored housing and/or to the school (including classes, labs, library) and/or all other school activities or privi-

leges for which the student might otherwise be eligible, as the Chief Conduct Officer or designee may determine to be appropriate. This interim suspension period should last no longer than three business days, and the Chief Conduct Officer or delegate may make reasonable provisions to provide for accommodations of a student in school sponsored housing.

The interim suspension is not to be considered disciplinary, but it is a tool to separate potential adversaries until a reasoned decision can be made.

### **Section VIII – Appeal Procedures**

1. Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe to have been treated in an arbitrary or biased fashion or without adherence to The Art Institute of Philadelphia policies and procedures.
2. During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from school-sponsored housing must leave in accordance with the directions indicated in the decision
3. The student must write a letter of appeal in the student's own words, addressed to the President of The Art Institute of Philadelphia or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to The Art Institute of Philadelphia policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
4. Students should provide documentation to support the allegations of the appeal.
5. The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
6. The President and/or the committee may decide to convene an appeal hearing. The student will be informed notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
7. The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
8. The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
9. Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
10. Following appropriate review and deliberation, the committee will report back to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

## **NO HARASSMENT POLICY**

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

### **DEFINITION OF SEXUAL HARASSMENT**

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

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

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

### **OTHER FORMS OF HARASSMENT**

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

### **COMPLAINT PROCEDURE**

Students who feel they have been harassed should follow the Student Grievance Procedure for Internal Complaints of harassment or discrimination. Promptly after learning of such alleged conduct, The Art Institute of Philadelphia will conduct an investigation for the purpose of determining whether prohibited harassment has occurred. Efforts will be made to ensure confidentiality to the extent consistent with the goal of conducting an appropriate investigation. Students who initiate or participate in such investigations in good faith will be protected against college-related retaliation. If an investigation confirms the allegations, The Art Institute of Philadelphia will take prompt corrective action, which may include discipline, up to and including immediate dismissal.

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

The Art Institute of Philadelphia does not discriminate or harass on the basis of race, color, national

origin, sex, gender, sexual orientation, disability, age, religion, genetic marker or any other characteristic protected by state, local or federal law, in our programs and activities. The following person has been designated to handle inquiries and coordinate the college's compliance efforts regarding the non-discrimination policy: Daniel Leifield, Dean of Student Affairs, 1622 Chestnut Street, Philadelphia, PA 19103, (215) 405-6374, [dleifield@aii.edu](mailto:dleifield@aii.edu).

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

1. Complainants are encouraged to file a complaint as soon as possible after an alleged incident of discrimination has occurred. Any student who chooses to file a discrimination complaint should do so for non-academic matters with Daniel Leifield, Dean of Student Affairs, 1622 Chestnut Street, Philadelphia, PA 19103, (215) 405-6374, [dleifield@aii.edu](mailto:dleifield@aii.edu) or for academic matters with Dr. Raymond Becker Dean of Academic Affairs, 1610 Chestnut Street, Philadelphia, PA 19103, (215) 405-6306, [rbecker@aii.edu](mailto:rbecker@aii.edu). The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant. In most cases, the person accused of discrimination will be notified of the complaint by the Dean of Student Affairs or Dean of Academic Affairs.
2. The person accused of discrimination will have fourteen calendar days to respond to the complaint in writing. The signed written response should be submitted to the Dean of Student Affairs or Dean of Academic Affairs.
3. The Dean of Student Affairs or Dean of Academic Affairs will investigate the allegations. Both the complainant and the accused will have the opportunity to meet and discuss the allegations with the investigator and may offer any witnesses in support of their position to the investigator during the course of the investigation. A student may be accompanied during investigation meetings and discussions by one person (family member, friend, etc.) who can act as an observer, provide emotional support, and/or assist the student in understanding and cooperating in the investigation. The observer may not be an attorney, unless otherwise required by local law. The investigator may prohibit from attending or remove any person who disrupts the investigation in the investigator's sole discretion.
4. The Dean of Student Affairs or Dean of Academic Affairs will determine whether a violation of The Art Institute of Philadelphia's non-discrimination policy has occurred. The Dean of Student Affairs or Dean of Academic Affairs will issue a written determination as promptly as practicable. If the Dean of Student Affairs or Dean of Academic Affairs determines that the policy has been violated, the Dean of Student Affairs or Dean of Academic Affairs will also recommend corrective action.
5. The decision of the Dean of Student Affairs or Dean of Academic Affairs may be appealed by petitioning the President's Office of The Art Institute of Philadelphia. The written appeal must be made within twenty calendar days of receipt of the determination letter from the Dean of Student Affairs or Dean of Academic Affairs. The President, or his designee, will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The President's decision shall be final.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook.

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

## **EMERGENCY & CAMPUS SAFETY INFORMATION**

### **INTRODUCTION**

The Art Institute of Philadelphia is providing the following information to all of its employees and students as part of the institution's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have questions about any of the information provided in this Report, please contact the President, Dr. William Larkin, 1622 Chestnut Street, (215) 275-7080.

### **I. CAMPUS SECURITY AND CRIME PREVENTION POLICY**

The Art Institute of Philadelphia Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Report is distributed to every student and employee on an annual basis and is available to prospective employees and students at their request. Employees receive a copy through the campus mail system, and are also informed that the information is on the school's website. The report is distributed to all students through the website.

### **REPORTING CRIMES AND EMERGENCIES**

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

Students and employees should promptly report all criminal actions and emergencies occurring on or around The Art Institute of Philadelphia facilities to the Dean of Student Affairs, Dan Leifield either in person or by calling (215) 567-7080, ext. 6374. If the Dean of Student Affairs is not available, you may contact an Academic Director (Carl Bean, Rob Crites, Donna Daley, Jim Gallagher, Kali Meeks, Jeff Otto, Alison Pastor, Anita Rudman, Crystal Shamblee or Bill Tillinghast) or a member of the school's Executive Committee (President William Larkin, Raymond Becker, Holly DePalma, Ed Hunter, Larry McHugh or Jim Moretti). The Security Personnel located at the entrance to each building should be notified immediately as well as the Philadelphia Police Department by dialing 911.

To report emergencies or criminal acts occurring in school-sponsored housing, students should contact the housing Office (215) 545-2621 to speak with a member of the professional staff, or dial 911 to report a crime or emergency requiring an immediate response.

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

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

## **POLICIES FOR PREPARING THE ANNUAL DISCLOSURE OF CRIMINAL STATISTICS**

All incidents are reported and documented on an Incident Report, which is sent to Dan Leifield, Dean of Student Affairs. Reports are kept in a secure location in the Student Affairs Office, located on the 3rd floor of 1622 Chestnut Street. The annual crime report is prepared by gathering campus crime statistics and data from the Philadelphia Police department and other relevant information by Dan Leifield, Dean of Student Affairs.

## **SECURITY AND ACCESS TO THE ART INSTITUTE OF PHILADELPHIA**

It is the policy of The Art Institute of Philadelphia that access to all campus facilities, including housing facilities, be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to The Art Institute's policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times. Students, staff and faculty are required to present a valid school identification card upon request, and encouraged to have the identification visible at all times. Guests must present valid identification upon signing in and must remain with their host while in the facility.

## **ACCESS TO ACADEMIC BUILDINGS**

The Art Institute of Philadelphia is concerned that every student enjoys a safe, secure stay. The Art Institute of Philadelphia's policies and housing rules strictly prohibit the possession of weapons and the illegal use of alcohol, controlled substances and drugs on the campus or in off-campus housing. Violation of these rules or criminal acts of any kind may result in prompt disciplinary action including expulsion.

The lawful and appropriate behavior of the visitor is the responsibility of their student or employee host. There are security desks at the entrances to all Art Institute of Philadelphia facilities and all visitors must sign in and out. At the academic buildings guests will be issued guest passes and must wear them while in the building. Closed circuit security cameras continuously monitor the school facilities at 1622 Chestnut, 1610 Chestnut and 1346 Chestnut. While there are currently no off-campus locations of student organizations, any future organizations are subject to the same policies and procedures.

## **SCHOOL-SPONSORED HOUSING**

Security personnel are stationed at the entrances to all Art Institute of Philadelphia sponsored housing, providing around the clock coverage. Students must present their ID's upon entering the facility. Student's guests must leave a form of identification at the security desk upon signing in with their host. Guests must remain with their host at all times.

## **CAMPUS LAW ENFORCEMENTS**

Campus staff with security responsibilities and security staff are always at the school during business hours. Individuals employed as security personnel at The Art Institute of Philadelphia represent the school and are instructed to enforce campus security policies. While these individuals do not have arrest authority, such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing. The Art Institute of Philadelphia security personnel periodically contact the Philadelphia Police Department servicing the area. The purpose of this working relationship is to ensure that The Art Institute of Philadelphia is aware of all of the criminal offenses and arrests that have occurred on The Art Institute of Philadelphia campus so that they can make timely warning reports on crimes which represent a continuing threat. It is the policy of The Art Institute of

Philadelphia to promptly, accurately and completely document all criminal activity with the 9th and 6th Districts of the Philadelphia Police Department when appropriate.

At the school sponsored housing facilities, the professional staff, student Resident Assistants and the security staff maintain security responsibility. State law gives the Philadelphia Police Department the authority to make arrests for crimes committed on campus and at school sponsored housing facilities. The Art Institute of Philadelphia and the Community Relations Department of the 9th and 6th Districts of the Philadelphia Police Department maintain a professional working relationship. School security officials do not routinely interact with either the county or state law enforcement agencies in Pennsylvania. However, if the need arises, crime prevention and investigation officers are available.

Should an emergency arise, students residing in sponsored housing should contact the Resident Assistant on duty. The Resident Assistants are specially selected students and are trained in emergency procedures and school regulations. They will contact security personnel on site if necessary.

### **RELATIONSHIPS WITH LOCAL AND STATE POLICE**

The Art Institute of Philadelphia is located in Philadelphia, Pennsylvania. The Art Institute of Philadelphia maintains a relationship with the Philadelphia Police Department with periodic contact initiated by The Art Institute of Philadelphia personnel to ensure that the school is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. Timely warning reports are provided through posting on The Art Institute of Philadelphia website and posting of notices in appropriate locations within the school.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT CAMPUS SECURITY**

All new students and employees are informed about safety and security procedures at their respective orientation programs. The Art Institute of Philadelphia has implemented an "*AlertFind*" program which all students, faculty and staff are encouraged to enroll in. This program enables the college to alert all registered participants of emergency situations and provides instructions on what to do. In the event of an actual emergency situation, a message will be sent via the "*AlertFind*" system informing students, faculty and staff of what steps they should take. Additionally, announcements are made through the building intercom systems to also make announcements about what should be done. Evacuation procedures would be announced by both systems. The "*AlertFind*" program is voluntary and at no expense to participants. Outreach campaigns are conducted quarterly to enlist as many participants as possible. The Art Institute of Philadelphia also cooperates with sponsored workshops by the Philadelphia Police Community outreach unit. New students living in school-sponsored housing are also informed of policies and procedures and made aware of precautions of living in a new urban environment. These programs include a description of campus security procedures, reporting a crime and suggestions on how to avoid becoming a victim of crime. All of these programs encourage students and employees to be responsible for their own security and that of others. Information is listed in the Student Handbook for students and in the Employee Handbook for faculty and staff. Everyone is encouraged to review these materials.

### **PROGRAMS TO INFORM STUDENTS AND EMPLOYEES ABOUT THE PREVENTION OF CRIMES**

In the event of certain crimes that represent a continuing threat to students and employees, The Art

Institute of Philadelphia will issue warning reports to advise everyone on the types of recurring actions that have occurred and the procedures that can be taken to prevent these. For instance, in the case of repeated burglary of petty thefts in a facility, warnings will be distributed to all faculty and staff with instructions for faculty to read to all of their classes or posted throughout the building. If necessary The Art Institute of Philadelphia can make timely warning reports on crimes which represent a continuing threat. While The Art Institute of Philadelphia maintains a relationship with the Philadelphia Police Department the school is not routinely notified by law enforcement agencies of student's off-campus criminal behavior.

## **OFF-CAMPUS STUDENT ORGANIZATIONS**

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

## **PROGRAMS AND PROCEDURES REGARDING SEXUAL ASSAULT**

Throughout the year workshops are offered for students and staff in how to avoid becoming a victim of sexual assaults. A school counselor is also available to provide more specific workshops on sexual violence. The school counselor is available for counseling, emotional support, and referrals to local hospitals, crisis programs, and sexual abuse programs. These programs include a promotion of awareness of rape, acquaintance rape and other forcible or non-forcible sex offenses.

Should a sexual offense occur the procedure is the same as reporting other crimes on campus. Students are encouraged to report to both the campus security and the Philadelphia Police immediately. The Dean of Student Affairs will assist in filing such reports at the student's request. The Rape Crisis Hotline in Philadelphia can be reached at 215-985-3333. For legal assistance, contact Women Against Abuse at 215-686-7082.

Victims of sexual assault or rape should follow these recommended steps. All evidence should be preserved in the event of a rape; clothes kept, the area of the offense unaltered, and the victim should not wash or clean before contacting police. Contact the police immediately by dialing 9-1-1. Do not destroy any of the clothing worn at the time of the attack. Go to a hospital emergency room for medical care. Make sure evaluations are made related to the risk of pregnancy and venereal disease. (A medical examination is the only way to ensure injuries are properly evaluated, and could provide valuable evidence toward prosecution of the offender.) The victim should have someone with them to provide emotional support. It is the student's option to notify the appropriate law enforcement authorities, including on-campus authorities and local police.

In the case of an alleged offense, The Art Institute of Philadelphia will make reasonable arrangements to change a student's academic and living situation, if requested by the victim. An offender can be turned over to law enforcement officials when appropriate, although some cases may be handled internally. In such circumstances, students accused of offenses would be subject to investigation by officials of the school, be given the opportunity to make a statement in their defense in writing, and then could be subject to disciplinary actions up to and including suspension or termination from school. In the case of an investigation handled internally at the school, during the disciplinary hearing both parties have the right to have the other present. Both the accused and the accuser will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

## **DISCIPLINARY ACTION AND SANCTIONS**

On-campus disciplinary procedures against students will be in accordance with The Art Institute of Philadelphia published Student Conduct Policy. Both the accuser and the accused are entitled to

have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only The Art Institute of Philadelphia's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination of a disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, may include warning, probation, suspension or dismissal.

### **INFORMATION REGARDING REGISTERED SEX OFFENDERS**

Members of the general public may request community notification information concerning sexually violent predators in a particular community by visiting the chief law enforcement officer in the community. Data on registered sex offenders is not available to the public in Philadelphia County.

### **CRIME STATISTICS**

Please visit the Student Affairs Office on the 3<sup>rd</sup> Floor of 1622 Chestnut Street for information in compliance with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. The Art Institute of Philadelphia prepares the crime statistics annually by gathering all reported data and preparing a report for its employees and students. These statistics include school-sponsored housing facilities.

### **DRUG AND ALCOHOL POLICIES**

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

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

The following excerpts from the Policy are important facts that every student should know:

- Employees and Students are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol while on the property of the school or when participating in any school activity. This prohibition applies while on the property of the school or when participating in any institution activity. All underage students are also subject to Pennsylvania State laws regarding alcohol consumption. All students and employees are also subject to all Federal and State laws regarding illicit drug use.
- Employees or students who violate this policy will be subject to disciplinary action up to and including expulsion.
- In addition to legal penalties, the record of a felony or conviction of a drug related crime can prevent a person from entering some careers.
- Violations of this policy could result in the school losing its eligibility to receive funds or any other form of financial assistance under any federal program.
- Confidential help is available.

Students with questions or concerns about drug and alcohol abuse should contact a school Counselor, or the Dean of Student Affairs immediately. The Counseling Office offers short-term treat-

ment programs and assessments, along with maintaining referral information for those requiring long term treatment.

## **DRUG-FREE WORKPLACE AND CAMPUS**

The use of illegal drugs and the abuse of alcohol on the campus of The Art Institute of Philadelphia or in facilities controlled by The Art Institute of Philadelphia are prohibited by college regulations and are incompatible with The Art Institute of Philadelphia 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 Philadelphia and the requirements of state and federal law, The Art Institute of Philadelphia 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

### **Deliriant (Aerosols, Lighter Fluid, Paint Thinner)**

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

### **Depressants (Barbiturates, Tranquilizers, Methaqualone)**

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

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

- Hallucinations, panic, irrational behaviors (which can lead to increased risk of accidents, injuries)
- Tolerance overdose leading to convulsions, coma, death
- Possible birth defects in children of LSD users
- Intravenous Drug Use
- Places one at risk for HIV infection (the virus causing AIDS) when needles are shared

### **Marijuana and Hashish**

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

### **Stimulants (Cocaine)**

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

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

- Malnutrition

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

## SANCTIONS

### THE ART INSTITUTE OF PHILADELPHIA SANCTIONS

The Art Institute of Philadelphia, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, The Art Institute of Philadelphia 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 Philadelphia 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

### FEDERAL LAW

The Federal Government prohibits the manufacture, distribution, dispensation and possession of controlled substances unless specifically permitted by statute. The government categorizes controlled substances according to Schedules I through V. Schedule I drugs have a high potential for abuse, with no accepted medical use. Schedule I drugs include, but are not limited to, heroin, marijuana, hashish, LSD and other hallucinogens. Schedule II drugs have a high potential for abuse, but some medical use, and include opium, morphine, codeine, barbiturates, cocaine and its derivatives, amphetamines, phencyclidine (PCP) and other narcotics. Schedule III, Schedule IV and Schedule V drugs have some potential for abuse, but less than Schedule I and II drugs, with Schedule III drugs having the most potential for abuse and Schedule V the least. Schedule III, IV and V drugs include chloral hydrate (IV), certain barbiturates (III and IV), benzodiazepines (IV), glutethimide (III), other depressants and narcotics (III and IV), amphetamines (III) and other stimulants (III and IV).

1. The federal penalty for the manufacture, sale or distribution of small amounts of Schedule I and II drugs, for the first offense, is from five to 40 years imprisonment and/or not more than a two million dollar fine for an individual (where death or serious injury occurs, not less than 20 years imprisonment and not more than life imprisonment); for a second offense, not less than 10 years imprisonment and not more than life and/or a fine of not less than four million dollars for an individual (where death or serious injury occurs, not less than life imprisonment). Penalties are doubled in many cases for the manufacture, sale or distribution of larger amounts of Schedule I and II drugs.
2. The federal penalty for the manufacture, distribution or sale of Schedule III, IV and V drugs of any quantity is: Schedule III Drug: not more than five years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense. Schedule IV Drug: not more than three years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense. Schedule V Drugs: not more than one (1) year imprisonment and/or a \$100,000.00 fine; penalty is doubled for a second offense.
3. Federal law provides separate penalties for the manufacture, sale or distribution of marijuana, hashish, or their derivatives. Penalties vary according to the quantity involved, the existence

of a prior offense, and whether death or serious injury results. For a first offense involving small amounts (less than 50 kilograms of marijuana; less than 10 kilograms of hashish), the penalty includes not more than five years imprisonment and/or a \$250,000.00 fine for an individual. Penalties are doubled for second offenses. For larger quantities (between 50 - 100 kilograms marijuana; between 10 - 100 kilograms hashish), the penalty includes not more than 20 years imprisonment and/or a fine of one million dollars. Penalties are increased for second offenses. Where death or serious injury results, penalties are increased to include not less than 20 years imprisonment and not more than life for a first - time offender; not less than life for a second - time offender.

4. In addition to the manufacture, distribution or sale of controlled substances, federal law prohibits unauthorized possession of controlled substances. Penalties for simple possession include up to one year imprisonment and/or at least a \$1,000.00 fine (but less than \$10,000.00) for a first offense; up to two years imprisonment and/or at least a \$2,500.00 fine (but less than \$250,000.00) for a second offense; up to three years imprisonment and/or at least a \$5,000.00 fine (but less than \$250,000.00) for subsequent offenses. Special sentencing provisions apply to the possession of crack cocaine.
5. Special federal penalties apply to the sale or distribution of controlled substances to persons under age 21 or within 1,000 feet of school, college or university property.

## **PENNSYLVANIA LAW**

The Commonwealth of Pennsylvania also imposes penalties for the possession, sale or delivery of a controlled substance. Pennsylvania classifies controlled substances according to Schedules I through V consistent with federal law. As with federal law, penalties vary according to the type of controlled substance involved.

1. The penalty for the sale or delivery, or possession with the intent to deliver, of a Schedule I or II drug, which is a narcotic, includes up to 15 years imprisonment and/or a \$250,000.00 fine.
2. The penalty for the sale, deliver or distribution of phencyclidines (PCP), methamphetamines, coca and its derivatives, and marijuana in excess of 1,000 pounds includes up to 10 years imprisonment and/or a \$ 100,000.00 fine.
3. The penalty for the sale, delivery or distribution of any other Schedule 1,II or III drug not listed in (2) or (3) above, is up to five years imprisonment and/or a \$ 15,000.00 fine.
4. The penalty for the sale, delivery or distribution of any Schedule IV drug includes up to three years imprisonment and/or a \$10,000.00 fine.
5. The penalty for the sale, delivery or distribution of any Schedule V drug includes up to one year imprisonment and/or a \$1,000.00 fine.
6. Penalties for unauthorized possession of a controlled substance include up to one year imprisonment and/or a \$5,000.00 fine for the first offense.
7. Penalties for possession of a small amount of marijuana for personal use or with the intent to distribute but not to sell or the distribution of a small amount of marijuana but not sale include up to 30 days in prison and/or a fine not to exceed \$500.00.
8. Penalties for the intentional purchase or knowing receipt in commerce by any person of any controlled substance, other drug or device from any person not authorized by law to sell, distribute, dispense or otherwise deal in such controlled substance, other drug or device include up to three years imprisonment and/or a fine not to exceed \$5,000.00.

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 two 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 apply including forfeiture of vehicles used to transport controlled substances, denial of federal benefits including student loans, grants, and contracts and denial or revocation of certain federal licenses and benefits.

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

Any student convicted of any drug-related criminal statute must notify the Dean of Student Affairs, in writing, no later than five (5) days after such conviction regardless of where the offense occurred. This is because under federal and state laws, any student convicted of a drug-related felony offense must be denied all federal and state assistance, including Pell Grants and PHEAA State 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 Philadelphia need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding.

### **DANGER SIGNALS INDICATING A DRUG OR ALCOHOL PROBLEM**

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

- abrupt changes in mood or attitude
- decreased efficiency at work or at school
- frequent absences, tardiness, and/or early departures
- relationship problems with family, friends, and co-workers
- unusual outbursts of anger and hostility
- social withdrawal

### **COUNSELING**

If you observe any of these changes in yourself or another student, you are encouraged to talk with a Counselor in the Student Affairs Office.

Abuse of alcohol or drugs can lead to dependency and addiction, with serious consequences for personal health and overall quality of life. There are drug and alcohol counseling, treatment, and rehabilitation facilities available in our area where students and employees may seek advice and treatment. The College Counselor can refer you to one that meets your needs.

### **PHILADELPHIA AREA RESOURCES**

*There are also organizations that may be contacted for help.*

### **DRUG & ALCOHOL TREATMENT PROGRAMS**

**Behavioral Health Service Initiative**

801 Market Street, 7th Floor, Philadelphia, PA 19107, 215-546-1200

**Caring Together Program**

3300 Henry Avenue, Philadelphia, PA 19129, 215-842-7161, 888-745-CARE

**Citizens Acting Together Can Help, Inc. (CATCH)**

1409 Lombard Street, Philadelphia, PA 19146, 215-735-7435

**Cedar Park**

4926 Baltimore Avenue, Philadelphia, PA 19143, 215-724-6380, 215-724-6382

**CHANCES**

1200 Callowhill Street, Suite 102, Philadelphia, PA 19123, 215-923-0218

**City Team Ministries- Chester**

634 Sproul St., Chester, PA 19013, 610-872-6865, 610-876-9924. <http://www.cityteam.org>

**Community Behavioral Health**

801 Market Street, 7th Floor, Philadelphia, PA 19107, 215-413-3100, 1-888-545-2600 intake/member services, <http://www.phila-bhs.org>

**Congreso de Latinos Unidos, Inc.**

216 West Somerset Street, Philadelphia PA 19133, 215-763-8870, <http://www.congreso.net>

**CORA Services**

8540 Verree Road, Philadelphia PA 19111, 215-342-7660, <http://www.coraservices.com>

**Family House New Options for Women (NOW)**

1020 North 48th Street, Philadelphia, PA 19131, 215-878-8616, 215-878-8603,

**First Step Refuge**

1360 Ridge Avenue, Philadelphia, PA 19123, 215-236-0909, 215-236-5051

**Gaudenzia Inc**

Corporate Headquarters, 106 West Main Street, Norristown, PA 19401

Vantage House. 212 East King Street, Lancaster, PA 17601, 717-291-1020, 717-293-9064

**Horizon House Rehabilitation Services, Inc.**

120 S 30th Street, Philadelphia PA 19104, 215-386-5128

**Intercommunity Action Group**

6122 Ridge Avenue, Philadelphia, PA 19128 , 215-487-0914, 215-487-3716,

<http://www.intercommunityaction.org>

**Interim House**

333 West Upsal Street, Philadelphia PA 19119, 215-849-4606

**Interim House West**

4108 Parkside Avenue, Philadelphia, PA, , (215) 871-0300

**Kindred House**

1030 South Concord Avenue, West Chester, PA 19382, 610-399-6571

**Lenape Valley Foundation (Bucks County)**

Health and Wellness Building, 501 Bath Road, Bristol, PA 19007, 215-785-2577 admin, 1-800-499-7455

**Lower Merion Counseling Services**

7 East Lancaster Ave 2nd Floor. Ardmore, PA 19003, 610-649-6512

**Maternal Addiction Treatment Education and Research (MATER)**

5601 Kingsessing Avenue, Philadelphia, PA 19143, 215-727-1640, 215-727-7453

**People Acting Together to Help, Inc. (PATH)**

Community MH/MR Center, 8220 Castor Avenue, Philadelphia PA 19152, Intake: 215-728-4565, Main: 215-728-4600

**Philadelphia Health Management Corporation** [www.phmc.org/addictions](http://www.phmc.org/addictions)

**Progress Harbor**

5114 N. Broad Street, Philadelphia PA 19141, 215-324-2224, 215-324-8845

**Resources for Human Development Ridge Connections**

1360 Ridge Avenue, Philadelphia PA 19123, 215-236-2907, 215-236-0495

**Salvation Army: The Bridge House**

4050 Conshohocken Avenue, Philadelphia, PA 19131, 215-473-4088

**Sobriety Through Outpatient (STOP)**

2534-36 N. Broad Street, Suite 200, Philadelphia, PA 19132, 215-227-7867, 800-660-7867

**Sunday Breakfast Rescue Mission**

302 North 13th Street , Philadelphia, PA 19105, 215-922-6400, 215-922-5744

**Temple Crisis Response Center**

Temple Hospital, 100 East Lehigh Street, Philadelphia, PA 19140, 215-707-2577

**Dr. Warren E. Smith Health Centers**

1315 Windrim Avenue, Philadelphia, PA 19141, 215-456-2704, 215-456-2713

**Women In Transition**

21 South 12th Street 6th floor, Philadelphia, PA 19107, 1-866-723-3014 hotline, 215-564-5301, 215-564-5723, <http://www.womenintransitioninc.org>

**Womenspace**

6400 Germantown Ave., Philadelphia, PA 19119, Office Phone: 215-844-2400, Fax: 215-844-2425

**Womenspace Ardmore**

120 Ardmore Avenue, Ardmore, PA 19003, 610-649-8136, 610-649-4270

**CRISIS RESPONSE CENTERS / EMERGENCY**

**Hall-Mercer Crisis Response Center (South Philadelphia / Center City)**

Pennsylvania Hospital, 245 South 8th Street, Philadelphia PA 19140, 215-829-5433

**Einstein Crisis Response Center (Lower NE, North, NW Philadelphia)**

Germantown Hospital, 1 Penn Boulevard, 3rd Floor, Philadelphia, PA 19144, 215-951-8300

**Crozer Chester Mental Health Crisis Center (Southern Delaware County)**

1 Medical Center Building, Upland, PA 19013, 610-447-7600

**Chester County Crisis Center (Chester County)**

222 North Walnut Street, West Chester, PA 19380, 610-279-6100

**Larkspur Crisis Response Center (Northeast Philadelphia)**

Friends Hospital, 4641 Roosevelt Boulevard, Philadelphia, PA 19124, 215-831-4616

**Mercy Hospital Crisis Response Center (West, SW Philadelphia)**

501 South 54th Street, Philadelphia, PA 19143, 215-748-9525

**Mercy Fitzgerald Hospital (Northern Delaware County)**

1500 Lansdowne Avenue, Darby, PA 19023, 610-237-4210

**Montgomery County Emergency Services (Montgomery County)**

Norristown State Hospital, 50 Beech Drive, Building 50, Norristown, PA 19403, 610-279-6100

**SUPPORT GROUPS**

**Alcoholics Anonymous (AA)**

1218 Chestnut Street, Suite 1004, Philadelphia, PA 19107-4825, 215-923-7900

**Narcotics Anonymous**

Greater Philadelphia, 1243 C South 22nd Street, Philadelphia, PA 19146, 215-440-8400

Lower Bucks County, 215-943-8866

Upper Bucks County, 215-629-6757

Delaware County, 610-534-9510

Lackawanna County, 717-963-0728

Montgomery County, 215-NA-WORKS

New Jersey, 732-845-2919, 800-992-0401

**Cocaine Anonymous**

Greater Philadelphia, 215-333-7798, Outside Philadelphia, 866-777-0983

**HOTLINES**

**National Institute of Drug Abuse Hotline 800-662-4357**

8 AM – 2 AM: M – F

11 AM – 2 AM: weekends

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

# SUICIDE PREVENTION 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 9-1-1. The college counselor and/or one of the resources below are also available. The following organizations may also help, providing additional information about depression and suicide.

**If you or someone you know is contemplating suicide, call 1-800-SUICIDE (1-800-784-2433) or [www.hopeline.com](http://www.hopeline.com).**

National Mental Health Association 1-800-969-6642 or [www.nmha.org/index.cfm](http://www.nmha.org/index.cfm) National Institute of Mental Health 1-800-421-4211 or [www.nimh.nih.gov](http://www.nimh.nih.gov)

*Copyrighted and published by the National Mental Health Association, no part of this document may be reproduced without written consent. The National Mental Health Association (NMHA) 2001 N. Beauregard Street, 12th Floor, Alexandria, VA 22311; 1-800-969-6642 TTY: (800) 433-5959 [www.nmha.org/index.cfm](http://www.nmha.org/index.cfm)*

## PROCEDURES FOLLOWING SUICIDE THREATS AND ATTEMPTS

The Art Institute of Philadelphia 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 Philadelphia student code of conduct. In the event that The Art Institute of Philadelphia 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 Philadelphia 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.