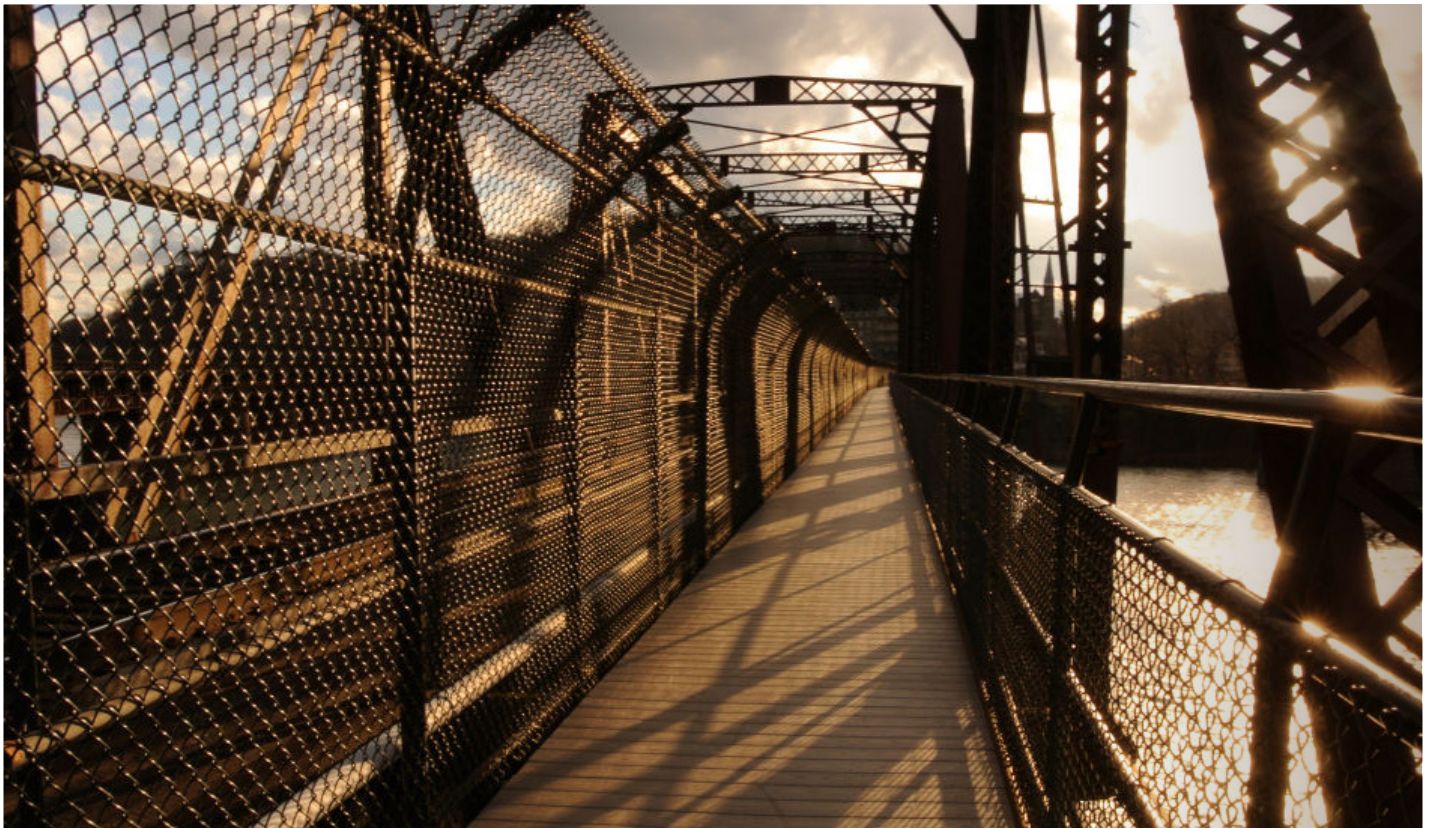


STUDENT HANDBOOK 2015 | 2016



**The Art Institute of York
Pennsylvania®**

CREATIVITY *for* LIFE



D Design

M Media Arts

F Fashion

C Culinary

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Effective May 6, 2015, The Art Institute of York—Pennsylvania is no longer enrolling new students. Questions should be addressed to the Academic Dean or the Dean’s designee.

Front Cover Artwork Credits

Center: Sara Aberle, The Art Institute of Washington–Dulles, a branch of The Art Institute of Atlanta, Associate of Arts, Graphic & Web Design, 2013

Bottom Row (left to right): Jill Cope, The Art Institute of Pittsburgh, Bachelor of Science, Entertainment Design, 2013; Ashleigh Farrar, The Art Institute of Washington–Dulles, a branch of The Art Institute of Atlanta, Bachelor of Fine Arts, Graphic Design, 2013; Ashli Hill, The Art Institute of Houston, Bachelor of Fine Arts, Photography, 2013; Michelle Ragins-Fredrick, The Art Institute of Philadelphia, Bachelor of Science, Fashion Design, 2014; Kevin Reeve, The Art Institute of Colorado, Associate of Applied Science, Photography, 2013; Eugene Kim, The Art Institute of California — Los Angeles, a campus of Argosy University, Bachelor of Science, Media Arts & Animation, 2013

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



1 INTRODUCTION

STUDENT HANDBOOK NOTICE REGARDING POLICIES

The Art Institute of York — Pennsylvania (“the College”) 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 College will make reasonable attempts to notify students promptly of any policy changes through Website or email postings, mail distributions or other methods deemed appropriate by school administration.

LETTER FROM THE PRESIDENT

You enter school with your talents and career goals. The Art Institute of York — Pennsylvania views our role as providing education services that help you to develop your skills and talents to your full potential. Our goal is to encourage your passion in the creative field you have chosen and to help you develop competencies that can be applied in a related industry.

However, we also want you to understand that an education is not a transaction where we hand you skills and knowledge. It is an interactive process where you take responsibility, apply your knowledge, and use all the tools we provide our students. Here, you learn from artists and professionals in a hands-on environment. You will also have the opportunity to make professional contacts and lifelong friends. On your part it means engaging fully and attending all of your classes with eyes and mind wide open. There’s a vibrant energy here, one that fuels a desire to do your best. You are supported by a close and caring community bound by mutual respect for individuality and creativity. You are also part of The Art Institutes system of schools, which enjoys a distinguished nationwide reputation. An education from The Art Institute of York — Pennsylvania means something. We have a reputation within the business community for graduates who are assets to the companies who employ them and to the communities as well.

We are here to make sure that your educational experience is the best it can be. Join us. Seek us out. Tell us how we can help you achieve your highest aspirations.

Best wishes,

Tim Howard
President

ABOUT THIS HANDBOOK

The Student Handbook is designed to serve as a valuable resource as you progress through your academic program. The Student Handbook makes it easy to know where to go for resources and information, and includes policies and procedures that are important for you to read and understand. The Student Handbook incorporates by reference the College’s Catalog. Regulations and procedures found in the College’s Catalog are considered a part of this Student Handbook.





2 CAMPUS INFORMATION

ACCREDITATION AND LICENSING

The Art Institute of York — Pennsylvania is accredited by the Accrediting Council for Independent Colleges and Schools to award associate’s and bachelor’s degrees. The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. ACICS can be contacted at 750 First Street NE, Suite 980, Washington, D.C. 20002. Telephone: 1-202-336-6780.

State Licensing

The Art Institute of York — Pennsylvania is authorized by the Pennsylvania Department of Education to confer the Bachelor of Science degrees and the Associate of Science degrees. The Pennsylvania 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, PA 17126, or by telephone at 1-717-783-6788.

CAMPUS FACILITIES

LOCATIONS

The Art Institute of York — Pennsylvania’s campus is located at 1409 Williams Road, York, PA, 17402. Phone: 717-755-2300, 800-864-7725. The Art Institute of York — Pennsylvania’s School Sponsored Housing is located at York Pleasant Valley Condominiums on Pleasant Valley Road, York, PA, 17406.

CAMPUS ORGANIZATION

Classrooms

Classrooms (lecture rooms, computer labs) accommodate between 18 and 50 students. Classes meet during daytime and evening hours, Monday through Saturday.

Offices

The campus is organized into the following administrative departments: Academic Affairs, Admissions, Career Services, Registrar, Student Affairs, Student Accounting, Student Financial Services, Technology, and the Library. The administrative and faculty office suites accommodate faculty and academic administrators, school administrators, administrative support staff, student affairs, admissions, and student finance personnel

- Media Arts and Animation..... Room 218 — x 1323
- Web Design and Interactive Media Room 218 — x1243
- Fashion and Retail ManagementRoom 212A — x1377

- General Academics Room 211 — x1019
- Graphic Design Room 218 — x1243
- Interior DesignRoom 212A — x1389
- Bookstore..... Room 125 — x1087
- Career ServicesRoom119 — 1456/1462
- Dean of Academic Affairs Room 205 — x1039
- Library Room 121 — x1070
- President’s Office..... Room 127 — x1015
- Registrar Room 208 — x1241
- Student Financial Services Room 117 — x1212
- Student Affairs Room 128 — x1044
- Housing Room 129 — x1536
- Accounting Room 127— x1511

PARKING AND TRANSPORTATION

The Art Institute of York — Pennsylvania Parking Policy as set forth, formalizes campus parking procedures and privileges for students, employees and visitors. This policy will serve to keep traffic lanes clear to the building and throughout the parking lot in order to facilitate deliveries and emergency responses. Registration of vehicles parked on campus and explicit designation of parking areas will permit greater accountability for vehicles on site and promote a level of security and safety.

Parking at the 1409 Building

Free parking in the main campus parking lot is on a first-come, first-serve basis for commuter students and employees only. The number of parking spaces in the main campus lot is limited. Subsequently, an Art Institute of York — Pennsylvania sticker is required in order to park in the main campus lot. There is no fee for the first sticker which is issued once a vehicle is registered. The Art Institute of York — Pennsylvania is not responsible for any damage done to vehicles resulting from parking on the campus lot or being towed from the lot. Students and employees are advised not to leave valuables in their vehicle. All school-sponsored housing students are provided a parking permit for a parking space at the condos after providing the school with their vehicle information. To accommodate handicapped individuals, visitors and employees, several parking spaces have been reserved and marked as such. Students are restricted from parking in these reserved areas.





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Parking at the 1407 Building

Only employees of The Art Institute of York — Pennsylvania are permitted to park in the respective 1407 parking spaces. All Art Institute of York — Pennsylvania employee vehicles must be registered and display a registration sticker when parking in this lot. The Art Institute of York — Pennsylvania employees using the 1407 lot will be subject to the parking policy as stated.

Vehicle Registration

Students enrolled at The Art Institute of York — Pennsylvania will be required to register all vehicles they will be using for transportation to school. The information required for registration per vehicle is as follows:

- First Name
- Home Phone
- Permanent Address
- Vehicle Make
- Vehicle Year
- License Plate Number
- Last Name
- Cell Phone
- Temporary Address (while in school)
- Vehicle Model
- Vehicle Color
- State in which vehicle is registered

Students and employees will receive one Art Institute of York — Pennsylvania sticker. The sticker must be displayed on the back left hand side of the vehicle. It may be placed in the back left hand corner of the rear windshield or a sticker adaptor may be purchased from the bookstore in order for the sticker to be placed by the license plate. Vehicles that are parked on campus grounds that do not have an Art Institute of York — Pennsylvania sticker will have their license plate number checked against the registered vehicle database and visitor logs. If the vehicle is not registered, an appropriate parking citation will be issued.

If a student or employee changes vehicles while attending or employed at The Art Institute of York — Pennsylvania, it is their responsibility to update all vehicle information with the Director of Student Affairs.

Visitor Parking and Registration

All visitors will be asked to log their vehicle identification information upon arrival to the school in the Gallery, Admissions, the Library or the School Store.

Handicapped Parking

Improper parking in handicapped spaces will result in fines from a \$50 minimum to a \$200 maximum amount as posted at these locations by Pennsylvania Law.

Fire Lane Parking

Vehicle parking in the fire lane will be permitted up to 5 minutes for the purpose of pick-up or delivery of passengers or items. Ongoing exceptions to this parking limit are for vending

and rental equipment services. Occasional exceptions pertain to equipment and furniture order deliveries.

Citations and Fines

Any vehicle that is found in violation of one or more parking regulations will be issued a citation. Citations will apply for any of the following violations:

- Students and employees who park outside of the designated parking areas including the fire lanes, areas next to or on the grass
- Students and employees who park in handicapped or visitor spaces
- Students who park in the employee parking area
- Students and employees who have invalid or expired stickers
- Students and employees who park a vehicle in the school lot without proper registration/sticker

Violation and Replacement Tag Fees

- All parking violations will start in the amount of \$25.00 per citation.
- All parking violations in the Handicapped spaces will be in the range of \$50.00–\$200.00.
- Replacement/Additional stickers will be issued at a cost of \$5.00 each for students and employees.

Replacement Stickers

Students may purchase additional registration stickers at a cost of \$5.00 each. Please see the Director of Student Affairs if you are interested in purchasing additional stickers or need to replace a lost sticker.

Payments

The Business Office will receive copies of all issued citations. Payments for citations must be made in the Business Office. These fines can be paid via a credit balance per the student ledger account, cash, check or credit card. The Business Office has no authority to reduce or expunge any fees.

Please Note:

All fines and replacement sticker costs are legal debts and must be paid in full. Students' failure to make payment will result in a parking charge billed to their account balance. Unpaid student balances may delay or prevent graduating students from receiving their diploma or degree until the debt is paid in full. Employees who neglect the payment terms will be reported to Human Resources for further action.

Overflow School Parking

Additional parking is available at the Springettsbury Township Park located across the street and in proximity to the west entrance door of the school building.

No parking under any circumstances is permitted in the St. Onge & Co. parking lot located directly across the street



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from the 1409 building, main campus, parking lot. Violators will be subject to towing and all related costs per St. Onge & Co. policy.

Overnight Campus Parking

Prior notification to the Director of Student Affairs, the receptionist, or the President is required for any vehicle that must remain on the campus lot overnight due to mechanical failure or other circumstances.

Reserved Rights

The Art Institute of York — Pennsylvania reserves the right to tow or boot vehicles at the expense of the owner in enforcing the parking policy as stated. Any expenses incurred or damages to the vehicle as a result of the tow or boot will be the sole responsibility of the vehicle owner. The Art Institute of York — Pennsylvania reserves the right to prosecute persons found using the campus parking lot in a reckless or abusive manner.

The Art Institute of York—Pennsylvania reserves the right to make changes and/or revisions to the policies set forth in this document at any time without prior notice.

Temporary One-Day-Only Parking Permits

If a student or employee must use a vehicle not registered with the school, they are responsible for seeing the Receptionist to register the vehicle and receive a one-day-only temporary parking permit to be placed on the rearview mirror of the vehicle. This permit will only be valid for one day. If a student or employee will need to continue to use an unregistered vehicle for an extended period of time they will be required to register the vehicle by purchasing an additional parking sticker or park in overflow parking.

Transportation

The Director of Student Affairs can help assist students with transportation problems by providing information about bus service and by assisting students with car pools and ride sharing.

CAMPUS WEBSITES

The College’s Website is listed in the footer of every page in this handbook. Through this Website, students can access school and programmatic descriptions, the College’s Catalog, Consumer Information, and financial aid information.

THE COLLEGE’S STUDENT PORTAL

Our students’ creative community extends into the virtual world through www.myaicampus.com, their portal to all the services they need to succeed as a student at the College. Students receive information and directions regarding www.myaicampus.com upon matriculation and are encouraged to explore the student portal as early as possible in order to access important information, connect themselves to resources, and assimilate to campus life. For further assistance

with the www.myaicampus.com portal, students can contact the Registrar’s Office. Registered students receive:

- Their student email address (student email address is one of the official channels of communication between students and the College. It is very important that students log in and check it often!)
- Access to the Internet and social websites
- Space for building their own Web page
- Access to online registration, grade reports, online payment, eCompanion information for their classes, online bill payment, financial aid information, news and upcoming campus events.

THE COLLEGE’S STUDENT EMAIL ACCOUNTS

Our student email accounts are created/activated when the student provisions their account at www.myaicampus.com. To ensure they receive communications from campus faculty and administrators in a timely manner, students should check their student email account regularly or set it up to forward to another account that they check more frequently.

ANIMALS ON CAMPUS

The College prohibits any animals on campus property, with the exception of approved service animals. In order to receive approval to bring a service animal on campus property, please contact the Dean of Student Affairs. In addition, approved emotional support animals may be permitted in campus housing. To receive approval to have an emotional service animal in campus housing, please contact the Dean of Student Affairs.

APPROPRIATE ATTIRE

Appropriate student attire is extremely important in helping to maintain a campus climate which fosters academic excellence. Not all clothing is suitable for school. School attire should be comfortable and not disruptive or distracting to the learning environment. Any attire deemed as inappropriate and/or disruptive will result in a meeting with the Dean/Director of Student Affairs. Student will then be asked to leave campus and only return when dressed in appropriate attire. Campus Administration reserves the right to stipulate appropriate attire.

CHILDREN ON CAMPUS

From time to time, children accompany parents to campus. If students are conducting a short visit when they are not attending class, they may bring children as long as they are supervising them at all times. Please be mindful, however, that children are not permitted in the classrooms or labs at any time, and are not permitted to use the Library or computer resources





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IDENTIFICATION (ID) CARDS

Security and Access to the Institute

Student Identification (ID) Cards are required at The Art Institute of York — Pennsylvania and must be carried at all times. Students may be asked to show a valid ID card while on campus. Students enrolled at The Art Institute of York — Pennsylvania are issued ID cards that are used for various purposes during their studies, including:

- Gaining access to the school and school facilities
- Checking out materials from the Library and/or Technology Department
- Participating in certain student activities and events
- Purchasing items from the Bookstore
- Presenting to some retailers, theaters, and restaurants that offer special discounts to those who present a Student ID card
- Picking up schedule

It is the student's responsibility to replace any lost ID cards through Student Affairs for a fee.

PERSONAL PROPERTY

The College is not responsible for the loss or damage of any personal property of a student. We encourage you to take measures to safeguard your property including placing your name and student number on valuable items and to avoid leaving items anywhere unattended. You may want to review your personal property or homeowner's insurance policies to ensure that valuable items are covered. You are responsible for any College books or equipment you use or check out. If material is lost or damaged, you will be charged for the cost of repair or replacement at the College's discretion.

PORTABLE COMMUNICATION DEVICES

The College is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, the College prohibits the use of portable telecommunications devices (cellular telephones, pagers, mp3 players, radios, etc.) in classrooms during class meetings. Such devices should be disabled prior to class periods to prevent their inadvertently sounding during classes. Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and/or additional disciplinary action.

POSTERS, FLYERS, AND BANNERS

The College provides bulletin boards for your use in several areas. Students may place posters and flyers that are in good taste and meet college guidelines on these bulletin boards with approval from the Office of Student Affairs. Posters and signs may not be affixed to walls, elevators, or other places

not intended for their display. Copies of posting guidelines are available at the Office of Student Affairs.

SMOKING POLICY

The College provides a smoke-free environment. Smoking, vaping or other use of e-cigarettes is not permitted anywhere inside the buildings nor is it permitted near any of the buildings entrances. Smoking and vaping may be permitted outside the buildings in designated areas only.

STUDENT MESSAGES

Staff and faculty are unable to take messages for students except in cases of emergency.

VISITORS ON CAMPUS

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





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3 LIBRARY, COMPUTER LABS, AND TEXTBOOKS

LIBRARY COLLECTION AND REFERENCE SERVICES

The College’s Library, through its collections and services, provides direct support of the school’s educational mission, encouraging the professional development of students in the creative arts as well business-related and general education curricula that emphasize the communicative, interpersonal, reasoning, and technical skills necessary for their success. The library collection consists of a wealth of digital resources as well as a strong physical library collection on campus.

The online library, available both on and off campus, features over 20,000 full-text journals (peer-reviewed journals, trade journals, magazines, and newspapers), more than 200,000 full-text electronic books, over 250,000 downloadable music, sound effects, and video clips, more than 15 million images, 150,000+ video software tutorials, thousands of hours of streaming video, more than 10,000 online market research reports, and over 60 million company profiles. In addition to the digital resources found in the online library, the College’s Library houses physical materials including print books, journal and magazine titles, multimedia holdings including DVDs, and reference materials such as encyclopedias, dictionaries, and other key resources relevant to the academic programs.

Library staff, available in-person or remote via email, phone, or chat, assist student and faculty use of library resources as well as provide help with research, citations, and academic technology. Library staff also provide library and information literacy training in one-on-one instruction and group/class settings. Training is offered in-person and via online webinars tools.

Library Policies

The College’s Library publishes information regarding their circulation periods, policies and procedures. This information includes a listing of fines imposed for violations of circulation policies. Library policies are enforced by Library staff members. The Library regularly collects data on circulation and patron activity, to ensure that current processes support and enable the Library to meet student and faculty needs. Students should contact or visit the Library for more information.

COMPUTER LABS

At the College, computer labs are normally open to all students on a first-come, first-use basis. However, at times during the school year, some or all the computers in the labs may be reserved and scheduled for a specific lab use and will not be available during those times. Notices will be posted if this situation occurs.

Policy For Acceptable Use of Computer and Network Resources

The College is committed to ensuring a working and learning environment in which members of the College’s communities* have access to the technological tools needed to successfully achieve their academic and administrative objectives. All members of the College’s communities are responsible for the integrity of those resources. The College’s resources are to be used in a manner consistent with the academic and administrative functions of the College, including use for study, instruction, research, the discharge of the College’s business or other College sanctioned activities. Federal, state and local laws govern the use of these resources as well as College guidelines, policies and procedures published in this document, and elsewhere. Any use of the College’s resources that is inconsistent with the intended purposes of applicable laws and school policies will be considered inappropriate use and may result in suspension or termination of access, expulsion, termination of employment or other disciplinary action.

** The College’s communities are defined as students, faculty, staff, designated vendors and authorized alumni of the College and appropriate employees or designated agents of affiliated companies of the College.*

Who May Use Computer Labs

Full and part-time students are welcome to use the computer labs during normal campus hours. Students must have a valid (updated) College Student ID card to utilize technology resources. Students should keep their ID card with them at all times while on campus. For student safety and the protection of the College equipment, the presence of unauthorized persons (individuals who are not current students) in the labs should immediately be reported to a staff or faculty member.

Alumni: The College supports all alumni of The Art Institutes system of schools in their effort to improve and update their portfolios and résumés. Alumni are considered guests at the campus and must adhere to the policies established in the Student Handbook. Campus computers are not to be used for “freelance” jobs. Campus machines and software are intended for educational use only. Due to the volume of students enrolled in classes, current students may be given priority access to equipment at the discretion of the school.

Faculty and Staff: The College’s faculty and staff have access to computer labs and equipment, although students generally have priority over usage. Students should not be surprised to see instructors and/or staff in classrooms and/or lab facilities.





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Computer Lab Rules

The following rules have been developed by the lab staff, Technology Committee and the College's administrators to assure the integrity of lab systems and equipment, to optimize student access and to control usage of consumables. Failure to adhere to these policies and procedures can result in the suspension of lab access privileges and/or conduct probation and/or other disciplinary action. Malicious or mischievous acts that result in damage to equipment or software may result in permanent suspension from the College.

1. Absolutely no food or drinks will be allowed in any of the computer labs at any time.
2. Loud or unruly behavior that disrupts other students in the lab will not be tolerated.
3. Students, faculty and staff may not install software of any kind onto any campus computer.
4. Students, faculty and staff may not remove any computer device from an existing computer system and/or install any computer-related device to any campus computer.
5. Attempting to copy software from any of the campus computers is an illegal act that violates federal copyright laws and could result in legal repercussions as well as loss of lab privileges and/or expulsion from the Institute.
6. Do not attempt to bypass the security arrangements in any computer lab.
7. Labs will not be kept open past posted closing times. Printers and scanners will be turned off 10 minutes prior to lab closing.
8. No modifications to the DOS, Windows or MAC environments will be allowed.
9. Student, faculty and staff work must be stored on personal disks (CD-ROM or portable hard drive). The schools are not responsible for the loss, theft, or any damage that may occur to personal storage devices. If loss or theft does occur, see the Dean/Director of Student Affairs and fill out an Incident Report.
10. Respect the privacy of others by refraining from seeking information on, obtaining copies of, or modifying files, media or passwords belonging to others.
11. Respect the rights of others by complying with all campus policies regarding harassment, hazing and/or discrimination. Do not engage in any behavior that violates any campus policy or that would interfere with the proper use of campus resources by others.
12. Respect the legal protection provided by copyright and licensing program, data and other sources of information by refraining from distributing or making copies of software without the permission of the copyright holder.

Do not install illegally obtained software or any other unauthorized software on computers or networks.

13. Respect the intended usage of systems for electronic information exchange including the Internet. The user bears the responsibility for any material he or she chooses to access, send or display. Internet access provided by the College may not be used in any way that contravenes campus policies, federal, state, or local laws or statutes.
14. Respect the integrity of computer systems and networks by refraining from use of any programs, transactions, data or processes that infiltrate a system or damage or alter the software, data components or configurations of systems or networks.
15. Respect the need for system and network security by refraining from any actions to infiltrate or bypass security arrangements or gain unauthorized access to facilities, resources, systems or networks.
16. Use the computer and communications resources in a manner consistent with the ethical principles set forth by the College and with accepted community standards.

Note: The user is responsible for backing up his or her files on removable media.

Policy on Open Computers in the Classroom

In order to prepare students for the competitive job market, the College has computer labs to support the delivery of academic programs and to support students in the completion of assignments generated through course work. To ensure that students have the best opportunity to access a computer terminal to complete their assignments, all unoccupied computers may be accessed during normal hours of operation whether or not a scheduled class is in session. The student must wait 30 minutes after the start of the scheduled class to ensure that unoccupied computers are available for class members who may show up late. The student should enter the class quietly, find an open computer and get to work without disturbing the instructor. The student is expected to work independently and not disrupt the class in session. An instructor may ask non-class members to leave if their conduct becomes disruptive. In addition, the student may not scan or print, as these peripherals are reserved for the class in session. All students will be asked to leave a lab at the end of a class, prior to the start of the next class.

TEXTBOOKS AND SUPPLIES

Students will be required to purchase textbooks and program supplies throughout their program of study. While students are free to purchase these materials from other vendors, the College makes required textbooks and basic supplies available for purchase on campus. Each location operates an on-site Supply Store, a very specialized retail outlet designed



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to support the schools' academic programs by carrying most of the art, design, and culinary supplies necessary for each program of study, as recommended by the instructors and Academic Directors.

Digital Bookshelf and Ebooks

The College is in the process of enhancing the learning experience by converting traditional textbooks to electronic media. Thus, eventually most courses will have a digital resource fee associated with them. This mandatory fee is a flat rate per course and allows students access to an Electronic Library and HTML versions of textbook(s), and in some cases, other electronic media, which is integrated into the course. Students are responsible for reading the Digital Bookshelf and eBook User's Manual publication which describes the media, access to the materials and your rights and responsibilities related to Digital Bookshelf.

Students retaking a course are charged only once for the digital resources fee associated with the same course because students have access to the digital resources materials for five years. Provided the digital resources for the retaken course still uses the same digital books, students do not purchase additional textbook(s) for these courses.

On average the price of the digital resource fee is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges and immediate access to the materials. When you register for a course, the course registration will display whether there is a digital resource fee or whether paper textbooks are required for each particular course.

NOTICE OF THE ART INSTITUTE OF YORK — PENNSYLVANIA'S POLICIES TO COMPLY WITH THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008

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

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed,

case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

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

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





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4 STUDENT SERVICES AND RESOURCES

ACADEMIC RESOURCES

Library and References Services

In association with Martin Library and the York County Library System, The Art Institute of York — Pennsylvania houses a 2,337-square-foot library which provides a quiet study space, books, periodicals, and DVDs on the first floor of the main building. The majority of materials are specifically related to the programs and general education course offerings at The Art Institute of York — Pennsylvania. The library has more than 16,000 items, including 3,000 DVDs and over 75 periodical subscriptions, but if something is needed that the library does not own, inter-library loan services make it possible to borrow items from other libraries throughout the county, state, and even across the nation. Open weekdays and several Saturdays throughout the term, the library also provides computers, scanners, a color copier, and a light table. The library is staffed by a full-time librarian, with several part-time library assistants and student workers. Help with research is available in person during library hours and extended hours via phone or e-mail through the Ask Today service. In addition, an online library with more than 50 databases and tutorials is accessible 24/7 wherever internet access is available. In addition to the library, several programs have additional resource areas that contain materials specific to that course of study.

In addition to the Library, two of our programs have additional resource areas in the 1409 building that contain materials specific to that course of study. The Interior Design Resource Room, located on the second floor, has catalogs from furniture manufacturers and a wide selection of fabric samples used for window treatments, wall covering or upholstery books, tile samples, paint swatches, etc. The Fashion Retail Management Resource Area includes sewing machines, mannequins, and materials used for visual merchandising.

ACADEMIC SERVICES/ADVISING

Please refer to your college catalog for additional information concerning academic policies and procedures, read the course syllabi distributed in each class, and/or consult your Department Director.

Art Institute students will have access to a team of academic advisors called the Student Success Team. As an extension of the campus, advisors are dedicated to helping students transition into the college environment, learn about campus resources, understand policies and procedures and build schedules to help students achieve academic success. By phone, email, chat or mobile push, advisors will provide support and encouragement to help guide students toward

their ultimate goal — Graduation. Contact the Student Success Team: 855-861-2152, AIEastAdvisors@aii.edu.

GRADUATION

A student must have satisfactorily completed all program requirements to participate in the graduation ceremony (please refer to the Academic Catalog for specific graduation requirement information). The Career Services Department staff plan these ceremonies and students are notified of the arrangements at the start of the final quarter. Information relating to graduation gowns and degrees will be provided by the Student Affairs Department. Graduations are held twice a year in the months of June and December.

CAREER SERVICES

As you near the completion of your program of study, you will have the opportunity to meet individually with a career services advisor to review career goals, job-search strategies, interview techniques, and résumé development.

The Career Services Department coordinates the quarterly Portfolio Show and career focused activities. These events bring together prospective employers and soon-to-be graduates. Graduate employment information is available on the College website.

International Student Services

International students in student visa (F-1 or M-1) status must meet certain requirements to maintain visa status and qualify for related benefits, such as employment authorization and vacation terms. International Student Advisors are available to help international students make informed decisions regarding visa status, academic planning, employment eligibility, and related areas. International students are strongly encouraged to consult with an International Student Advisor each academic term to ensure these requirements are met. Maintaining student visa status is ultimately the responsibility of the student.

Internships

See Student Affairs/Academic Affairs

Alumni Services

For graduates and alumni anticipating an employment change or for those who may have become unemployed, the Alumni Connections Online Community offers a Career Center where alumni can post their résumés and search for job postings throughout the United States. This self-directed site also offers an online directory, a permanent email address, employment and job search resources and a calendar of events.





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The Career Services Department in conjunction with the Regional Alumni Advisor can conduct an evaluation of career experience for alumni and give professional direction to career endeavors. The department is also in contact with other Art Institutes schools and can offer feedback on markets throughout the country. The College believes that continued contact with its alumni is important and maintains a relationship through virtual events, newsletters and periodic campus activities.

REGISTRAR

Transcript Requests

Students may obtain official transcripts through the Registrar’s Office for a nominal fee per transcript. All requests for transcripts must be submitted in writing, and must be signed and dated. Requests must be made by students in good academic and disciplinary standing with the College, require approval by the Accounting Office, and may require seven to ten (7–10) days to process.

Enrollment Verification Requests

Students may obtain documentation from the Registrar’s Office verifying their enrollment for student discounts, insurance, loan deferments, or other purposes.

Miscellaneous Requests

Various other administrative tasks such as name changes, address changes, etc., are also processed through the Registrar’s Office. Students needing assistance with these tasks should report to the Registrar’s Office.

Registration

Prior to the registration period, each school will post the schedule of courses to be offered for the upcoming quarter, along with registration instructions and deadlines. Course offerings, instructors, days, times and class locations are subject to change.

Schedule Adjustment Period

During the Schedule Adjustment Period students may add or drop courses, or change sections. The Schedule Adjustment Period begins on Monday of the first week of the quarter and concludes at the end of the first class day of the second week. Tuition is charged based on registered credits at the end of this period. Students are responsible for all charges regardless of attendance. Students who fail to attend any classes or notify the Academic Affairs Department during the Schedule Adjustment Period will be withdrawn from school. If a continuing student attends a class and withdraws from school during the Schedule Adjustment Period, the student is financially responsible for all registered courses based on the school’s Refund Policy, as published in the College’s Catalog.

STUDENT AFFAIRS

Student Affairs

The Art Institute of York — Pennsylvania provides a wide variety of support services to its students in order to help them complete their educational programs and reach their career goals. Every student is encouraged to take advantage of these support services. The mission of the Student Affairs Department is to supplement The Art Institute of York — Pennsylvania’s educational processes by providing opportunities for student campus involvement, as well as services in the areas of Counseling/Health Resources, School-Sponsored Student Housing, Disability Services, Student Clubs and Organizations, and Activity Programming. The department actively encourages the involvement of its students, faculty, and staff in activities that stimulate cultural awareness, creative expression, and both social and professional development. To fulfill its mission, the department has established the following objectives:

- To provide appropriate school-sponsored housing and/or independent housing referral services which are convenient and suitable to the students’ needs and conducive to their educational goals.
- To provide community resources, activities, and events which support the educational process by enhancing social/ cultural awareness, community involvement, and encouraging the active participation of students, faculty, and staff in these services.

Additional services available from the Student Affairs office to students include:

- Special events/workshops on health or wellness related areas.
- Part time job fairs
- 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 that qualify in compliance with the Americans with Disabilities Act; and referral to short-term counseling provided by the Student Assistance Program for students in need of emotional support or guidance.





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The Student Affairs Department is responsible for many aspects of student life outside of the classroom. Student clubs and organizations reflect the interests of students' in their chosen field of study and provide an opportunity for networking and professional development. Students are encouraged to approach Student Affairs staff with new ideas for student clubs. The Art Institute of York—Pennsylvania also provides a diverse campus activities program that is designed to enhance the social, emotional, physical, and mental wellbeing of students. Activities offered may differ by quarter, so check with the Student Affairs Department for more information.

Counseling/Health Resources
Student Assistance Program

The Student Assistance Program, or Talk One-2-One, is a service available at no additional charge to students, which provides confidential counseling via telephone 24 hours per day, 7 days a week; 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. This program can assist 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 the Student Affairs Office. Additional services available to students include:

- 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 that qualify in compliance with the Americans with Disabilities Act; and
- Referral to short-term counseling provided by the Student Assistance Program for students in need of emotional support or guidance.

Talk One-2-One also offers an online wellness site that allows you to read articles, view videos and access community resources in the local area.

The Student Accident and Sickness Insurance Program

The College does not offer health care services to students. However, the College is pleased to make an insurance indemnity plan covering accident and illness available to students and their dependents. ALL students are urged to carry a primary private

insurance policy that covers comprehensive healthcare. Information regarding the benefits and costs of the College's Student Insurance Indemnity Plan is available from the Student Affairs Department at each campus.

Although it is not a requirement, it is strongly recommended that ALL international students who attend the College have adequate accident and illness insurance. If a student's existing health insurance policy will not protect them while they live in the United States, they may wish to consider the policy offered to students by USI Insurance. All international students have the option to purchase the insurance indemnity plan offered by USI.

Residence Life and College-Sponsored Housing

If you want to live in college-sponsored housing, or if you need help finding other housing options, the Office of Residence Life is your contact point for information.

DISABILITY SERVICES

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

Students who seek reasonable accommodations should notify the Disabilities Services Coordinator at 1.855.855.0567 or email at dss@aii.edu, of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with the Disability Services Coordinator to allow for time to gather necessary documentation. If you have a concern or complaint in this regard, please contact the Director of Student Affairs in Room 128, telephone number 717.757.1044. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

STUDENT ACCOUNTING

The College provides Student Accounting Services to administer student billing, payment processing, drop calculations, and the maintenance of student financial records.





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STUDENT FINANCIAL SERVICES

The College provides Student Financial Services to help students and their families develop a financial plan to enable program completion. Specialists from this department are available to help each student complete applications for grants and loans applicable to that student's circumstances. Once a student's eligibility for financial assistance has been determined, the student and the financial planning specialist develop a plan for meeting educational expenses.

Students of the College may apply for scholarships, grants, and loans to assist with college expenses. Scholarships and grants are sums of money given to an eligible student to be applied toward the student's educational costs. Students typically do not repay scholarships or grants, but must meet specific requirements to receive them. Various loans are also available to assist students with educational costs. These loans must be repaid according to specific terms. All students who receive federal- or state-sponsored financial assistance must maintain satisfactory academic progress as defined in the Academic Policies and Procedures section of the College's Catalog.

For detailed and complete information on all financial aid awards, processes, requirements, and deadlines, please refer to the school's current Financial Aid Guide, the Student Consumer Information on the school's website, or contact the Student Financial Services Office directly.





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5 HEALTH/SAFETY POLICIES AND PROCEDURES

CAMPUS SECURITY REPORT, EMERGENCY PROCEDURES, AND CRIME STATISTICS

Campus Security

The College publishes the Jeanne Clery Disclosure of Campus Crime Security and Statistics Act Report, which is an annual security report that contains information concerning policies and programs relating to campus security, reporting crimes, emergency notification, evacuation, and educational programs for the prevention of crimes and sexual offenses, including the rights of victims, drug and alcohol policies, campus law enforcement and access to campus facilities and fire safety and missing person information (for sponsored housing only). The annual security report also includes statistics concerning the occurrence of specified types of crimes on campus, at certain off-campus locations, and on the public property surrounding the campus. The annual security report is published each year by October 1 and contains statistics for the three most recent calendar years. The annual security report is provided to all current students and employees. A copy of the most recent annual security report may be obtained from the Student Affairs Department during regular business hours. Copies of the Crime Report are available on the College’s website in the Student Consumer Information section.

The College will issue a timely warning to the campus community concerning the occurrence of any crime includable in the annual security report that is reported to campus security or local police and that is considered to be a serious or continuing threat to students or employees.

The College reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare. For more information on campus safety, please review the complete annual security report and crime statistics, and go to:

<http://content.edmc.edu/assets/pdf/AI/Student-Consumer-Information/crime-reports/crime-report-york.pdf>

NON-DISCRIMINATION POLICY

The Art Institute of York — Pennsylvania does not discriminate or harass on the basis of race, color, national origin, sex, gender, sexual orientation, gender identity or expression, disability, age, religion, veteran’s status, genetic marker, or any other characteristic protected by state, local or federal law, in our programs and activities. The Art Institute of York — Pennsylvania provides reasonable accommodations to qualified individuals with disabilities. The Art Institute of York — Pennsylvania will not retaliate against persons bringing forward allegations of harassment or discrimination. Laura Ryder, Director of Student Affairs, 1409 Williams Road, York,

PA 17402, 717.757.1044, has been designated to handle inquiries and coordinate the institution’s compliance efforts regarding the Non-Discrimination policy.

NO HARASSMENT POLICY

The Art Institute of York — Pennsylvania 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, gender identity or expression, age, national origin, disability, medical condition, marital status, veteran status, genetic marker or on any other basis protected by law. Such conduct is unprofessional, unproductive, illegal, and generally considered bad for business. Consequently, all conduct of this nature is expressly prohibited, regardless of whether it violates any law.

(Please note that sexual harassment is more thoroughly addressed in the Sexual Misconduct & Relationship Violence Policy.)

STUDENT GRIEVANCE PROCEDURE FOR INTERNAL COMPLAINTS OF DISCRIMINATION AND HARASSMENT

Students who believe they have been subjected to discrimination or harassment (other than sexual harassment) in violation of the Non-Discrimination Policy should follow the procedure outlined below. (Please note that students who believe they have been subjected to sexual harassment should follow the reporting process in the Sexual Misconduct and Relationship Violence Policy below.) This complaint procedure is intended to provide a fair, prompt and reliable determination about whether the College’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 either with Laura Ryder, Director of Student Affairs, 1409 Williams Road, York, PA 17402, 717.757.1044 or with Tim Howard, President, 717.757.1015. Online students should file complaints with studentcomplaints@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.
2. The College will investigate the allegations. 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 College’s final





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determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. 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.

3. The student who made the complaint and the accused shall be informed promptly in writing when the investigation is completed, no later than 45 calendar days from the date the complaint was filed. The student who made the complaint shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to him/her, such as an order that the accused not contact the student who made the complaint. In accordance with institutional policies protecting individuals' privacy, the student who made the complaint may generally be notified that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended disciplinary action without the consent of the accused.
4. The decision of the Investigator may be appealed by petitioning the President's Office of the College. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
5. The College will not retaliate against persons bringing forward allegations of harassment or discrimination.
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 or Academic Catalog.
7. 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.

SEXUAL MISCONDUCT & RELATIONSHIP VIOLENCE POLICY; PROCEDURES FOR HANDLING SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE COMPLAINTS

The Art Institute of York — Pennsylvania values civility, dignity, diversity, education, honesty, and safety and is firmly committed to maintaining a campus environment free from all forms of sex discrimination, sexual harassment, and sexual assault. Sexual Misconduct and Relationship Violence, defined more specifically below, are inconsistent with these values, violate institutional policy, and will not be tolerated at The Art Institute of York — Pennsylvania and are expressly prohibited. Similarly, retaliation for having brought forward a concern or allegation or for participating in an investigation of a report of Sexual Misconduct or Relationship Violence is also expressly prohibited and is grounds for disciplinary action.

This Policy provides information regarding how an individual — whether a student, faculty member, or staff member — can make a report of Sexual Misconduct or Relationship Violence impacting a student and how The Art Institute of York — Pennsylvania proceed once it is made aware of any such report.

For faculty and staff members who believe they are the victim of sexual misconduct, please follow our No Harassment policy in the Employee Handbook.

I. Preliminary Issues & Important Definitions

This Policy prohibits "Sexual Misconduct" and "Relationship Violence," broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one's biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus if allegedly perpetrated by a fellow student, faculty member, staff member, or third party when the victim/reporting student reasonably believes that the off-campus conduct has created a hostile educational environment.

A. What is "Sexual Misconduct"?

Sexual Misconduct includes:

Sexual Assault: Having or attempting to have sexual intercourse, cunnilingus, or fellatio without Consent (as defined below). Sexual intercourse is defined as anal or vaginal penetration by a penis, tongue, finger, or inanimate object.

Non-Consensual Sexual Contact: Any intentional sexual touching with any body part or object by any person upon any person without Consent.





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Sexual Exploitation: An act attempted or committed through the abuse or exploitation of another person’s sexuality. Examples include, but are not limited to, prostituting another student; inducing a student into sexual intercourse, sexual contact, or other sexual activity by implicit or explicit threat of exposure of personal information or academic consequences; non-consensual video or audio-taping of sexual activity; allowing others to observe a personal consensual sexual act without the knowledge or Consent of all involved parties; and knowingly transmitting or exposing another person to a sexually transmitted infection without the person’s knowledge.

Indecent Exposure: the exposure of the private or intimate parts of the body in a lewd manner in public or in private premises when the accused may be readily observed.

Sexual Harassment: unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following: (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status; or (b) Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual; or (c) Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for working, learning, or living on campus.

B. What is “Relationship Violence”?

Relationship Violence includes:

Domestic Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a current or former spouse or intimate partner or any other person from whom the student is protected under federal or applicable state law.

Dating Violence: Violence, including but not limited to sexual or physical abuse or the threat of such abuse, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. The existence of such a relationship is generally determined based on a consideration of the length and type of relationship and the frequency of interaction.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for their own safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts in which a person directly, indirectly or through third parties, by any action, method,

device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person’s property.

The following also constitute violations of this Policy:

Complicity: Assisting, facilitating, or encouraging the commission of a violation of this Policy.

Retaliation: Acts or attempted acts for the purpose of interfering with any report, investigation, or proceeding under this Policy, or as retribution or revenge against anyone who has reported Sexual Misconduct or Relationship Violence or who has participated (or is expected to participate) in any manner in an investigation, or proceeding under this Policy. Prohibited retaliatory acts include, but are not limited to, intimidation, threats, coercion, or discrimination. To be clear, retaliation against a Complainant for reporting an incident or against any witness who participates in an investigation is strictly prohibited.

C. Who are “Complainants” and “Respondents”?

The Art Institute of York — Pennsylvania is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a “Complainant” and to anyone who reportedly has engaged in Sexual Misconduct as a “Respondent.”

D. Defining Consent

In many cases of Sexual Misconduct, the central issue is consent or the ability to give consent. Consent is a voluntary agreement to engage in sexual activity. Consent to engage in sexual activity must exist from beginning to end of each instance of sexual activity. Past Consent does not imply future Consent, and Consent to engage in one form of sexual activity does not imply Consent to engage in a different form of sexual activity. Consent is demonstrated through mutually understandable words and/or actions that clearly indicate a willingness to engage in a specific sexual activity. Consent must be knowing and voluntary. To give Consent, a person must be awake, of legal age, and have the capacity to reasonably understand the nature of her/his actions. Individuals who are physically or mentally incapacitated cannot give Consent.

Silence, without actions evidencing permission, does not demonstrate Consent. Where force, threats, or coercion is alleged, the absence of resistance does not demonstrate Consent. Force, threats, or coercion invalidates Consent. The responsibility of obtaining Consent rests with the person initiating sexual activity. Use of alcohol or drugs does not diminish one’s responsibility to obtain Consent or negate one’s intent.





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Consent to engage in sexual activity may be withdrawn by either person at any time. Once withdrawal of Consent has been clearly expressed, the sexual activity must cease.

Incapacitation is the inability, temporarily or permanently, to give Consent, because the individual is mentally and/or physically helpless due to drug or alcohol consumption, either voluntarily or involuntarily, due to an intellectual or other disability that prevents the student from having the capacity to give Consent, or the individual is unconscious, asleep or otherwise unaware that the sexual activity is occurring. In addition, an individual is incapacitated if he or she demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators that an individual is incapacitated may include, but are not limited to, vomiting, unresponsiveness, inability to communicate coherently, inability to dress/undress without assistance, inability to walk without assistance, slurred speech, loss of coordination, lack of awareness of circumstances or surroundings, or inability to perform other physical or cognitive tasks without assistance.

E. Title IX Coordinator & Deputy Coordinators

The Title IX Coordinator for The Art Institutes schools is: Kristine Andersen, Vice President of Student Affairs. The Title IX Coordinator is responsible for, among other things, coordinating the campus's efforts to comply with and carry out the campus's responsibilities under Title IX of the Education Amendments of 1972, including compliance with this policy. The Title IX Coordinator will help to coordinate any investigations under this Policy.

In addition, the School has other individuals who serve as Deputy Title IX Coordinators to help oversee investigations and determination proceedings under this Policy.

II. Reporting & Confidentiality

We encourage victims of Sexual Misconduct & Relationship Violence to talk to somebody about what happened – so they can get the support they need, and so the School can respond appropriately.

Different employees on campus have different abilities to maintain confidentiality:

CONFIDENTIAL REPORTING: Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Talk One2One counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.

NON-CONFIDENTIAL REPORTING: Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Dean of Student Affairs, other Student Affairs staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

The School will seek to protect the privacy and confidentiality of the individuals involved in any report of alleged Sexual Misconduct or Relationship Violence to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

The School will complete any publicly available record-keeping, including Clery Act reporting and disclosure, without the inclusion of identifying information about the alleged victim. It will also maintain as confidential any interim measures or remedies provided to the alleged victim to the extent that maintaining confidentiality will not impair its ability to provide the interim measures or remedies.

In addition to internal reporting, the School strongly encourages anyone who believes they have experienced a sexual assault (or any other crime) to make a report to local law enforcement. Collection and preservation of evidence relating to the reported sexual assault is essential for law enforcement investigations, so prompt reporting of the incident to law enforcement is especially critical. Designated staff will, upon request, assist an individual in making a report to law enforcement as necessary and appropriate.

Although we strongly encourage complainants to report to local law enforcement, such a report is not a prerequisite to the School's review and investigation of any complaint covered by this Policy. The School will honor a Complainant's request not to report the matter to local law enforcement UNLESS we have a reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the School will endeavor to notify a Complainant or Reporter of the institution's intent to report the matter to law enforcement in advance of any such report.

The School does not limit the time frame for reporting under this Policy, although a delay in reporting may impact the School's ability to take certain actions.





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Other Code of Conduct Violations: The School encourages students who have been the victim of Sexual Misconduct or Relationship Violence to come forward. Students should not be discouraged from reporting such incidents because they fear discipline for their own violations of the Student Code of Conduct, such as use of alcohol in School housing. Therefore, the School has discretion not to pursue other violations of the Student Code of Conduct that occurred in the context of the reported incident of Sexual Misconduct or Relationship Violence.

III. Response Procedure

Students are encouraged to report any incident of Sexual Misconduct or Relationship Violence to the Title IX Coordinator, Deputy Title IX Coordinator, the Dean of Student Affairs, or the Campus President. If a report is made verbally, the School will request a written statement by the student.

Upon receipt of a report, the School will generally proceed as described below.

A. Investigation Commencement

The School will provide a timely and thorough investigation. Barring exigent circumstances, cases of Sexual Misconduct and Relationship Violence will generally be resolved within a 60 day period once the incident has been reported. An extension of time may be necessary if witnesses are unavailable or uncooperative or due to other extenuating circumstances beyond the control of the investigator.

B. Initial Response

Once the School is put on notice of possible Sexual Misconduct and Relationship Violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations include the ability to move to different housing, to change work schedules, to alter academic schedules, to withdraw from/retake a class without penalty, and to access academic support. The Respondent also will be offered appropriate resources and notified of applicable policies and procedures.

C. Interim Intervention

Pending a final determination, the Title IX Coordinator and/or Student Affairs staff will take appropriate interim measures. These measures may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, residence, and academic modifications. Student Affairs staff may limit a student or organization's access to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is

necessary in order to protect the safety and well-being of members of the campus community.

D. Decision to Proceed to Investigation

If the Complainant is willing to participate in the review and investigation process, the School will proceed as described below in Section III (E).

If the Complainant requests a confidential investigation, the School will seek to protect the privacy and confidentiality of the Complainant to the extent possible and allowed by law. The Title IX Coordinator will evaluate any request for confidentiality in the context of the School's responsibility to provide a safe and nondiscriminatory environment to all members of its community.

If a confidential investigation is requested and agreed to, the School will investigate without revealing the name of the Complainant in any interview or email and will not ask questions that inadvertently or reasonably could reveal the identity of the Complainant.

If the Complainant asks that the report of sexual misconduct not be pursued, the School will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The School, in consultation with the Title IX Coordinator, will make a final decision on whether and to what extent it will conduct an investigation, and notify the Complainant promptly.

E. Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators can, however, identify advocacy and support resources for either Complainants or Respondents.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The Investigation will generally be conducted by the Dean of Student Affairs for the campus (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present





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during their own interview, but said attorney may not advocate during the interview.

F. Determinations

1. For cases where the Respondent is a student.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy Title IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. Ultimately, the Title IX Coordinator will make a determination of whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred. .

The School reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

2. For cases where the Respondent is a Faculty or Staff Member.

The investigator will present all evidence to the Ethics Committee of EDMC. The Ethics Committee will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Ethics Committee will weigh the evidence presented and make a determination whether a violation of the Sexual Misconduct & Relationship Violence Policy or any other policy has occurred.

G. Standard of Proof

In all cases under the Sexual Misconduct policy, the Title IX Coordinator (or designee) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H. Potential Sanctions

If a violation of policy has been found, the Title IX Coordinator or the Ethics Committee will impose appropriate sanctions, including but not limited to coaching, training, probation, suspension, or expulsion in the case of students or coaching, training, written warning, demotion, or termination in the case of employees.

I. Outcome Notifications

Both the Complainant and Respondent will be notified in writing of the outcome of the investigation and of the sanctions imposed, if any.

J. Appeals

If the Complainant or Respondent is a student, he or she may appeal the outcome determination by written appeal to the Campus President within 15 days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. New and significant evidence appeared that could not have been discovered by a properly diligent charged student or complainant before or during the original investigation and that could have changed the outcome.
2. The Finding is Arbitrary and Capricious: Reading all evidence in the favor of the non-appealing party, the finding was not supported by reasonable grounds or adequate consideration of the circumstances. In deciding appeals, the Campus President is allowed to make all logical inferences in benefit of the non-appealing party.
3. Disproportionate Sanctions: The sanctions were disproportionate to the findings.

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five working days of receipt of the notice, the non-appealing party may submit a written statement to be included in the case file. The appeal may proceed without the non-appealing party's written statement if it is not submitted within the designated time limit.

The Campus President will endeavor to make a determination of the appeal within 15 business days of receipt. The President's decision is final.

GENERAL STUDENT COMPLAINT PROCEDURE

If you have a complaint or problem, you are encouraged to follow the Student Complaint Procedure. You should discuss complaints with the individual(s) within the appropriate department. Initial discussion should be with the person most knowledgeable of the issues involved or with immediate decision-making responsibility. If you feel that the complaint has not been fully addressed, a written account should be submitted to the Dean of Student Affairs if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

The appropriate College staff member or department will be notified of the complaint. A follow-up meeting with you and the Dean of Student Affairs and/or the Dean of Academic



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Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

If you are not satisfied with the results, you may file an appeal with the President's Office. The appeal should be in writing and contain your name and phone number. You should summarize the steps you have taken to remedy the situation and indicate why the results are not satisfactory. You will hear the results of the appeal within ten class days from the date the appeal is received.

If you follow this complaint procedure and still feel dissatisfied with the results, you may send a written copy of the complaint to:

Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333
www.education.state.pa.us

Or you may contact:

**Accreditation Council for Independent
Colleges & Schools**
750 First Street NE, Suite 980
Washington, DC 20002

Please refer to the school's Arbitration Policy in the Academic Catalog for additional information regarding disputes or claims.

DRUG AND ALCOHOL PREVENTION PROGRAM AND THE DRUG-FREE WORKPLACE AND CAMPUS PROGRAM

Standards of Conduct

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

Deliriums (Aerosols, Lighter Fluid, Paint Thinner):

- Permanent damage to lungs, brain, liver, bone marrow





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- 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

School Sanctions

The Art Institute of York — Pennsylvania, in all of its actions, seeks to uphold local, state and federal laws. Insofar as permitted by these laws, The Art Institute of York — Pennsylvania will apply sanctions that could lead to a student being suspended or expelled or an employee being disciplined, suspended or dismissed for violation of The Art Institute of York — Pennsylvania 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 Sanctions

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, delivery 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.

Federal Sanctions

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 (exhibit A).





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EXHIBIT A:

U.S. Department of Justice Drug Enforcement Administration

FEDERAL TRAFFICKING PENALTIES

Drug Schedule	Quantity	1st Offense	2nd Offense	Quantity	1st Offense	2nd Offense	
Methamphetamine Schedule II	5-49 gms pure or 50-499 gms mixture	Not less than 5 yrs and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if other than an individual.	Not less than 10 yrs and not more than life. If death or serious injury, not less than life or more than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	50 gms or more pure or 500 gms or more mixture	Not less than 10 yrs and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if other than an individual.	Not less than 20 yrs and not more than life. If death or serious injury, not less than life. Fine of not more than \$8 million if an individual, \$20 million if other than an individual.	
Heroin Schedule I	100-999 gms mixture			1 kg or more mixture			
Cocaine Schedule II	500-4,999 gms mixture			5 kgs or more mixture			
Cocaine Base Schedule II	5-49 gms mixture			50 gms or more mixture			
PCP Schedule II	10-99 gms pure or 100-999 gms mixture			100 gms or more pure or 1 kg or more mixture			
LSD Schedule I	1-9 gms mixture			10 gms or more mixture			3rd Offense or More
Fentanyl Schedule II	40-399 gms mixture			400 gms or more mixture			Life Imprisonment
Fentanyl Analogue Schedule I	10-99 gms mixture	100 gms or more mixture					
Others Schedules I & II (Includes 1 gm or more flunitrazepam and gamma hydroxybutric acid)	Any	Not more than 20 yrs. If death or serious injury, not less than 20 yrs, not more than life. Fine of \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious injury, life. Fine of \$2 million if an individual, \$10 million if other than an individual.				
		1st Offense		2nd Offense			
Others Schedules III (Includes 30 mgs – 999 mgs flunitrazepam)	Any	Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if other than an individual.		Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.			
Others* Schedules IV (Includes less than 30 mgs flunitrazepam)	Any	Not more than 3yrs. Fine not more than \$250,000 if an individual, \$1 million if other than an individual		Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.			
All Schedules V	Any	Not more than 1yr. Fine not more than \$100,000 if an individual, \$250,000 if other than an individual.		Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if other than an individual.			

*Although flunitrazepam is a Schedule IV controlled substance, quantities of 30 or more milligrams of flunitrazepam are subject to greater statutory maximum penalties than the above-referenced penalties for Schedule IV controlled substances. See 21 U.S.C. §





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U.S. Department of Justice Drug Enforcement Administration
FEDERAL TRAFFICKING PENALTIES — MARIJUANA*

	Quantity	1st Offense	2nd Offense	3rd Offense
Marijuana	1,000 kgs or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million individual, \$10 million other than individual.	Not less than 20 years, not more than life. If death or serious injury, then life. Fine not more than \$8 million individual, 20 million other than individual.	Life imprisonment without release.
Marijuana	100 kgs to 999 kgs mixture; or 100-999 plants	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million individual, \$5 million other than individual.	Not less than 10 years, not more than life. If death or serious injury, then life. Fine not more than \$4 million individual, \$10 million other than individual.	
		1st Offense	2nd Offense	
Marijuana	50 to 99 kgs mixture	Not more than 20 years.	Not more than 30 years.	
Hashish	50 to 99 plants	If death or serious injury, not less than 20 years, not more than life. Fine \$1 million individual, \$5 million other than individual.	If death or serious injury, then life. Fine \$2 million individual, \$10 million other than individual.	
Hashish Oil	More than 10 kgs More than 1 kg			
Marijuana	Less than 50 kgs mixture	Not more than 5 years. Fine not more than \$250,000, \$1 million other than individual.	Not more than 10 years. Fine \$500,000 individual, \$2 million other than individual.	
Hashish	1 to 49 plants			
Hashish Oil	10 kgs or less 1 kg or less			

*Includes Hashish and Hashish Oil (Marijuana is a Schedule I Controlled Substance)





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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. However, a criminal conviction shall not be necessary to find that a student has violated these standards of conduct, and The Art Institute of York — Pennsylvania 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 staff 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 Student Affairs staff can refer you to one that meets your needs.

York Area Resources

There are also organizations that may be contacted for help such as The York/Adams Drug & Alcohol Program Hotline (1-800-441-2025) and the Underage Substance Abuse Program Hotline (717-843-8204). The National Institute on Drug Abuse Hotline (1.800.662.4357) is available from 8:00 a.m. to 2:00 a.m., Monday through Friday and from 11:00 a.m. to 2:00 a.m. on weekends.

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

STUDENT CONDUCT POLICY

Section I – Guiding Principles

The College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves

during the education process in the same manner as will be expected in all employment situations. As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute’s mission.

Section II – Scope

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

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 Campus Sponsored Housing. At the discretion of the Chief Conduct Officer (Dean or Director of Student Affairs, Director of Student Services, Dean of Academic Affairs or a delegate as appointed by the President of the College), 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 College may sanction other conduct not specifically included on this list.

Scholastic Dishonesty

- Plagiarism
- Cheating on assignments or examinations
- Engaging in unauthorized collaboration on academic work
- Taking, acquiring or using test materials without faculty permission
- Submitting false or incomplete records of academic achievement
- Altering, forging or misusing a college academic record





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- Fabricating or falsifying data, research procedures, or data analysis
- Deceiving the College and/or its officials

Illegal or Unauthorized Possession or Use of Weapons

- Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals, or other weapons, likenesses of weapons, on college property, Campus 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. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct

- Assault, battery, or any other form of physical abuse of a student or college employee.
- Fighting or physical altercation.
- 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.
- Any conduct that threatens the health or safety of one's own self or another individual. Threats to commit self-harm and/or actual incidents of self-harm by any student.

Theft, Property Damage and Vandalism

- Theft, attempted theft, vandalism/damage, or defacing of college property, college controlled property or the property of another student, faculty, staff member or guest.
- Extortion.
- Setting fires, tampering with fire safety and/or firefighting 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)

Disruptive Classroom Conduct, such as:

- 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
- Use of cell phones and pagers during scheduled classroom times.

Disorderly Conduct, such as:

- 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;
- Breach of peace on college property or at any college-sponsored or supervised program; or
- Any in-school or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

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

Verbal Assault, Defamation and Harassment, Verbal Abuse of a Student or College Employee.

- 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.
- 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

- Any form of "hazing" and any act that endangers the safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. "Hazing" includes any method of initiation or pre-initiation into a student club or any pastime or amusement engaged in with respect to such a club that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending the College.

Falsification

- Willfully providing college officials with false, misleading or incomplete information.





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- Forgery, falsification, alteration or misuse of college documents, records or identification with the intent to injure, defraud, or misinform.

Abuse of the College's Disciplinary System, including but not limited to:

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

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. In addition, students must disclose any criminal conviction received while a student to the Dean of Student Affairs within 5 days of the conviction.

Insubordination

- Persistent or gross acts of willful disobedience or defiance toward college personnel.
- Failure to comply with direction of college officials, faculty, staff or security officers who are acting in the performance of their duties.
- Failure to exit during fire drill.
- 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

- Violations by guest of a student on college property. Students are responsible for the actions of their guests.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or

firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.

- Smoking in classrooms or other college buildings or areas unless designated as a smoking area.
- Any violation of the student housing license agreement, rules and regulations and/or the College-sponsored housing student handbook.
- Any violation of the institution's policies on the responsible use of technology including but not limited to:
 - The theft or abuse of computer, email, Internet or Intranet resources
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
 - Failure to satisfy school financial obligations.

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

Section VI – Sanctions

The College 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 College reserves the right to immediately impose the most severe sanction if circumstances merit.

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

1. Warning: A notice in writing that a student has failed to meet some aspect of the school's standards and expectations.
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.





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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 Campus 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 campus for a pre-determined period of time. The student may be able to return to campus once specified conditions for readmission are met. The student may not attend classes, visit campus-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 College 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 Campus Sponsored Housing or activities at any time or for any reason.
7. Restitution: Compensation for loss or damage to property leased, owned or controlled by the school. This may take the form of monetary or material replacement.

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

Section VII – Disciplinary Procedures

Complaint

Any member of the College community may file a complaint against any student for misconduct or for otherwise being in violation of the College policies.

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

The Chief Conduct Officer or his/her 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 College determines that the circumstances do not warrant disclosure of some or all of the facts.

Search of Student's Property

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

Notification and Determination of Violations that Warrant Disciplinary Meeting

1. The Chief Conduct Officer or a delegate may choose to conduct a disciplinary meeting. Potential attendees include a student or students, the Chief Conduct Officer or his/her delegate and others who may have relevant information. The Student should receive advance notice of the allegations and the reason for the meeting.
2. After the meeting 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.
 - 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 policies on the basis of the information available, and impose sanctions for such violations.

Notification and Determination of Violations that Warrant Disciplinary Hearing or Panel

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

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing,





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not a legal hearing. Therefore, legal counsel is not allowed at the hearing.

4. The student may be accompanied by one person (family member, friend, etc.) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them. a) Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion. b) The Disciplinary Panel may ask questions and may seek information not provided to it.
7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.
9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

Disciplinary Panel

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

Administrative Interim Suspension

Students may be administratively suspended on an Interim basis when:

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

During the Interim Suspension, students are denied access to Campus Sponsored Housing and/or to the school (including

classes, labs, Library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or his/her designee may determine to be appropriate.

This Interim Suspension period should last no longer than three business days, and the Chief Conduct Officer or his/her delegate may make reasonable provisions to provide for accommodations of a student in Campus Sponsored Housing.

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

Section VIII – Appeal Procedures

Students have a right to appeal disciplinary actions when they believe they have extenuating circumstances or believe themselves to have been treated in an arbitrary or biased fashion or without adherence to the College policies and procedures.

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from Campus Sponsored Housing must leave in accordance with the directions indicated in the decision
- The student must write a letter of appeal in the student's own words, addressed to the President of the College 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 College's policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may





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prohibit from attending or remove any person who disrupts the proceedings of the committee.

- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report 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.

PROCEDURES FOLLOWING SUICIDE THREATS AND ATTEMPTS

The College is committed to the well-being and safety of its school community. The College expects and encourages students to maintain a reasonable concern for their own self-welfare and in turn, the welfare of the school community. In the event that the College has reasonable cause to believe that a student attempted, will attempt, or has engaged in efforts to prepare to commit suicide, the campus may require the student to suspend their studies at the College until the student can demonstrate that they have sought help or assistance from others including family, mental health professionals, support groups or any other resource that offers support around suicidality. If the student resides in School Sponsored Housing they may need to temporarily find alternative accommodations until the College feels that the student can safely return to housing.

Students with psychological impairments that 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. The College, at its discretion, may set restrictions and/or conditions for the student to return to school including receiving outside counseling and signing a safety contract.

The College 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.

FIREARMS POLICY

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

THE COLLEGE'S ANTI-HAZING POLICY

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

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

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





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THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

i. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to Roxann Harris, roharris@aii.edu, 1-717-757-1241. The request should identify as precisely as possible the records the student wishes to inspect. If the requested records are subject to inspection and review by the student, arrangements for access will be made within a reasonable period of time but in no case more than 45 days after the request was made, and the student will be notified of the time and place where the records may be inspected. The school may require the presence of a school official during the inspection and review of a student’s records.

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

When a record contains personally identifiable information about more than one student, the student may inspect and review only the information that relates to him/her personally.

ii. Disclosure of Educational Records

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

1. To The Art Institute of York — Pennsylvania officials who have been determined by the school to have legitimate educational interests in the records. A school official is:

- a. A person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or
- b. A person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

Any school official who needs information about a student in the course of performing instructional, supervisory, advisory, or administrative duties for the College has a legitimate educational interest.

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.
3. In connection with the student’s request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.
4. To organizations conducting certain studies for or on behalf of the school.
5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.
6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.
7. To comply with a judicial order or lawfully issued subpoena.
8. To appropriate parties in health or safety emergencies.
9. To officials of another school in which a student seeks or intends to enroll.
10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.
11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution’s rules or policies.





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(The school, in such instances, may only disclose the name of the perpetrator not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).

a. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding brought alleging a sex offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

- 12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
- 13. Directory information (see Section iv below).
- 14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and College will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

iii. Record of Requests for Disclosure

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

iv. Directory Information

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

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

Notice of these categories and of the right of an individual in attendance at the College to request that his/her directory information be kept confidential will be given to the student annually.

Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, The Art Institute of York — Pennsylvania, 1409 Williams Road, York, PA 17402.

Failure to request nondisclosure of directory information will result in routine disclosure of one or more of the above-designated categories of personally identifiable directory information.

v. Correction of Educational Records

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

- 1. A student must ask the Registrar to amend a record. As part of the request, the student should identify the part of the record they want to have changed and specify why they believe it to be inaccurate, misleading, or in violation of his/her privacy rights.
- 2. The College may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
- 3. Upon request, the College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be





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conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the College. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.

4. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will (a) amend the record accordingly; and (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, the College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.
7. If a statement is placed in the education records of a student under paragraph 6 above, the College will:
 - a. maintain the statement with the contested part of the record for as long as the record is maintained; and
 - b. disclose the statement whenever it discloses the portion of the record to which the statement relates.

vi. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the governmental office that administers FERPA is:

Family Policy Compliance Office
United States Department of Education
400 Maryland Ave., S.W.
Washington, DC 20202-4605

