



The Art Institute of San Antonio®

A branch of The Art Institute of Houston

STUDENT HANDBOOK 2019 | 2020

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www.artinstitutes.edu/san-antonio

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INTRODUCTION

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 Institution's Catalog. Regulations and procedures found in the Institution's Catalog are considered a part of this Student Handbook.

Student Handbook Notice Regarding Policies

The Art Institute of San Antonio ("the Institution") 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 Institution 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 institution administration.

The sole member of the "DC Art Institute of San Antonio, LLC" is "The Art Institute of Houston, LLC" is "The Arts Institutes International LLC" (All LLC). The sole member of All LLC is the "Education Principle Foundation" (EPF).

CAMPUS INFORMATION

Accreditation and Licensing

Accreditation

The Art Institute of Houston including its branch campuses, The Art Institute of Austin, and The Art Institute of San Antonio, is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees and diplomas. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of The Art Institute of Houston.

State Licensing

The Art Institute of Houston, The Art Institute of Austin, and The Art Institute of San Antonio hold Certificates of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.

Campus Facilities

Locations

The Art Institute of San Antonio
A branch of The Art Institute of Houston
10000 IH-10 West, Suite 200, San Antonio, TX 78230
1.210.338.7320 • 1.888.222.0040

Orientation

Every incoming undergraduate student, both new and re-entering, who has not earned 24 prior credits at the post-secondary level must complete the institution's web-based orientation, consisting of 23 modules, before registering for classes. Students also are strongly encouraged to attend the campus on-ground orientation program, designed to introduce them to their learning community, campus facilities, resources, and personnel provided to support them throughout their educational journey.

Students need only complete the new orientation requirements one time, regardless of whether they defer start dates or withdraw and return. Students transferring from one campus to another, without a break in enrollment, are not required to complete orientation. Students not continuously enrolled, prior to transferring, will be treated as new students and must complete the new orientation requirements, unless they have 24 earned credits or have already completed orientation requirements at their prior campus.

Classrooms

Classrooms are lecture rooms, computer labs, and kitchen labs. Classes can meet during daytime and evening hours, Monday through Saturday (check your quarterly schedule)

Offices

The administrative and faculty offices accommodate faculty and academic administrators, school administrators, student life, admissions, Enrollment Services, Career and Professional Readiness and student finance services.

Parking and Transportation

Parking is available at the Campus. Currently students, faculty, and staff do not need a parking permit to park at the campus and there is no additional charge for parking. Visitor parking is available for potential students, guests, and any other campus visitors.

A bicycle rack is located near the culinary entrance on the 2nd floor.

Restrictions: Hoverboards and skateboards are not permitted on campus.

Websites

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

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 Institution. 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 to resources, and assimilate to campus life. For further assistance with the www.myaicampus.com portal, students should contact the Help Desk. Registered students receive:

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

For Student Grade Change Appeals please reference your academic Catalog or contact the Academic Affairs Office.

Student Email Accounts

Our student email accounts are created/activated when the student provisions their account at <http://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 Institution 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 Student Life/Academic 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 a representative from The Office of Student Life/Academic Affairs . Student will then be asked to leave campus and only return when dressed in appropriate attire. Masks that cover your face are not allowed to be worn on campus unless an event specifically advertises this attire. Campus Administration reserves the right to stipulate appropriate attire.

Children on Campus

From time to time, children accompany parents to campus. If students have an appointment with staff 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.

Identification (ID) Cards

Student identification (ID) cards are required at the Institution and must be carried at all times. Students may be asked to show a valid ID card while on campus. Students enrolled at the Institution are issued ID cards that are used for a variety of purposes during their studies including:

- To gain entrance to the building;
- For checking out Library books and resource materials;
- For checking out individual department training equipment;
- For use of open computer labs;
- For picking up class schedules, midterm grades, etc.;
- For participation in student activities and social events;
- For student discounts offered by some retailers, theaters, and restaurants.

Students should not loan their ID card to anyone for any reason, as the student will be responsible for its use (loss or damage to books or equipment). Lost cards should be reported immediately and must be replaced. It is the student's responsibility to replace their ID cards.

Personal Property

The Institution 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 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 Institution's discretion.

Portable Communication Devices

The Institution 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 Institution prohibits the use of portable telecommunications/electronic devices in classrooms during class meetings and outside of the classroom at campus events (i.e. student meetings; program meetings, etc.) and other activities as designated by The Office of Student Life/Academic Affairs. Requests for exceptions to this process must be submitted seven days in advance to the Regional Dean of Student Life. All above designated devices must be disabled prior to class periods and/or events. Failure to adhere to this regulation may result in grade adjustments, dismissal from class, and/or additional disciplinary action.

Posters, Flyers, and Banners

The Institution provides bulletin boards for your use in several areas. Students may place posters and flyers that are in good taste and meet campus guidelines on these bulletin boards with approval from The Office of Student Life/Academic 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 Life/Academic Affairs.

Smoking Policy

The Institution 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

Unattended children are not permitted anywhere in any campus building or in the property surrounding it for reasons of safety and to ensure an appropriate educational environment; children and guests of students are not permitted in the building unless they have an appointment with staff. Children and guests of students are never permitted in classrooms, laboratories, or the library.

LIBRARY, COMPUTER LABS, AND TEXTBOOKS

Library Collection and Reference Services

The Institution'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 as 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 in the Online Library as well as a strong physical library collection on campus. The Art Institute Online Library, available on and off campus through the student portal, includes both general academic research collections and specialty databases that directly support Art Institute programs, totaling hundreds of thousands of full-text electronic books, electronic journals, music and sound effect clips, streaming videos, and software tutorials, as well as millions of images. Many of these include the permissions necessary for use in student projects. The campus library houses a collection of physical materials that includes print books, journal and magazine titles, multimedia resources including DVDs, reference materials such as encyclopedias and dictionaries, and other key resources relevant to the academic programs. All digital and physical library resources are discoverable through the library catalog and the Discover It search tool on the Online Library, which can be accessed through the student portal and the on line classroom. Students are invited to make purchase recommendations to the library for materials that will further support their educational needs.

Library staff, available in-person in the library or remotely via email, phone, and chat through the Ask Today On-Call Librarian Service, can provide assistance to students in the use of library resources as well as help with research, citations, and academic technology. Library staff members also offer one-on-one and group training opportunities, which may be offered in-person or via online webinar tools. Scheduled group webinars are advertised on the calendar of events on the student portal; students can register to attend the live session or can receive a recorded version for later viewing.

The campus library (located on the second floor) maintains a set of policies governing library use and the circulation of library resources, which may include the possible assessment of fines and fees for violations of library policies. These policies are enforced by library staff members. Please visit the library for more information.

The campus'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 academic experience.

Computer Labs

At the campus, computer labs are normally open to all students on a first-come, first-use basis. At the start of each quarter, the Regional Dean of Student Life and/or Academic Affairs will post the open lab hours for each classroom. 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 Institution is committed to ensuring a working and learning environment in which members of the Institutions communities have access to the technological tools needed to successfully achieve their academic and administrative objectives. All members of the Institution's communities are responsible for the integrity of those resources. These's resources are to be used in a manner consistent with the academic and administrative functions of the University, including use for study, instruction, research, the discharge of the Institution's business or other campussanctioned activities. Federal, state and local laws govern the use of these resources as well as Institution guidelines, policies and procedures published in this document, and elsewhere. Any use of the Institution'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.

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) 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 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 Institution 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. Alumni should seek permission from The Office of Student Life/Academic Affairs to access computer labs. They will receive a temporary ID to wear on campus at all times. 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: 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.

Computer Lab Rules

The following rules have been developed by the lab staff, Technology Committee and the Institution'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 Institution.

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. Modifications to the operating system environment or the application environment are NOT allowed.
9. Student, faculty and staff work must be stored on personal drives or cloud based storage (USB flash or USB portable hard drive, or cloud based such as OneDrive or Drop Box). The campuses are not responsible for the loss, theft, or any damage that may occur to personal storage devices.
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 Institution 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 Institution 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 Institution 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 may be required to purchase program supplies throughout their program of study. While students are free to purchase these materials from other vendors, the campus a limited number of basic supplies might be available for purchase on campus. Some locations operate an on-site Supply Store, a very specialized retail outlet designed 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 the Academic Affairs Office.

Textbooks

Tuition includes required textbooks for all courses within the student's program of study. Tuition also includes basic entry equipment and materials needed for beginning each program of study. Students are responsible for procuring and/or replenishing any other equipment or materials as required.

Notice of the Institution'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 policy 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 profits resulting from an infringement, but also may recover statutory damages ranging from \$750 to \$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 fines and imprisonment.

The Institute'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 Institute's policies prohibit use of The Institute'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.

STUDENT LIFE

General Information

The mission of the Student Life Department is to supplement The Art Institute's educational processes and to support its stated purpose by providing assistance and services to the student body in the areas of advocacy, disability, student development, counseling, international advising. The department actively encourages the involvement of students, faculty, and staff in activities that stimulate cultural awareness, creativity, social interaction, and professional development. To fulfill its mission, the Student Life Department has established the following objectives:

- Provide independent housing resources.
- Provide student support services.
- Provide resources and assist international students with their transition into this country.
- Provide student engagement and networking activities to complement your academic experience.
- Serve as the point of contact for military and veteran students.

Student Mentorship & Career Readiness

The Department of Student Mentorship & Career Readiness partners with students as they select courses and progress through the student life-cycle as well as explore skill building possibilities in and out of school. Additionally, the Student Mentors will support the student while they develop professional skills and connect with potential opportunities related to their professional endeavors.

Students can seek guidance in registering for classes, tips on being a successful student, support services, goal setting, local professional engagement opportunities, building a resume, planning a career, developing job-search strategies and more.

The Department of Student Mentorship & Career Readiness will also work to plan, facilitate and deliver study skills & career readiness workshops, individual or group career planning sessions, and schedule industry guest speakers/field trips in both virtual and in-person platforms. The department also facilitates virtual and on-campus interviewing and information sessions for students and graduates to engage with employers interested in recruiting entry level talent.

While every effort is made to assist students in planning academic schedules, it is the student's responsibility to know program requirements, course sequence, and prerequisites. Students who fail or withdraw from a prerequisite to a course for which they have pre-registered are responsible for changing their schedule prior to the end of the drop/add period of the new quarter. However, the University may adjust students' schedules as needed for compliance with prerequisites.

Academic Resources

Internships

See your Program Chair/Academic Affairs Office for requirements regarding Internships in your program of study.

Tutoring Services

Peer tutors are available at no additional charge to students through The Art Institute of San Antonio. To sign up for tutoring, you can contact the library or your Academic Program Chair. Each academic department offers extra help by request through the Academic Program Director. Various academic and professional workshops are conducted from time to time by the Academic Affairs Department as well as the Student Services Department to assist you in your learning experience.

Graduation

To qualify to graduate, participate in the graduation ceremony, and receive a diploma or degree, all students must:

1. Maintain satisfactory attendance in scheduled classes;
2. Receive a passing grade or credit for all required course work;
3. Accumulate the total credit requirements for a program through coursework, advanced placement, proficiency assessment or transfer credit;
4. Earn no more than 75 percent of the total required credits through advanced placement, proficiency assessment and/or transfer credit from another institution;
5. Achieve a minimum CGPA of 2.0;
6. Satisfy all financial obligations with The Art Institute of San Antonio;
7. Meet portfolio and other requirements as outlined by the student's program; and
8. Students in the Advertising, Baking & Pastry, Culinary Arts, Culinary Management, Design & Technical Graphics, Digital Filmmaking & Video Production, Digital Photography, Fashion Design, Fashion & Retail Management, Food & Beverage Management, Game Art & Design, Graphic Design, Graphic & Web Design, Hospitality Management, Interior Design, Media Arts & Animation, Restaurant & Catering Management, Visual Effects & Motion Graphics, and Web Design & Interactive Media degree programs must compile a portfolio of their work, receive a portfolio grade of "C" or higher may participate in a campus portfolio event.

An outline of portfolio standards, projects, and general criteria is provided separately to students by the academic departments. These portfolio requirements are periodically reviewed and updated; The Art Institute of San Antonio reserves the right to alter or modify these requirements at any time to enhance graduate employment potential. The development of student portfolios is a continuing process beginning early in the student's academic career.

A graduation ceremony is held biannually in July and December.

Registrar

Transcript Requests

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

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

Each campus 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 may be financially responsible for all registered courses based on the school's Refund Policy, as published in the Institution's Catalog.

Student Life

Housing Services

Please check the Student Portal for information on independent housing resources.

International Student Life

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 Designated School Officials 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 the Designated School Official each academic term to ensure these requirements are met. Maintaining student visa status is ultimately the responsibility of the student.

International students will find opportunities to connect with fellow international students, and American students as well. International students will find many opportunities to learn about American culture, while American students have much to gain by connecting with the international students.

Student and Professional Organizations

Student and professional organizations are an excellent way for students to grow personally and professionally, as well as a way to get involved in the decision-making process at the institution. Membership in field-related societies and groups gives students the opportunity to network with industry professionals, take part in educational programs, and get involved in community outreach projects. Students are encouraged to get involved with student and professional organizations.

Campuses have professional organizations specific to their academic majors and student clubs for many majors and interests. For more information about the groups on your campus, please stop by The Office of Student Life/Academic Affairs or check the list posted on the student portal under Student Life.

Student Surveys

Students' feedback and suggestions are always welcomed!

Student meetings are hosted by our Academic Departments and Student Life. This is a great opportunity for students to ask questions, provide feedback and to hear updates regarding the school from campus leadership and other school administrators. A benefit to this program is the opportunity to meet other students and connect with staff and faculty.

Once a year, students have the opportunity to participate in our Noel Levitz Student Satisfaction Survey. The Student Satisfaction Survey gives students a powerful tool to improve the quality of student life and learning. It measures student satisfaction and priorities, showing how satisfied students are as well as what issues are important to them. The feedback we receive from this tool helps the school to identify goals and action plans to improve the educational experience for students. Every quarter, students have the opportunity to complete an IDEA Survey (The Student Ratings of Instruction), this survey is used to gather students' feedback on their own learning progress, effort, and motivation, as well as their perceptions of the instructor's use of instructional strategies and teaching methods.

Community Resources

The Student Life office compiles a Student Referral Guide detailing various resources available within the community, including medical and dental care, psychological services, child and elder care options, resources for pets, emergency response and community care agencies. Students can stop by the Office of Student Life/Academic Affairs for assistance with locating campus and local community resources or use the referral guide posted on the Student Portal under Resources

Student Health Insurance

The Art Institute does not offer or provide referrals to student health insurance providers. International students are strongly encouraged to obtain health insurance while studying in the United States.

Disability Services

The Art Institutes provide accommodations to qualified students with disabilities. The Office of Disability Support Services assists all qualified students with disabilities in acquiring reasonable and appropriate accommodations and in supporting equal access to services, programs and activities at The Art Institutes.

Students who seek reasonable accommodations should notify the Office of Disability Support Services via phone at (888) 719-8607 or via email at aidisabilityservices@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(s). 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 Office of Disability Support Services to allow for time to gather necessary documentation.

If you have a concern or complaint in this regard, please contact the Student Resolution Team at AIStudentResolution@aii.edu or by calling (888) 719-7214. Complaints will be handled in accordance with the school's Internal Grievance Procedure for Complaints of Discrimination and Harassment.

STUDENT FINANCIAL SERVICES

Student Accounting

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

Student Financial Services

The Institution 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 Institution 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 Institution'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 Institutions website, or contact the Student Financial Services Office directly.

HEALTH/SAFETY POLICIES AND PROCEDURES

Campus Security Report, Emergency Procedures, and Crime Statistics

School Closing Announcements

The campus will rarely close due to external conditions. In the event of cancellation of classes, information will be posted on the school's website and on the main phone line (see cover for this number). Students, staff and faculty will also be notified through the My Campus Alert emergency notification system.

Campus Security

The campus publishes an annual security report that contains information concerning policies and programs relating to campus security, crimes and emergencies, the prevention of crimes and sexual offenses, drug and alcohol use, campus law enforcement and access to campus facilities. 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 Office of Student Life/Academic Affairs during regular business hours. Copies of the Crime Report are available on the campus website at <https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-san-antonio.pdf>.

Campus Administration provides reports to the campus community concerning the occurrence of any crime includable in the annual security report. Crimes reported to campus security or local police are those that are considered to be a threat to students or employees.

The campus reminds all students that they are ultimately responsible for their own actions regarding their safety and welfare.

The following number is also available for reporting a crime or crisis on your campus: The Art Institute Crisis Response (888) 718-8175.

Criminal Disclosure Policy

The Institution is committed to maintaining a safe environment for all members of its academic communities. As part of this commitment, the Institution requires current students who have been arrested for any felony or misdemeanor to disclose this information to the Chief Conduct Officer (or designee) at the school prior to return to campus or upon submission of their application as a new/re-entry student. While arrest and/or conviction does not automatically bar continued enrollment or admission, it does require review by the campus in which the student may be subject to disciplinary action per the Student Code of Conduct.

The Criminal Disclosure Information Form (available from The Office of Student Life/Academic Affairs) must be completed and submitted to the Chief Conduct Officer. Students must agree to provide complete access to their criminal records. Additional information may be requested by the Chief Conduct Officer (or designee).

Non-Discrimination Policy

The Art Institutes system of schools 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 Institutes system of schools provides reasonable accommodations to qualified individuals with disabilities. The Art Institutes system of schools will not retaliate against persons bringing forward allegations of harassment or discrimination.

The Art Institutes system of schools has designated staff members who handle inquiries and coordinate individual campus compliance efforts regarding the non-discrimination policy. The Office of Student Resolution can be reached by calling 888-719-7214 or sending an email to aistudentresolution@aii.edu.

The Art Institute of Austin, a branch of The Art Institute of Houston

100 W. Louis Henna Blvd. Suite 100, Austin, TX 78728 Main Campus: 866.583.7952
Student Services 512.691.1717
<https://www.artinstitutes.edu/austin>

The Art Institute of Houston

4140 Southwest Freeway, Houston, TX 77027
Main Campus 800.275.4244
Student Services 713.860.4344
<https://www.artinstitutes.edu/houston>

The Art Institute of San Antonio, a branch of The Art Institute of Houston

10000 IH.10 West, Suite 200, San Antonio, Texas, 78256
Main Campus 888.222.0040
Student Life 469.587.1409
<https://www.artinstitutes.edu/san-antonio>

Policy for Transgender Students and Employees on Campus

The purpose of this policy is to provide a respectful environment for everyone in the campus community and to stay abreast of federal, state, and local rules and regulations regarding sexual identity. As used in this policy, sexual identity encompasses transgender persons, those with non-conforming gender identity, and others of any gender identity or expression. the Institution is committed to creating a safe and respectful work and learning environment for all. This policy specifically forbids discrimination or harassment of any person on the basis of any

gender identity or gender non-conformity.

Preferred Name and Pronouns

In appropriate circumstances, the Institution will honor employee or student requests for preferred names or pronouns that do not match the official state-issued or government-issued documents that the Institution uses for its official records. Upon a written request from a student or employee, the Institution will use best efforts to use a preferred name and/or preferred pronoun that more closely align with gender identity. In order to change a student or employee's name or identity on an official record or document, however, including any records with the Registrar, class registration or attendance lists for students, and other official records for employees, the Institution requires either an official court-issued document with the legal name change or a valid driver's license or state identification card with the new name displayed. Formal employment records, such as those relating to payroll, retirement accounts, tax records, etc., may not be changed without appropriate legal process, to include a court-issued document or valid identification document displaying the new name or identity.

Privacy

Students and employees have the right to discuss their gender identity or expression openly, or to keep that information private. The Institution regards such information as personal, confidential information and shares such information only with employees, faculty, or other staff with a need-to-know in order to accomplish their jobs or mission. Generally, the Institution regards information about an employee's gender identity as confidential medical information protected under privacy laws such as HIPAA and FERPA.

Use of Restrooms, Lockers, and Other Facilities

Recognizing that access to restrooms and locker rooms is a health and safety priority, the Institution encourages students and employees to use restrooms and locker facilities that correspond with their gender identity. Employees and students are not required to provide medical or legal documentation of their gender identity in order to access gender-appropriate facilities. The Institution requires appropriate and professional restroom and locker room etiquette by all students, employees, and third-parties, noting that the value of inclusiveness is best served by all individuals respecting the needs and interests of others. The Institution makes available, where possible, single-occupancy, gender-neutral facilities. Any employee or student who communicates a need or desire for increased privacy, irrespective of the underlying reason, will be provided access to a single-stall restroom, if one is available. Alternative arrangements will be provided where possible, depending upon facilities and availability of such alternatives, upon the request of any employee or student, irrespective of the underlying reason or concern.

No Harassment Policy

The Art Institute of Houston and its branch campuses 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:

For Houston:

Provost, 4140 Southwest Fwy, Houston, TX 77027, 713-353-3651.

For Austin:

Academic Affairs 101 W. Louis Henna Boulevard, Suite 100, Austin, TX 78728, 512-691-1726.

For San Antonio:

Academic Affairs, 10000 IH-10 West, Suite 200, San Antonio, TX 78230, 210.338.7328.

Students can also submit their complaints via the following phone number or email address: Student Resolution (888) 719-7214, AiStudentResolution@aii.edu.

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 College's final determination with respect to the alleged 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 Campus Leader's Office of the College. The written appeal must be made within 20 calendar days of receipt of the determination letter. The Campus Leader, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The Campus Leader'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.

Students at The Art Institute of Houston, The Art Institute of Austin, or The Art Institute of San Antonio who follow this complaint procedure and still feel dissatisfied with the results may send a written copy of the complaint to:

Texas Higher Education Coordinating Board
1200 E. Anderson Lane,
Austin, TX 78752
512-427-6101

The Texas Higher Education Coordinating Board's rules governing student complaints (Title 19 of the Texas Administrative Code, Sections 1.110-1.120) can be reviewed at:

[https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=T&app=9&p_dir=P&p_rloc=164570&p_tloc=&p_ploc=1&pg=7&p_tac=&ti=19&pt=1&ch=1&rl=116](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=P&p_rloc=164570&p_tloc=&p_ploc=1&pg=7&p_tac=&ti=19&pt=1&ch=1&rl=116)

A description of the Texas Higher Education Coordinating Board's complaint procedure and online forms can be found at: <http://www.thecb.state.tx.us/links/student-complaints/>.

Sexual Misconduct & Relationship Violence Policy; Procedures for Handling Sexual Misconduct and Relationship Violence Complaints

The Art Institute of Houston and its branch campuses value 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 [campus] and its branch campuses and are expressly prohibited. A student will not be subject to unfair or adverse actions as a result of initiation or participation in a complaint proceeding and will not be subjected to adverse actions by any institutional officials as a result of initiating or participating in an investigation of a complaint.

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 Houston and its branch campuses will proceed once it is made aware of any such report.

A faculty or staff member who believes they are a victim of sexual misconduct should follow the No Harassment Policy in the Employee Handbook.

I. Preliminary Issues & Important Definitions

This policy prohibits “sexual misconduct” and “relationship violence,” which are 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 either: (i) on campus; (ii) off-campus, if in connection with a campus sponsored program or activity; or (iii) off-campus, including at internship/externship/practicum sites, 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.
- **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 Houston and its branch campuses is not a court of law and does not engage in victim-blaming or rush to judgment. Therefore, without judgment, anyone who reports that s/he has experienced sexual misconduct is referred to as a “Complainant” and anyone who reportedly has engaged in sexual misconduct is referred to 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.

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 individual 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

The Title IX Coordinator for institution is Nicole Schell (nschell@aia.edu), Director, Office of Student Resolution. The Title IX Coordinator is responsible for, among other duties, coordinating institutional or campus efforts to comply with and carry out the institution’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 institution has other individuals who serve as Investigators to help oversee investigations and determination proceedings under this policy.

II. Reporting & Confidentiality

The Art Institute of Houston and its branch campuses encourages victims of sexual misconduct and relationship violence to talk to somebody about what happened so they can get necessary support and so the respective campus can respond expeditiously and appropriately.

Different employees across the institution have different responsibilities and abilities for maintaining confidentiality as follows:

- **CONFIDENTIAL REPORTING:** The Title IX Coordinator and designated Investigator are required to maintain near complete confidentiality. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident. A victim can seek assistance and support from these individuals without triggering an investigation.
- **NON-CONFIDENTIAL REPORTING.** 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 institution and generally obligates the respective campus to investigate the incident and take appropriate steps to address the situation. The following employees (or categories of employees) are examples of responsible employees: Title IX Coordinator, Title IX Investigator, President or Campus Leader, student life staff, academic leadership, student mentors, security team (including contract security personnel), all full-time and adjunct faculty, and human resources staff.

The institution will seek to protect the privacy and confidentiality of the individual(s) 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 institution’s responsibility to provide a safe and nondiscriminatory environment to all members of its community and across all campuses.

The institution and/or respective campus 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 institution 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. Thus, 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 it is strongly encouraged for Complainants to report to local law enforcement, such a report is not a prerequisite to an institutional or campus review or investigation of any complaint covered by this policy. The institution will honor a Complainant's request not to report the matter to local law enforcement UNLESS there is reasonable basis to believe that the safety and security of the campus community is at risk. In this event, the respective campus will endeavor to notify a Complainant or Respondent of the institution's intent to report the matter to law enforcement in advance of any such report.

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

III. Response Procedure

Students are encouraged to report any incident of sexual misconduct or relationship violence to the Title IX Coordinator, Regional Dean of Student Life, Vice President of Student Life, or President or Campus Leader. If a report is made verbally, the institution will request a written statement by the student, however an investigation will still commence in the absence of a written statement.

Upon receipt of a report, the respective campus receiving the complaint will generally proceed as described below. . A student will not be subject to unfair or adverse actions as a result of initiation or participation in a complaint proceeding and will not be subjected to adverse actions by any institutional officials as a result of initiating or participating in an investigation of a complaint.

A. Investigation Commencement

The campus 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 campus is put on notice of possible sexual misconduct or relationship violence, the Complainant will be offered appropriate confidential support, accommodations, and other resources and will be notified of applicable policies and procedures. Accommodations may include the ability to change work schedules, alter academic schedules, withdraw from/retake a class without penalty, and 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 services staff will take appropriate interim measures. The campus will take steps to prevent the recurrence of harassment and to correct any discriminatory effects on the Complainant and others, if appropriate. These measures may include, but are not limited to, the imposition of a no-contact order, and/or employment, transportation, residence, and academic modifications, and/or transfer or removal from an internship/externship/practicum site. Student life staff may limit a

student or organization's access to certain campus facilities or activities pending resolution of the matter. The campus may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the campus 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 campus will proceed as described in Section III (E).

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

If a confidential investigation is requested and agreed to, the campus 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 campus will consider the interests of the Complainant, the campus community, law enforcement, and/or other appropriate interests under the circumstances. The campus, 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.

In the event that a campus-wide alert related to the incident is deemed necessary, the campus shall generally attempt to notify the Complainant of the alert and its content before the alert is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the alert may be sent without his/her review.

E. Investigation Procedure

Investigators do not function as advocates for either Complainants or Respondents. Investigators may, 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 Regional Dean of Student Life for the campus (or any other individual appointed by the Title IX Coordinator), if the Respondent is a student or third party. If the Respondent is a faculty or staff member, Office of Human Resources 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 may have another individual present during their own

respective interviews. If the Complainant or Respondent elects, they may have an attorney (at the party's own expense) present 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. In all cases, the 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.

2. For cases where the Respondent is a faculty or staff member.

The Investigator will present all evidence to the Human Resources Manager – Employee Experience who will be appropriately trained regarding handling and adjudicating sexual misconduct and relationship violence cases. The Human Resources Manager-Employee Experience 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.

3. For cases where the Respondent is a third party.

The Investigator will present all evidence to the Title IX Coordinator. In all cases, the 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.

If the Title IX Coordinator determines that the policy has been violated by a third party at an associated off-campus location, such as an internship or practicum site, the Title IX Coordinator will review the terms of any contract or affiliation agreement and determine what appropriate action should be taken pursuant to the written agreement.

G. Standard of Proof

In all cases under the sexual misconduct policy, the Title IX Coordinator (or designee) will determine if a violation of policy has occurred by the preponderance 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 is found, the Title IX Coordinator or Human Resources Manager – Employee Experience 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), and termination of any relationship/contract/Affiliation Agreement (in the case of a third party).

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 President or Campus Leader within 15 business days of notification of the outcome. An appeal may be made based only on one or more of the following reasons:

1. **New Evidence:** New and significant evidence appeared that could not have been discovered by a properly diligent Respondent 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 President or Campus Leader 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 President or Campus Leader or designated representative, will notify the non-appealing party of the request for an appeal. Within five business 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 President or Campus Leader will endeavor to make a determination of the appeal within 15 business days of receipt. The President or Campus Leader's decision will be 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 Campus Leader or Campus Leader if related to non-academic issues or to the Provost or the Academic Affairs Office for academic issues. The written account should indicate your name, phone number, and ID# and discuss the steps you have taken to remedy the situation.

The appropriate staff member or department will be notified of the complaint. A follow-up meeting with you and the appropriate administrator 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 Campus Leader'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:

Texas Higher Education Coordinating Board
Box 12788
1200 East Anderson Lane
Austin, TX 78752

The Texas Higher Education Coordinating Board's rules governing student complaints (Title 19 of the Texas Administrative Code, Sections 1.110-1.120) can be reviewed at: [https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=T&app=9&p_dir=P&p_rloc=164570&p_tloc=&p_ploc=1&pg=7&p_tac=&ti=19&pt=1&ch=1&rl=116](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=T&app=9&p_dir=P&p_rloc=164570&p_tloc=&p_ploc=1&pg=7&p_tac=&ti=19&pt=1&ch=1&rl=116)

A description of the Texas Higher Education Coordinating Board's complaint procedure and online forms can be found at: <http://www.thecb.state.tx.us/links/student-complaints/>.

or you may contact :

President, Southern Association of Colleges and Schools Commission on Colleges
1866 Southern Lane,
Decatur, Georgia, 30033-4097

Drug and Alcohol Policies

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

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

For more information please refer to the Drug and Alcohol Prevention Program and the Drug-Free Workplace and Campus Program <https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Drug-Alcohol-Policy/drug-alcohol-policy-san-antonio.pdf>.

Hard copies of the policy are available on campus.

Student Conduct Policy

Section I – Guiding Principles

The Art Institute of Houston and its branch campuses 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 institution’s community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the institution provides guidance to students regarding those standards of student conduct and behavior considered 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 institution.

Section III - Reach

The Student Conduct Policy shall apply to student conduct that occurs on campus premises including online platforms, at campus-sponsored activities, or at student organization sponsored events. At the discretion of the Chief Conduct Officer (Regional Dean of Student Life, Academic Affairs Office or a delegate as appointed by the President or Campus Leader), the policy also shall apply to off-campus student conduct when the conduct, as alleged, adversely affects a substantial institutional or campus interest and potentially violates an institutional or campus policy.

Section IV - Responsibilities of Dual Membership

Students are both members of the campus 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 campus and to other individuals who make up the community. By enforcing the Student Conduct Policy, the campus neither substitutes for nor interferes with other civil or criminal legal processes. When a student is charged in both jurisdictions, the campus 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. Other conduct not specifically included on this list maybe sanctioned.

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

Misuse or Abuse of Campus Assigned Email Address or Log-in Information

- Sharing a username or password for any campus assigned system with any student or non-student individual
- Logging-in to a campus assigned system with the intention to display classroom environment to other student or non-student individuals
- Allowing an individual access to post information in the on line environment on your behalf or with the intention of impersonation.
- Sharing or giving access to the student portal to other students or non-student individuals (unless designated for training purposes at the direction of a campus official)

Illegal or Unauthorized Possession or Use of Weapons

- Possession or use of firearms, explosives, fireworks, ammunition, dangerous chemicals (including mace) or other weapons, likenesses of weapons, on campus property, or at campus 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 campus 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 campus property or the property of other students or institutional 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 campus property, campus 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 campus (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic or other activities). Engaging in behavior that substantially or repeatedly interrupts either the faculty'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.

- Written or verbal acts or uses of technology, which have the effect of disrupting the online classroom learning environment.
- Use of cell phones and pagers during scheduled classroom times. Disorderly, lewd, indecent, or obscene conduct
- Disruptive attire, including but 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 campus officials.
- Breach of peace on institutional property or at any campus-sponsored or supervised program.
- Any on campus, online, or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the campus 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 institutional property or at any function sponsored or supervised by the campus.
- Being under the influence of illegal or controlled substances on institutional property or at any campus function.
- Use, sale, possession, or distribution of alcoholic beverages on college property or at any function sponsored or supervised by the campus.
- Being under the influence of alcohol on institutional property or at any campus function is also prohibited.

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

- Harassment by any means of any individual, including coercion and personal abuse, including, 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 institution.

Falsification

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

Abuse of the Campus Disciplinary Hearing process including but not limited to:

- Failure to obey the summons of a disciplinary body or campus official.
- Falsification, distortion, or misrepresentation of information before a disciplinary body or campus 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 Campus Facilities

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

Violation of Federal or State Laws

- Violation of federal, state, or local laws and rules and regulations on campus property or at campus-sanctioned or campus-sponsored functions.
- Students must disclose any criminal conviction received while a student to the Regional Dean of Student Life within five days of the conviction who will determine whether, due to the nature of the crime, the conviction constitutes a violation of the Student Conduct Policy.

Insubordination

- Persistent or gross acts of willful disobedience or defiance toward campus personnel.
- Failure to comply with direction of campus 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 campus property or at a campus-sponsored or supervised functions, upon request of any campus official acting in the performance of his/her duties.

Violations of Institutional or Campus Rules

- Violations by guest of a student on campus property. Students are responsible for the actions of their guests.
- Violation of campus 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 campus buildings or areas unless designated as a smoking area.
- Any violation of institutional 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 campus official

- Use of computing facilities to send obscene or abusive messages
- Use of computing facilities to interfere with normal operation of the campus computing system
- Failure to satisfy institutional financial obligations.

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

Section VI - Sanctions

The institution and/or respective campus 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 institution and/or respective campus 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 institution's standards and expectations.
2. Probation: Probation is used for repeated violations or a specific violation of a serious nature as a first course of action. The Chief Conduct Officer or his/her delegate defines the terms of probation.
3. Discretionary Sanctions: The student may be required to complete an educational service, attend classes specific to the violation, provide a doctor's release, or have restricted privileges.
4. 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, use campus facilities, participate in or attend campus activities, or be employed by the institution or campus during his/her suspension.
5. Expulsion: The student will be expelled from the institution immediately. The student will not be permitted to continue his or her studies at the campus and may not return to the campus or participate in activities at any time or for any reason. A separate notation is necessary if the student is not allowed to apply to any other Art Institute in the system.
6. Restitution: Compensation for loss or damage to property leased, owned, or controlled by the institution or campus. 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 campus community may file a complaint against any student for misconduct or for otherwise being in violation of institutional or campus 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(es) 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 campus 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 campus 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 campus staff that a risk to the health, safety, or welfare of students, and/or the campus 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 campus, backpacks, portfolios, and clothing. This policy also applies to student, 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.
3. If a student fails to appear for the meeting, the Chief Conduct Officer or his/her delegate may make a determination of violations of institutional policy 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 Administrative Interim Suspension until the Disciplinary Panel is convened as detailed within the section entitled Administrative Interim Suspension.
3. 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.
4. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
5. The student may be accompanied by one person (family member, friend, etc.) to provide support, however any such person will not be permitted to provide testimony during the hearing. The Disciplinary Panel may prohibit from attending or remove any person who disrupts the proceedings of the committee.
6. In hearings involving more than one student, the Hearing Officer, at his or her discretion, may permit the hearing concerning each student to be conducted separately.
7. The Disciplinary Panel may hear from any person who may have relevant information. The Disciplinary Panel may review any documents presented to them. Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion. The Disciplinary Panel may ask questions and may seek information not provided to it.
8. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Disciplinary Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.
9. After the hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the Disciplinary Panel's conclusions, any sanctions, and the student's right of appeal.
10. In general, the accused will have access to the documentation reviewed by the Disciplinary 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 institutional Executive Committee, staff, faculty, or student body. When students are permitted on the Disciplinary Panel, the accused student should sign a form granting permission to release his/her educational records to a student serving on the Disciplinary Panel. Failure to sign the permission constitutes an agreement to having no student on the Disciplinary Panel.

Administrative Interim Suspension

Students may be administratively suspended on an Interim basis when:

1. Serious allegations, which may threaten campus safety or wellbeing, are being investigated;
2. Serious allegations, which may threaten campus safety or wellbeing, are pending before a disciplinary panel;

3. When a student potentially poses a threat of harm to him/her self, others, campus property, or a member of the campus community.

During the Interim Suspension, students are denied access to the campus (including classes, labs, library) and/or all other campus 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 unless circumstances warrant an extension of the Interim Suspension. Best efforts will be utilized to minimize the length of any Interim Suspension.

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 there are extenuating circumstances or believe themselves to have been treated in an arbitrary or biased fashion or without adherence to the institutional policy 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 the campus may not be on campus property.
- The student must write a letter of appeal in the student's own words, addressed to the President or Campus Leader 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 institutional policy and procedures, and provide any supporting documentation. The letter must be delivered to the President or Campus Leader his/her delegate within seven calendar days following the student's receipt of the decision.
- The student should provide documentation to support the basis of the appeal.
- The President or Campus Leader his/her delegate may appoint an ad hoc Appeal Committee to review appeals and make a recommendation regarding disposition of the appeal within thirty calendar days of the date of receipt of the appeal. This Appeal Committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President or Campus Leader and/or the Appeal 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 will be 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 Appeal Committee in person. The student may be accompanied by one person (family member,

friend, etc.) as an observer; however, any such person will not be permitted to provide testimony during the hearing. The Appeal Committee may prohibit from attending or remove any person who disrupts the proceedings of the Committee.

- The Appeal Committee hearing 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 Appeal Committee will report to the President or Campus Leader his/her delegate with its recommendation following its review of the appeal. The President or Campus Leader his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. This decision will be final.

Procedures Following Suicide Threats and Attempts

The Institution is committed to the well-being and safety of its campus communities. The Institution expects and encourages students to maintain a reasonable concern for their own self-welfare and in turn, the welfare of the campus community. In the event that the Regional Dean of Student Life has reasonable cause to believe that a student attempted, will attempt, or has engaged in efforts to prepare to commit suicide, the Regional Dean of Student Life may require the student to suspend their studies at the campus 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. Students with psychological impairments that affect the student's ability to function in the campus community (academically, socially or otherwise) may opt for a medical withdrawal or a medical leave of absence. The Regional Dean of Student Life, at his/her discretion, may set restrictions and/or conditions for the student to return to campus including receiving outside counseling and signing a safety contract.

The Institution 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 Regional Dean of Student Life 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 campus premises and/or at campus 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 campus or to the campus's vendors and contractors (where

approved by the campus) may carry weapons. Firearms are not permitted in any vehicle while the vehicle is parked on campus property, whether said property is owned or leased by the Institution or provided to the campus 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 the Regional Dean of Student Life or their designee, the President or campus security. Violation of this policy is considered a serious offense that endangers the safety of anyone on the institution premises. Any person violating this policy may be required to leave the institution premises. Students violating this policy are subject to suspension or dismissal from school.

Bullying, Cyberbullying, and Hazing Policy

Bullying, cyberbullying, and hazing of students or student groups is strictly prohibited. Bullying is defined as acts of unwanted, repetitive, and /or aggressive behaviors that intimidate, intentionally harm, attack, or control another person physically, emotionally, or socially. Cyberbullying is defined as instances of bullying that take place using electronic technology, which may include devices and equipment, such as cell phones, computers, and tablets, as well as communication tools, including social media sites, text messages, chat, and websites. 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.

Individuals and/or student clubs that force, require, and/or endorse violations of this policy will be held directly responsible according to the student code of conduct and, if appropriate, through local authorities, which may pursue criminal action. Students who wish to make a complaint under this policy should follow the student complaint process. 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 institutional 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.

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 Institute may disclose to third parties without receiving prior written consent from the student.

I. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to the Registrar. 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 Art Institute of Houston **and its branch campuses** 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 Houston 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 Art Institute of Houston and its branch campuses 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 nonforcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).
12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.
13. Directory information (see Section IV below).
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 The Art Institute of Houston nor its branch campuses 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 Art Institute of Houston officials with legitimate educational interests and disclosures of directory information (or other exceptions described in the applicable regulations), The Art Institute of Houston and its branch campuses will maintain a record indicating the parties who have requested or obtained personally identifiable information from a student's education records and the legitimate interests those parties had in requesting or obtaining the information. This record may be inspected by the student.

IV. Directory Information

The Art Institute of Houston 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 Art Institute of Houston and its branch campuses 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.

Office of the Registrar
The Art Institute of Houston
4140 Southwest Freeway
Houston, TX 77027

Office of the Registrar
The Art Institute of Austin
101 W. Louis Henna Boulevard, Suite 100
Austin, TX 78728

Office of the Registrar
The Art Institute of San Antonio
10000 IH-10 W, Suite 200
San Antonio, TX 78230

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

VI. Student Right to File Complaint

A student has the right to file a complaint with the United States Department of Education concerning alleged failures by The Art Institute of Houston 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 Avenue, S.W.
Washington, DC 20202-4605