



The Art Institute of San Antonio®

A branch of The Art Institute of Houston

STUDENT HANDBOOK 2017 | 2018

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www.artinstitutes.edu/san-antonio

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

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

Student Handbook Notice Regarding Policies

The Art Institute of San Antonio ("the College") reserves the right to change the policies contained within this Student Handbook from time to time. Notice is not required for a new policy to take effect; however, the College will make reasonable attempts to notify students promptly of any policy changes through Website or email postings, mail distributions or other methods deemed appropriate by school administration.

Letter from the President

Dear Students,

Welcome to The Art Institute of San Antonio, a branch of The Art Institute of Houston. The Art Institute of Houston and its branch campuses make up one of the largest providers of culinary, design and media arts education in United States. I welcome you to our community, invite your questions, and hope you recognize the opportunity that waits at The Art Institute of San Antonio.

At The Art Institute of San Antonio, you will find degree programs developed based on marketable skills in emerging career fields in the creative and applied arts. Whether it is in the development of a professional portfolio or the opportunity to work in our student-run restaurant, real-world, relevant experience abounds. For alumni of an Art Institutes school, the degrees they have earned have been instrumental as resume builders, but it is the underlying skills they develop in our programs that are the bridge between their academic background and shaping a rewarding career.

You may be in the exploratory phase of your college search, and asking "How do I find the right school for me?" I invite you to contact our staff, and we will be more than happy to assist in determining whether The Art Institute of San Antonio is right for you. In selecting a college, research the market, ask questions, focus on a program where you can develop skills, and above all, aim at doing something that you love.

Sincerely,

Dr. Brenden Mesch
President

CAMPUS INFORMATION

Accreditation and Licensing

Accreditation

The Art Institute of San Antonio is a branch of The Art Institute of Houston. The Art Institute of Houston is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. 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 San Antonio, a branch of The Art Institute of Houston, holds a Certificate of Authorization acknowledging exemption from Texas Higher Education Coordinating Board regulations.

Programmatic

The Interior Design program leading to a Bachelor of Fine Arts degree is accredited by the Council of Interior Design Accreditation, www.accredit-id.org, 206 Grandville Ave., Ste. 350, Grand Rapids, MI 49503.

Campus Facilities

Locations

The Art Institute of San Antonio

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10000 IH-10 West, Suite 200, San Antonio, TX 78230
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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 beginning 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.

Campus Organization

Classrooms

Classrooms are lecture rooms, computer labs, and kitchen labs. Classes can meet during daytime and evening hours, Monday through Saturday.

Offices

The administrative and faculty offices accommodate faculty and academic administrators, school administrators, Student Services, admissions, and student finance personnel.

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.

Hoverboards are not permitted on campus.

Campus Websites

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

The College's Student Portal

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

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

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

The College's Student Email Accounts

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

Animals On Campus

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

Appropriate Attire

Appropriate student attire is extremely important in helping to maintain a campus climate which fosters academic excellence. Not all clothing is suitable for school. School attire should be comfortable and not disruptive or distracting to the learning environment. Any attire deemed as inappropriate and/or disruptive will result in a meeting with the Director of Student Services. 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

Each student is provided a student ID card during New Student Orientation. Students must have their ID cards with them at all times while on campus. Students, faculty, and staff must wear their ID cards at all times. ID cards must be presented for checking out books and resource materials, for checking out equipment, for after-hours and weekend entrance to the building, and for transactions in Accounting. Students should not lend their ID card to anyone else for any reason as they will be responsible for its use (to include loss or damage to books, equipment, and fines). Lost or stolen cards should be reported to the Media Resource Center (MRC) immediately for record and replacement. A \$5.00 fee will be assessed for each replacement ID card. (The first card is provided at no charge.) San Antonio 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 entry into a student housing facility, if you are a resident;
- For participation in student activities and social events;
- For student discounts offered by some retailers, theaters, and restaurants.

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

Portable Communication Devices

The College is committed to providing an atmosphere that enables the highest quality of student learning. In order to ensure the maintenance of such an environment, the College prohibits the use of portable telecommunications devices (cellular telephones, pagers, mp3 players, radios, etc.) in classrooms during class meetings and outside of the classroom at campus events (i.e. Pizza with President, town meetings, etc.) and other activities as designated by the Director of Student Services. Requests for exceptions to this process must be submitted 7 days in advance to the Director of Student Services. 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 College provides bulletin boards for your use in several areas. Students may place posters and flyers that are in good taste and meet college guidelines on these bulletin boards with approval from the Office of Student Services. 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 Services.

Smoking Policy

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

Student Messages

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

Visitors On Campus

Unattended children are not permitted anywhere in any College 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 College 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. 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 College library (located on the 2nd 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 College's Library publishes information regarding their circulation periods, policies and procedures. This information includes a listing of fines imposed for violations of circulation policies. Library policies are enforced by Library staff members. The Library regularly collects data on circulation and patron activity, to ensure that current processes support and enable the Library to meet student and faculty needs. Students should contact or visit the Library for more information.

The Library strives to meet student need 24/7 through the availability of the Online Library. Available on and off campus through the student portal, the Online Library includes both general academic research collections and specialty databases that directly support Art Institute programs, totaling hundreds of thousands of full-text electronic books, millions of images, electronic journals, music and sound effect clips, streaming videos, and software tutorials. Many of these include licensing that allows usage in student assignments and projects. Most digital and physical library resources are discoverable through the library catalog and the Discover It search tool on the Online Library.

Computer Labs

At the College, computer labs are normally open to all students on a first-come, first-use basis. At the start of each quarter, the Director of Student Services 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 College is committed to ensuring a working and learning environment in which members of the College's communities* have access to the technological tools needed to successfully achieve their academic and administrative objectives. All members of the College's communities are responsible for the integrity of those resources. The College's resources are to be used in a manner consistent with the academic and administrative functions of the College, including

use for study, instruction, research, the discharge of the College's business or other College sanctioned activities. Federal, state and local laws govern the use of these resources as well as College guidelines, policies and procedures published in this document, and elsewhere. Any use of the College's resources that is inconsistent with the intended purposes of applicable laws and school policies will be considered inappropriate use and may result in suspension or termination of access, expulsion, termination of employment or other disciplinary action.

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

Who May Use Computer Labs

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

Alumni: The College supports all alumni of The Art Institutes system of schools in their effort to improve and update their portfolios and résumés. Alumni are considered guests at the campus and must adhere to the policies established in the *Student Handbook*. Alumni should seek permission from The College Director of Student Services 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: The College's faculty and staff have access to computer labs and equipment, although students generally have priority over usage. Students should not be surprised to see instructors and/or staff in classrooms and/or lab facilities.

Computer Lab Rules

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

1. Absolutely no food or drinks will be allowed in any of the computer labs at any time.
2. Loud or unruly behavior that disrupts other students in the lab will not be tolerated.
3. Students, faculty and staff may not install software of any kind onto any campus computer.
4. Students, faculty and staff may not remove any computer device from an existing computer system and/or install any computer-related device to any campus computer.
5. Attempting to copy software from any of the campus computers is an illegal act that violates federal copyright laws and could result in legal repercussions as well as loss of lab privileges and/or expulsion from the Institute.
6. Do not attempt to bypass the security arrangements in any computer lab.
7. Labs will not be kept open past posted closing times. Printers and scanners will be turned off 10 minutes prior to lab closing.
8. 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 schools are not responsible for the loss, theft, or any damage that may occur to personal storage devices. If loss or theft does occur, see the Director of Student Services and fill out an Incident Report.
10. Respect the privacy of others by refraining from seeking information on, obtaining copies of, or modifying files, media or passwords belonging to others.

11. Respect the rights of others by complying with all campus policies regarding harassment, hazing and/or discrimination. Do not engage in any behavior that violates any campus policy or that would interfere with the proper use of campus resources by others.
12. Respect the legal protection provided by copyright and licensing program, data and other sources of information by refraining from distributing or making copies of software without the permission of the copyright holder. Do not install illegally obtained software or any other unauthorized software on computers or networks.
13. Respect the intended usage of systems for electronic information exchange including the Internet. The user bears the responsibility for any material he or she chooses to access, send or display. Internet access provided by the College may not be used in any way that contravenes campus policies, federal, state, or local laws or statutes.
14. Respect the integrity of computer systems and networks by refraining from use of any programs, transactions, data or processes that infiltrate a system or damage or alter the software, data components or configurations of systems or networks.
15. Respect the need for system and network security by refraining from any actions to infiltrate or bypass security arrangements or gain unauthorized access to facilities, resources, systems or networks.
16. Use the computer and communications resources in a manner consistent with the ethical principles set forth by the College and with accepted community standards.

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

Policy on Open Computers in the Classroom

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

Textbooks and Supplies

Students will be required to purchase program supplies throughout their program of study. While students are free to purchase these materials from other vendors, the College has basic supplies 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 Academic Directors.

Digital Bookshelf and Digital Textbooks

The school is enhancing the learning experience by converting traditional textbooks to electronic media. A majority of courses will have a Digital Textbook associated with the course. Courses that include a Digital Textbook will be noted in the registration material. Students enrolling in a course that includes a Digital Textbook will incur an additional Digital Textbook charge, in addition to the course tuition. Students that opt out of using digital textbooks for that course will not incur the additional Digital Textbook charge. Students that do not opt out will not need to purchase textbooks for courses using a Digital Textbook. Students that do opt out will be responsible for purchasing the required Digital Textbook. The Digital Textbook Charge allows student access to the dDigital t Textbook through VitalSource Digital Bookshelf.

If a student was charged for a Digital Textbook in a previous course and the student is required to use the same Digital Textbook for another course, the student will not incur the Digital Textbook charge again since students have access to the Digital Textbook for up to ten years. On average the price of the Digital Textbook charge is less than the retail price of the textbook(s) for each course, with the added benefits of no shipping charges, immediate access to the materials, and interactive features that accompany the Digital Bookshelf.

Notice of the College's Policies to Comply With the Higher Education Opportunity Act of 2008

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

Fair use under the federal Copyright Act allows the use without permission of copyrighted material for the purpose of criticism, comment, news reporting or teaching under certain limited circumstances. There is no blanket exception from liability for students or employees of educational institutions, however, and whether the use of copyrighted material without permission falls within "fair use" or one of the other exceptions in the Act depends on a very detailed, case-by-case analysis of various factors. Students should be aware that sharing music, videos, software and other copyrighted materials is very likely not to be considered a "fair use" and therefore may be a violation of the law.

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

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

STUDENT SERVICES AND RESOURCES

GENERAL INFORMATION

The mission of the Student Services 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, housing, student employment and Career Services. 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 Services Department has established the following objectives:

1. Provide college-sponsored housing that is convenient and suitable to the students' needs and conducive to their educational goals.
2. Provide student support services.
3. Provide resources and assist international students with their transition into this country.
4. Provide Student Engagement and networking activities to complement your academic experience
5. Serve as the point of contact for military and veteran students.

Career Services

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

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

Alumni Services

The Student Services Department offers a variety of online services and resources to Art Institute graduates. The self-directed alumni website (www.alumni.artinstitutes.edu) is available to graduates and to students in their last quarter.

The website exists to support the creative endeavors of our graduates and to provide a forum for networking with fellow classmates. Art Institutes graduates can connect from anywhere around the world. Alumni can share their challenges and victories, access services to elevate their career, showcase artwork, and demonstrate their impact in their personal and professional communities. Information about career services, campus events, Art Institute news is also available.

The website is exclusive to Art Institute graduates and there are no costs, fees or dues to access these services. The Art Institutes values our talented alumni community and we strive to build and maintain the alumni relationship through e-communications, virtual events, and campus activities. Alumni are invited to share their personal and professional updates with The Art Institutes community!

For more information, visit www.alumni.artinstitutes.edu or email AIAlumniSupport@aii.edu

Academic Resources

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, Digital Filmmaking & Video Production, Digital Photography, Fashion Marketing, Fashion Design, Game Art & Design, Graphic Design, Interior Design, Media Arts & Animation, Visual & Game Programming, 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, and exhibit their portfolio in an Art Institute of San Antonio Graduate Portfolio Show.

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 College 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

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

Schedule Adjustment Period

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

Student Services

Student Employment Services

Career Services will assist in-school students in seeking part-time jobs and Internships. After the student registers with the Career Services Department, they will have access to leads for part-time employment. The student is expected to follow up on all leads accepted and report progress to the Advisor. Job Fairs are held each quarter to bring employers who are looking to hire students onto campus.

International Student Advising

The Art Institute of San Antonio is proud to host students from around the world who have chosen to study here. If you are from another country, you are likely to have concerns about making a successful transition into a new culture. Many of your questions can be answered by the Student Services Department, which is available to help ensure a successful experience at The Art Institute of San Antonio by assisting with immigration procedures, housing, medical insurance, and campus resources.

International students will find opportunities to take part in social activities with other international students and American students as well. International students will find many opportunities to learn about American culture and American students have much to gain by getting to know international students and the cultures they bring with them.

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 college. 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 Student Services Office or check the list posted on the student portal under Student Services.

Student Surveys

Students' feedback and suggestions are always welcomed!

Occasionally we host Town Hall Meetings with the President. This is a great opportunity for students to hear updates regarding the school from the President and other college administrators. This program offers students the chance to ask questions or provide feedback directly to the President and college staff. 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. During the fall and spring quarter each year, School-Sponsored Housing administers a housing survey to assess students' housing experience. The feedback we receive from this tool helps the school to identify goals and action plans to improve the housing and educational experience for students living in School-Sponsored Housing.

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 20 instructional strategies and teaching methods.

Counseling/Health Resources - *Student Assistance Program*

The Student Assistance Program, or Talk One-2-One, is a service available at no additional charge to students, which provides confidential counseling via telephone 24 hours per day, 7 days a week; the program counselor may refer a student for limited visits with an area network mental health provider or assist the student with locating resources within the community. This program can assist with issues such as budget and debt assistance, new parent transition, relationships, depression, anxiety, substance abuse and any other relevant concerns. For more information, please contact the Student Services Office. Additional services available to students include:

- Special events/workshops on health or wellness related areas;
- Information on human services in the local area;
- Assistance with study habits, time management, stress management, communication, problem solving, transition to college, and many other college success topics;
- Coordination of disability services for students that qualify in compliance with the Americans with Disabilities Act; and
- Referral to short-term counseling provided by the Student Assistance Program for students in need of emotional support or guidance.

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

The Student Accident and Sickness Insurance Program

The College does not offer health care services to students. However, the College is pleased to make an insurance indemnity plan covering accident and illness available to students and their dependents. ALL students are urged to carry a primary private insurance policy that covers comprehensive healthcare. Information regarding the benefits and costs of the College's Healthy Student Choices Marketplace are available on the Student Portal or <http://healthystudents.connectedhealth.com>.

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

Disability Services

The Art Institutes provide accommodations to qualified students with disabilities. The Office of Disability Support Services assists 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 at 1-855-855-0567 or via email at TheCenterDSS@dcedh.org of their specific limitations and, if known, their specific requested accommodations. Students will be asked to supply medical documentation of the need for accommodation. Classroom accommodations are not retroactive, but are effective only upon the student sharing approved accommodations with the instructor. Therefore, students are encouraged to request accommodations as early as feasible with The 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 Office of Student Conduct and Resolution at studentresolution@dcedh.org. 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 College provides Student Accounting Services to administer student billing, payment processing, drop calculations, and the maintenance of student financial records.

Student Financial Services

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

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

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

HEALTH/SAFETY POLICIES AND PROCEDURES

Campus Security Report, Emergency Procedures, and Crime Statistics

School Closing Announcements

The Art Institute of San Antonio 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 210-338-7408. Students, staff and faculty will also be notified through the My Campus Alert emergency notification system.

Campus Security

The College 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 Student Services office during regular business hours. Copies of the Crime Report are available on the College website at <https://content.dcedh.org/assets/pdf/AI/Student-Consumer-Information/Crime-Reports/crime-report-san-antonio.pdf>.

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

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

Criminal Disclosure Policy

The College is committed to maintaining a safe environment for all members of its academic communities. As part of this commitment, the College 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 upon return to campus. 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 in Student Services) 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 College 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 College provides reasonable accommodations to qualified individuals with disabilities. The College will not retaliate against persons bringing forward allegations of harassment or discrimination. Director of Student Services, 10000 IH-10 West, Suite 200, San Antonio, TX 78230, **210.338.7408** has been designated to handle inquiries and coordinate the institution's compliance efforts regarding the Non-Discrimination policy.

Model 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 College 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 College 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 College uses for its official records. Upon a written request from a student or employee, the College 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 College 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 College 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 College 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 College encourages students and employees to use restrooms and locker facilities that correspond with their gender identity. Employees and students are not requested to provide medical or legal documentation of their gender identity in order to access gender-appropriate facilities. The College 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 College 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.

Residence Life and College-Sponsored Housing

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

No Harassment Policy

The College 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 with Director of Student Services, 10000 IH-10 West, Suite 200, San Antonio, TX 78230, **210.338.7408** or with Director of Academic Affairs, 10000 IH-10 West, Suite 200, San Antonio, TX 78230, **210.338.7328**. Online students should file complaints with studentcomplaints@aii.edu. The complaint should be presented in writing and it should describe the alleged incident(s) and any corrective action sought. The complaint should be signed by the complainant.
2. The College will investigate the allegations. Both the accuser and the accused are entitled to have others present during a disciplinary proceeding. Both will be informed of the outcome of any campus disciplinary proceeding. For this purpose, the outcome of a disciplinary proceeding means only 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 President's Office of the College. The written appeal must be made within 20 calendar days of receipt of the determination letter. The President, or his or her designee, will render a written decision on the appeal within 30 calendar days from receipt of the appeal. The President's decision shall be final.
5. The College will not retaliate against persons bringing forward allegations of harassment or discrimination.
6. Matters involving general student complaints will be addressed according to the Student Complaint Procedures, a copy of which can be found in the Student Handbook or Academic Catalog.
7. For more information about your rights under the federal laws prohibiting discrimination, please contact the [Office for Civil Rights at the U.S. Department of Education](#).

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

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

This Policy provides information regarding how an individual – whether a student, faculty member, or staff member – can make a report of Sexual Misconduct or Relationship Violence impacting a student and how the College will proceed once it is made aware of any such report.

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

I. Preliminary Issues & Important Definitions

This Policy prohibits “Sexual Misconduct” and “Relationship Violence,” broad categories encompassing the conduct defined below. Sexual Misconduct and Relationship Violence can be committed by anyone, including third parties, and can occur between people of the same sex or different sexes and regardless of one’s biological sex or transgendered sex. This policy applies to Sexual Misconduct and Relationship Violence that is committed against a student when that Sexual Misconduct or Relationship Violence occurs: (i) on campus; (ii) off-campus if in connection with a School-sponsored program or activity or in student housing; or (iii) off-campus, 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 College is not a court of law. We also do not engage in victim-blaming or rushes to judgment. Therefore, without judgment, we refer to anyone who reports that s/he has experienced Sexual Misconduct as a "Complainant" and to anyone who reportedly has engaged in Sexual Misconduct as a "Respondent."

D. Defining Consent

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

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

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

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

E. Title IX Coordinator & Deputy Coordinators

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

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

II. Reporting & Confidentiality

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

Different employees on campus have different abilities to maintain confidentiality:

- **CONFIDENTIAL REPORTING:** Some individuals are required to maintain near complete confidentiality. These include professional counselors such as those provided by Talk One2One counselling services. These individuals can provide resources and generally talk to a victim without revealing any personally identifying information about an incident to the School. A victim can seek assistance and support from these individuals without triggering a School investigation.
- **NON-CONFIDENTIAL REPORTING.** Other than professional counsellors defined above, most other employees and contractors are required to report all the details of an incident to the Title IX coordinator. A report to these employees (called "responsible employees") constitutes a report to the School and generally obligates the School to investigate the incident and take appropriate steps to address the situation. The following campus employees (or categories of employees) are examples of responsible employees: the Title IX Coordinator, all Deputy Title IX Coordinators, President, Director of Student Services, other Student Services staff, Housing staff, Academic Advisors, the Security Team (including contract security personnel), all full-time and adjunct Faculty, Human Resources, and Employee Relations.

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

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

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

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

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

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

III. Response Procedure

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

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

A. Investigation Commencement

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

B. Initial Response

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

C. Interim Intervention

Pending a final determination, the Title IX Coordinator and/or Student Services staff will take appropriate interim measures. The University will take steps to prevent the recurrence of harassment and to correct its 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 Services staff may limit a student or organization's access to certain School facilities or activities pending resolution of the matter. The School may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the School determines, in its sole discretion, that it is necessary in order to protect the safety and well-being of members of the campus community.

D. Decision to Proceed to Investigation

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

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

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

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

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 it is circulated. If the campus is unable to contact the Complainant in a timely fashion, or otherwise deems it necessary, the message may be sent without his/her review.

E. Investigation Procedure

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

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

The Investigation will generally be conducted by the Director of Student Services 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, Employee Relations will also participate in the investigation.

The investigator will separately interview both Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

F. Determinations

1. For cases where the Respondent is a student.

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

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

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

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

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

3. For cases where the Respondent is a Third Party

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

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

If the Title IX Coordinator determines that this 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) or the Ethics Committee will determine if a violation of policy has occurred by the preponderance of evidence standard. Thus, they will determine whether it is more likely than not that a violation has occurred.

H. Potential Sanctions

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

If the Respondent is a third party, the notice of outcome will include a finding of fact and a justification for the decision based on appropriate legal standards.

J. Appeals

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

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

The appeal shall consist of a written statement requesting review of the conduct decision or sanction and explaining in detail the basis for the appeal. The Campus President, or designated representative, will notify the non-appealing party of the request for an appeal. Within five 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 Campus President will endeavor to make a determination of the appeal within 15 business days of receipt. The President's decision is final.

STUDENT SERVICES AND RESOURCES

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 Director of Student Services if related to non-academic issues or to the Dean of Academic Affairs for academic issues. The written account should indicate your name, phone number, and student ID number and discuss the steps you have taken to remedy the situation.

The appropriate College staff member or department will be notified of the complaint. A follow-up meeting with you and the Director of Student Services or the Dean of Academic Affairs will be held within ten school days of the date of the written complaint in an effort to resolve the issue.

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

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

Texas Higher Education Coordinating Board Box 12788 1200 East Anderson Lane Austin, TX 78752
www.thecb.state.tx.us

Texas Workforce Commission 101 East 15th Street Austin, TX 78778 www.texasworkforce.org

Or you may contact:

Southern Association of Colleges & Schools Commission on Colleges—Address to the President 1866 Southern Lane Decatur, GA 30033

Please refer to the school's Jury Waiver & Agreement to Binding, Individual Arbitration Policy in the Academic Catalog for additional information regarding disputes or claims.

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 college also enforces state laws regarding underage drinking. This prohibition applies while on the property of the college or when participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action up to, and including, expulsion from the college 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 College recognizes its students as responsible and dedicated men and women who are preparing for career employment. An integral part of their career and professional development is the expectation that they conduct themselves during the education process in the same manner as will be expected in all employment situations. As members of the College community, students have responsibilities and duties commensurate with their rights and privileges. In this policy, the College provides guidance to students regarding those standards of student conduct and behavior that it considers essential to its educational mission. This policy also provides guidance regarding the types of conduct that infringe upon the fulfillment of the Institute's mission.

Section II - Scope

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

Section III - Reach

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

Section IV - Responsibilities of Dual Membership

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

Section V - Disciplinary Offenses

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

Scholastic Dishonesty

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

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

Misuse or abuse of school assigned email address and log-in information Sharing your username or password for any school assigned system with any student or non-student individual

- Logging-in to a school 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.
 - Note: on ground students cannot share or give access to other students or non-student individuals to access the student portal (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, or other weapons, likenesses of weapons, on college property, Campus Sponsored Housing or at college sponsored functions, except where possession is required by law.

Sexual Assault or Nonconsensual Contact

- Any form of unwanted sexual attention or unwanted sexual contact. (See the Sexual Misconduct and Relationship Violence Policy for more detail. For all cases covered by the Sexual Misconduct and Relationship Violence Policy, the investigation and disciplinary procedures outlined in that policy shall govern.)

Threatening, Violent or Aggressive Conduct

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

Theft, Property Damage and Vandalism

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

Disruptive or Disorderly Conduct

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

Disruptive Classroom Conduct, such as:

- Engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities, or
- 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 Conduct, such as:

- Disorderly, lewd, indecent, or obscene conduct.
- This would include but is not limited to any type of clothing, gang colors, gang symbols or materials worn or brought onto the premises by any student or guest deemed to be lewd, indecent or obscene as determined by college officials;
- Breach of peace on college property or at any college-sponsored or supervised program; or
- Any in-school, online classroom, or off-campus act considered inappropriate or as an example of misconduct that adversely affects the interests of the College and/or its reputation.

Illegal or Unauthorized Possession or Use of Drugs or Alcohol

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

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

- Harassment by any means of any individual, including coercion and personal abuse. Harassment includes but is not limited to, written or verbal acts or uses of technology, which have the effect of harassing or intimidating a person.
- Harassment based on sex, race, color, national origin, religion, sexual orientation, age, disability or any other criteria protected by state, federal or local law.

Hazing

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

Falsification

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

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

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

Unauthorized Use or Misuse of College Facilities

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

Violation of Federal or State Laws

- Violation of federal, state or local laws and college rules and regulations on college property or at college-sanctioned or college-sponsored functions. In addition, students must disclose any criminal conviction received while a student to the Director of Student Services within 5 days of the conviction.

Insubordination

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

- Failure to exit during fire drill.
- Failure to identify oneself when on college property or at a college- sponsored or supervised functions, upon request of college official acting in the performance of his/her duties.

Violations of College Rules

- Violations by guest of a student on college property. Students are responsible for the actions of their guests.
- Violation of school safety regulations, including but not limited to setting fires, tampering with fire safety and/or firefighting equipment, failure to exit during fire drill, turning in false fire alarms and bomb threats.
- Smoking in classrooms or other college buildings or areas unless designated as a smoking area.
- Any violation of the student housing license agreement, rules and regulations and/or the College-sponsored housing student handbook.
- Any violation of the institution's policies on the responsible use of technology including but not limited to:
 - The theft or abuse of computer, email, Internet or Intranet resources
 - Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
 - Unauthorized transfer of a file
 - Unauthorized downloading of copyrighted materials in violation of law
 - Unauthorized use of another individual's identification and/or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or school official
 - Use of computing facilities to send obscene or abusive messages
 - Use of computing facilities to interfere with normal operation of the school's computing system
 - Failure to satisfy school financial obligations.

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

Section VI - Sanctions

The College may impose sanctions for violations of the Student Conduct Policy. The type of sanction imposed may vary depending upon the seriousness of the violation(s). The College reserves the right to immediately impose the most severe sanction if circumstances merit.

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

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

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

Section VII – Disciplinary Procedures

Complaint

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

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

The Chief Conduct Officer or his/her delegate may review and investigate the complaint to determine if the allegations have factual merit, to identify violations of the Student Conduct Policy, and to impose sanctions for such violations.

Generally, the accused should be given the opportunity to tell his or her account of the situation and to provide this information, in writing, unless the College determines that the circumstances do not warrant disclosure of some

or all of the facts.

Search of Student's Property

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

Notification and Determination of Violations that Warrant Disciplinary Meeting

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

Notification and Determination of Violations that Warrant Disciplinary Hearing or Panel

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

1. The Hearing Officer may immediately (before a hearing takes place) remove the student from the campus community pursuant to an Interim Suspension until the Disciplinary Panel is convened. (see interim suspension)
2. The Student should receive advance notice of the allegations and the reason for the meeting. A student may forgo attendance at the hearing and a determination of the sanction will be made by the Disciplinary Panel.
3. Hearings normally shall be conducted in private. The Disciplinary Hearing is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the hearing.
4. The student may be accompanied by one person (family member, friend, etc.) to provide support. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee
5. In Hearings involving more than one student, the Hearing Officer, in his or her discretion, may permit the hearing concerning each student to be conducted separately.
6. The Disciplinary Panel may hear from any person who may have relevant information and the Panel may review any documents presented to them. a) Pertinent records, documents and written statements may be considered by the Hearing Officer at his/her discretion. b) The Disciplinary Panel may ask questions and may seek information not provided to it.

7. The Disciplinary Panel may determine whether it is more likely than not that a violation occurred. The Panel should communicate to the Hearing Officer its decision and its recommended sanction, if any.

8. After the Hearing, the Hearing Officer will issue a written decision to the accused student which identifies the accusations and the panel's conclusions, any sanctions, and the student's right of appeal.

9. In general, the accused should have access to the documentation reviewed by the panel, however identifying names and information may be removed from the documentation when necessary to protect other student's privacy rights.

Disciplinary Panel

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

Administrative Interim Suspension

Students may be administratively suspended on an Interim basis when:

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

During the Interim Suspension, students are denied access to Campus Sponsored Housing and/or to the school (including classes, labs, Library) and/or all other school activities or privileges for which the student might otherwise be eligible, as the Chief Conduct Officer or his/her designee may determine to be appropriate.

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

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

Section VIII – Appeal Procedures

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

- During an appeal, the student should continue to obey the terms of the decision, i.e., a student who has been suspended from school may not be on school property, a student dismissed from Campus Sponsored Housing must leave in accordance with the directions indicated in the decision

- The student must write a letter of appeal in the student's own words, addressed to the President of the College or his/her delegate. This letter must clearly state the extenuating circumstances or the grounds for believing the decision was arbitrary or biased or that it was without adherence to the College's policies and procedures, and provide any supporting documentation. It must be delivered to the President or his/her delegate within seven calendar days following the student's receipt of the decision.
- Students should provide documentation to support the allegations of the appeal.
- The President or his/her delegate may appoint an ad hoc committee to review appeals and make a recommendation regarding disposition of the appeal within 30 days of the date of receipt of the appeal. This committee will be comprised of faculty or staff members not involved in making the initial disciplinary decision.
- The President and/or the committee may decide to convene an appeal hearing. The student will be notified in writing of the date and time of the appeal. The student is expected to attend the meeting, and failure to do so, for other than documented emergencies, may be considered forfeiture of the right to present further information regarding the appeal.
- The student making the appeal may be provided an opportunity to address the committee in person. The student may be accompanied by one person (family member, friend, etc.) as an observer. The committee may prohibit from attending or remove any person who disrupts the proceedings of the committee.
- The Appeal Committee is an academic hearing, not a legal hearing. Therefore, legal counsel is not allowed at the meeting.
- Audio recording of the academic hearing is not permitted. Minutes of the meeting are confidential.
- Following appropriate review and deliberation, the committee will report to the President or his/her delegate with its recommendation following its review of the appeal. The President or his/her delegate will render a written decision on the appeal within thirty calendar days from receipt of the appeal. The decision will be final.

Procedures Following Suicide Threats and Attempts

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

Students with psychological impairments that affect the student's ability to function in the school community (academically, socially or otherwise) may opt for a medical withdrawal or a medical leave of absence. The College, at its discretion, may set restrictions and/or conditions for the student to return to school including receiving outside counseling and signing a safety contract.

The College cannot provide the long-term psychological treatment that is necessary for students experiencing suicidal distress. Because of the serious nature of attempted suicide and/or suicidal ideation, the student's parents or other support person(s) may be contacted by the school and informed of the student's condition. The Family Educational Rights and Privacy Act (FERPA) permits school officials to contact parents without the student's

consent, “if knowledge of the information is necessary to protect the health and safety of the student or other individuals.” If circumstances indicate further harm may come to a student by contacting family members, other options may apply.

Firearms Policy

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

The College’s Anti-Hazing Policy

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

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

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

The Family Educational Rights and Privacy Act

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

i. Procedure to Inspect Education Records

Students have the right under FERPA to inspect and review their education records. A student who wishes to inspect and review his/her records should submit a written request to Office of 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 College generally will not permit disclosure of personally identifiable information from the records of a student without prior written consent of the student. Personally identifiable information is disclosed (some items are mandatory, some discretionary) from the records of a student without that student's prior written consent to the following individuals or institutions or in the following circumstances:

1. To the College officials who have been determined by the school to have legitimate educational interests in the records. A school official is:

a. A person employed by the school or its corporate parent in an administrative, supervisory, academic or research, or support staff position. This includes, but is not limited to human resources and accounting staff for purposes of the tuition reimbursement plan; or

b. A person employed by or under contract to the school to perform specific tasks, such as an auditor, consultant, or attorney, a person on the Board of Trustees, or a student serving on an official committee or assisting another school official.

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

2. To certain officials of the United States Department of Education, the Comptroller General of the United States, the Attorney General of the United States, and state and local educational authorities in connection with state or federally supported educational programs.

3. In connection with the student's request for, or receipt of, financial aid necessary to determine the eligibility, amounts or conditions of financial aid, or to enforce the terms and conditions of the aid.

4. To organizations conducting certain studies for or on behalf of the school.

5. To accrediting commissions or state licensing or regulatory bodies to carry out their functions.

6. To parents of a dependent student, as defined in Section 152 of the Internal Revenue Code.

7. To comply with a judicial order or lawfully issued subpoena.

8. To appropriate parties in health or safety emergencies.

9. To officials of another school in which a student seeks or intends to enroll.

10. To an alleged victim of a crime of violence or a nonforcible sexual offense, the final results of the disciplinary proceedings conducted by the school against the alleged perpetrator of that crime or offense with respect to that crime or offense.

11. To persons in addition to the victim of a crime of violence or nonforcible sexual offense, the final results of the disciplinary proceedings described in paragraph 10 above but only if the school has determined that a student is the perpetrator of a crime of violence or non-forcible sexual offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies. (The school, in such instances, may only disclose the name of the perpetrator not the name of any other student, including a victim or witness without the prior written consent of the other student(s)).

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

12. To a parent regarding the student's violation of any federal, state, or local law or of any rules or policy of the school governing the use or possession of alcohol or a controlled substance if the school determines that the student has committed a disciplinary violation with respect to that use or possession, and the student is under 21 at the time of the disclosure to the parent.

13. Directory information (see Section IV below).

14. Student Recruiting Information as requested by the U.S. Military. Student recruiting information includes ONLY: name, address, telephone listing, age or date of birth, class level, academic major, place of birth, degrees received and most recent educational institution attended. It does not include and College will not provide: social security numbers, race, ethnicity, nationality, GPA, grades, low performing student lists, religious affiliation, students with loans in default, veteran's status, students no longer enrolled. Students who opt out of the directory also opt out of student recruiting information.

iii. Record of Requests for Disclosure

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

iv. Directory Information

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

1. Student's name
2. Address: Local, email and website
3. Telephone number (local)
4. Date and place of birth
5. Program of study

6. Participation in officially recognized activities
7. Dates of attendance
8. Degrees and certificates awarded
9. Most recent previously attended school
10. Photograph of the student, if available
11. Enrollment status (i.e., enrolled, continuing, future enrolled student, reentry, leave of absence, etc.)
12. Student honors and awards received.
13. The height and weight of athletic team members

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

Students may request nondisclosure of student directory information by specifying nondisclosure, in writing, to the Office of the Registrar, ***The Art Institute of San Antonio, 10000 Interstate Frontage Rd. 10W. Ste. 200, San Antonio, Texas 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 College may either amend the record or decide not to amend the record. If it decides not to amend the record, it will notify the student of its decision and advise the student of the right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the College will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. That individual may be an official of the College. The student shall be afforded a forum for the opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by other people, including an attorney.
4. The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence, and the reasons for the decision.
5. If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it will
 - (a) amend the record accordingly; and
 - (b) inform the student of the amendment in writing.
6. If, as a result of the hearing, the College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the school.

7. If a statement is placed in the education records of a student under paragraph 6 above, the College will:

- a. maintain the statement with the contested part of the record for as long as the record is maintained; and
- b. disclose the statement whenever it discloses the portion of the record to which the statement relates.

vi. Student Right to File Complaint

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

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