
**NEW YORK
STUDIO SCHOOL**
OF DRAWING, PAINTING
& SCULPTURE

STUDENT HANDBOOK

2019-2020

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INTRODUCTORY SECTION

Welcome to the New York Studio School

The purpose of this Handbook is to serve as a guide through your tenure as a student at the New York Studio School (hereafter referred to as “the School”). In joining the School, you become a member of a community that includes your fellow students, faculty, staff and administrators.

This Handbook provides a general overview of the resources and services that are available to students at the New York Studio School. It will also provide information as to the various policies and procedures that students need to be aware of during their tenure at the School.

The Handbook contains information regarding the rights and responsibilities of each individual as a member of the student body, and is designed to help students become informed members of the School community. Please be aware that the information in this Handbook reflects the School’s policies at the date of publication. They are subject to periodic review and change.

Be advised that the provisions of this catalog are not to be regarded as an irrevocable contract between the student and the School or its officers and faculty. The School reserves the right to make changes affecting admission procedures, tuition, fees, courses of instruction, programs of study, faculty listings, academic grading policies, and general regulations. The information in this handbook is current as of publication, but is subject to change without notice. Please refer to the version available on the website for the most current information.

Dean's Statement

The New York Studio School is where drawing, painting and sculpture are studied in depth, debated energetically and created with passion. Our goal for aspiring artists is for them to find their own personal vision through the investigation of art and the visual world around us. Abstraction and figuration rub shoulders and often interchange. Perceptual deeds and conceptual ideas cohabit. We encourage the development of that unique vision pushed to an extreme, found slowly and without guile.

In order to assist in the making of art, the School endeavors to make readable the 'language' of art from the far past to the recent present. Knowledge of that language, when attained, gives the artist the ability to use it, transform it, reject or discard it, or re-invent it at will.

We believe in the power of the simplest means, and its ability to contain and convey the most profound and complex ideas, feelings and meanings. Our enthusiasm for paint, charcoal, clay and wood connects us with the synergies of the first shaman who crushed berries into pigment, the first painter who used oil on canvas, the first sculptor who molded clay into human form.

Firm believers in the uniqueness of our own contemporary time, we also research the complexities of our own century's discoveries. Though we celebrate painting and sculpture, we are not nostalgic for the past. Powerful expressions will find their own conduits.

We strongly believe in drawing. It is the most direct means of describing an experience or an idea. Drawing is the most crucial pathway to understanding in art, and is the common bond between the disciplines of painting and sculpture. There are few places where drawing is so intensely investigated.

It is during their time at the School that we believe a student develops the ethics, philosophy and work habits that continue into later life as an artist. We expect our students to discover that the dedication of the artist is a lifetime's commitment. Significant knowledge gained early on and absorbed can be used over a lifespan. The humility to learn, coupled with an ambition to make compelling work are powerful attributes for the young artist.

The School is not for the faint-hearted. It is for the student with a deep involvement in the desire to be an artist, an intensity of temperament and vision, and integrity of purpose. It is for those who like to work rigorously, think smart and keenly, and those who are prepared to look hard and long in order to see. A true student is always 'looking'; a real artist begins to see.

We urge those students to apply who genuinely wish to learn and who are bold enough to take on the challenge of painting and sculpture in the twenty-first century. We offer the chance to translate the metamorphosis of life into art's metaphor. The School is a place where the power of images is still searched for, the philosophy of drawing still present, and the quest for tangible form still engaged. We believe in the strength of art and its ability to change one's life.

Graham Nickson

Mission

The New York Studio School is committed to giving a significant education to the aspiring artist that can last a lifetime. Our aim is to reveal to the entering student, appropriate questions about drawing, painting and sculpture and encourage them to work hard and think rigorously at all times, enabling them to construct an ethical and philosophical framework for their life's work.

The graduating Certificate or MFA student leaves the School with a developed understanding of the language of art; an enlarged imagination stirred by an established work ethic, with the passion and ambition to be an artist for years to come.

History of the School

To appreciate the New York Studio School one should know why and how it came about.

In September of 1963 an article appeared in *ARTnews*, by painter and educator Mercedes Matter, which gave voice to the grievance of many art students who felt frustrated by the frantic pace and fragmented courses of contemporary art education. It ridiculed art education for what it had become, contrasting it with the character of what academies of fine arts and artists' ateliers had been.

The article had the effect on her students of galvanizing them to create a school themselves, if she would help them. She agreed, and together they founded the New York Studio School of Drawing, Painting and Sculpture.

For the faculty, the students chose the artists whom they had admired as instructors; Matter enlisted the artists of exceptional quality whom she knew to be sympathetic. The early faculty included Charles Cajori, Louis Finkelstein, Philip Guston, Alex Katz, Earl Kerkam, George McNeil, and Esteban Vicente for painting; for sculpture: Peter Agostini, Sidney Geist, Reuben Nakian, and George Spaventa; Nicholas Carone and Mercedes Matter for drawing, and Meyer Schapiro and Leo Steinberg for art history.

The School opened on September 23rd, 1964 in a loft on Broadway with a student body of sixty selected students who had responded to the call of a new approach to art education.

The students realized that during the first week they had spent more hours drawing at the School than in an entire semester at another institution. This was to be the character of the New York Studio School: daily continuity of study through work in the studio.

The School was from the beginning supported by generous funding from external foundations, and from an enthusiastic and involved Board of Trustees. Most gratifying, especially in the early years, was the endorsement given by the art community, who showed their support for the experiment by donating artworks to raise money for the School.

In its second year, the need for more space became apparent. An ideal location on Eighth Street, which had comprised the original Whitney Museum of American Art, became available. The enormous commitment of taking on a site of this size became realized through the generosity of one of the School's first students, Claudia Stone, who died suddenly and bequeathed to the School half of her estate. Thus the School's marvelous building and permanent home is testimony of how much the School owes to the devotion of its original students.

During the years there have been a number of Directors or Deans, including Sidney Geist, Morton Feldman (who had been a major influence at the School through his talks), Mercedes Matter, Bruce Gagnier, and since 1988, Graham Nickson.

Throughout changes in leadership, the School has maintained its essential character of learning through perception as a basis and allowing students the circumstances for consistent work.

The painter Graham Nickson, the current Dean, has expanded the School in a number of ways, one of which includes his Drawing Marathon. He has restored the building to its inherent beauty, and enabled

the necessary repairs to be made. Most importantly, he has infused the atmosphere of the School with his extraordinary energy and his passion for art.

Over the last two decades, the School has been enriched in many areas. Indeed, several programs developed during this period have become synonymous with the School. The Drawing Marathon is of primary importance, underlying the fundamental power of drawing “issues” and their continuing relevance to painting and sculpture, and being able to ‘see’. The Drawing Marathon has become a major force in understanding and celebrating drawing both nationally and internationally. Drawing Marathons and their example have inspired and influenced the teaching of drawing worldwide, and continue to be a highly important part of the program.

Another influence on intellectual and creative thought has been the highly regarded Evening Lecture Series program, a forum for major artists, thinkers, critics, art historians and poets, as well as emerging and middle career individuals. It stimulates the making and thinking about art of our time, and encourages lively and crucial discourse.

The School’s programs have developed, from its original non-degree position to its Masters program, cautiously and with great deliberation. The School still believes in the same powerful elements of its historical position, and is strengthened by a robust administrative structure.

The School continues to grow in strength and has a strong belief in its original vision: faith in the great language of art; a total commitment to research and excellence; the support for intensity, integrity and serious work habits; the encouragement of an open mind, and the conviction of the power of art to change one’s life.

NYSS 2019-2020 Academic Calendar

Fall 2019

Application Deadline – January 15
Financial Aid Application Deadline - February 15
Orientation – August 28, 2019 - 3pm
Marathons - September 3-13, 2019
Full-time Semester (inc. Marathons) - September 3 - December 13, 2019
Columbus Day Break - October 14
Veterans Day Break – November 11
Thanksgiving Break - November 28, 29

Spring 2020

Application Deadline - October 1
Financial Aid Application Deadline - October 1
Orientation (for new students) - January 16 - 3pm
Marathons - January 21 – January 31, 2020
MLK Day (observed) - January 20, 2020
Full-time Semester (inc. Marathons) - January 21 - May 8, 2020
Spring Break - March 30 – April 3, 2020
Critique Week – May 4 –May 8, 2020
Certificate Completion Opening- TBA
MFA Thesis Opening - May 13, 2020
MFA Thesis Exhibition - May 13- May 29, 2020
Commencement - May 14, 2020

Summer 2020 (optional)

Application Deadline - May 26, 2020
Orientation – May 28, 2020 - 3pm
Summer Session - June 1 - July 17, 2020
Independence Day (observed) - July 4-5, 2020

ADMINISTRATION AND STAFF

Graham Nickson, *Dean*

Lisa Amis, *Custodian*

Seth Becker, *Interim Librarian*

Amber Duntley, *Registrar/International Student Services/Title IX Coordinator*

John Erienne, *Sculpture Technician*

Jason Grodsky, *Facilities Manager*

Alison Lyons-Chapman, *Accounts Manager/Bursar*

Sean Marley, *Painting Technician*

Sam Levy, *Assistant to the Dean*

Erin Hinz, *Recruitment Coordinator*

Kaitlin McDonough, *Program Director/Deputy Title IX Coordinator*

Rachel Rickert, *Exhibitions and Alumni Coordinator*

Rosanna Segarra, *Model Coordinator*

Alexandria Williams, *Associate Director for Development / Historic Tours*

PROGRAMS

MFA Program

The MFA programs, offered with concentrations in Painting or in Sculpture, continue the ethos of the teaching methods defined by the School's history within a recognized degree program.

The MFA is based on maintaining a full-time, rigorous studio practice. Students are engaged in their work for a minimum of 40 hours per week for the duration of their two years at the School.

In their first year, students choose a core faculty member with whom they will work closely during each semester. Faculty are present in the atelier two days each week. Students are expected to continue working on the objectives set by faculty throughout the week. In the second year, faculty contact hours are reduced as students work in semi-private or private studios towards the completion of their individual thesis project.

Studio practice is balanced with Critical Studies courses, in addition to peer and instructed critiques. Lectures and seminars are held throughout the semester, as well as small group discussion with current and visiting faculty. The Critical Studies courses provide the groundwork for students to compose the statements that support their final thesis project.

Degree candidates will be assessed on a continual basis throughout their time at the School. Courses are graded by faculty in accordance with School policy.

Students must complete 60 credits to successfully achieve the title of Master of Fine Arts, and credits must include all required courses. A residency of at least two academic years is necessary to complete the degree.

Certificate Program

The School offers students an opportunity to study in a three year intensive studio Certificate Program.

The focus and concentration of the Certificate Program allows individuals to hone in on their chosen areas of study: Painting or Sculpture, with Drawing as an integral component of each discipline. Students begin each semester with either a Drawing or a Sculpture Marathon. The School's faculty and guest artists are on site each day teaching during the two week Marathons. For the remaining 13 weeks of the academic semester, students work in their studios focusing on their area of choice: Painting or Sculpture. For the first two years Students are placed in an Atelier setting, where they are given a space which allows them to explore and immerse themselves in their main area of study. Each Atelier has a slightly different philosophy and is outlined by the selected faculty member. Students are encouraged to choose an Atelier that best fit for their goals. The motifs for each Atelier may include or lean towards: working from the perception; direct or indirect observation, abstraction or imagination. The faculty members at the Studio School are professional working artists who work with students based on a curriculum designed by the philosophy and practice of the School.

During the third year of the program, students are encouraged to work independently and are allocated to a private/semi private studio. The Certificate Program culminates in a Completion Exhibition with their fellow graduates.

Marathons

The School's internationally-recognized Marathon programs were developed in 1988 by Dean Graham Nickson, initially as a measure for the rest of the semester at the start of the program year. The program has since expanded to become a core component of the School's curriculum. Meanwhile, intense outside interest led to the extension of the Marathons to a wider audience of participants outside of the full-time

student body. Renowned artists, art historians, dealers, collectors, art educators, writers, journalists and students of all levels and affiliations have since experienced the intensity of the program.

Special Programs

The Special Programs offered by the School encompass both paid classes and free public gallery exhibitions and lectures. Students are encouraged to participate fully in all the special programs offered by the School to the wider community.

Evening & Weekend Classes

Several courses in painting, drawing and sculpture are offered in evenings and on Weekends. Models and instructors are present at each class. Classes run for eleven weeks during the fall and spring semesters, and for five weeks during the summer session. Instructors may change from semester to semester.

These classes are open to those members of the public who do not wish to commit themselves to a full-time program. Full-time students may opt to take any of these classes at any time on a non-credit basis. MFA students in their second year can register for the full-term session of evening classes as an elective. Students interested in taking any of the evening classes as their elective should contact the Registrar and their Academic Advisor prior to registration.

STUDENT SERVICES

Introduction

The Department of Student Services includes the Dean, Program Director, Registrar, and other members of the Student Services staff. These members of staff can be found on the second floor of the School.

Student Services staff are responsible for Career Services, Disabled Student Services, Health Services and Orientation, and also work closely with student representatives. The goal of the Office is to offer programs and services that support students' academic projects. If any student has questions, concerns or ideas about any of the services offered, please do not hesitate to contact anyone in the Department of Student Services.

Career Services

The career services provided by the Department of Student Services can be utilized throughout a student's tenure, both before and after graduation. Academic Advisors are also responsible for advisement regarding career goals and development.

Services provided include:

- Career counseling and advisement
- Job search guidance
- Resume and portfolio development
- Field-related workshops
- Resource lists and publications
- Networking opportunities

The Department of Student Services, in conjunction with the Librarian, can help students in researching career directions. The School's job board, located to the right of the black bench is a collection point for postings of current employment, training and internship opportunities. In addition, the Library stocks various publications that offer career advice, as well as periodicals that contain local, national and international job listings.

In order to provide students in their final year with information on the practical aspects of working as an artist, workshops and other events are held on professional practices, including issues such as tax information, copyrighting images and other legal information.

The Alumni Association serves as a point of contact for Alumni mentors. These mentors work in a variety of different fields, and can help students with practical advice on job searches and career goals.

Students are exposed to working artists, critics and scholars at evening dinners with participants in the School's Evening Lecture Series. These occasions are small gatherings with selected groups of students, organized throughout each semester, providing valuable contacts and networking. Every student gets the opportunity to attend such a dinner once during each semester.

Disability Services

The School is committed to helping its disabled student population obtain equal access to educational and programmatic services, while allowing students to maintain a sense of independence. Upon acceptance, students are requested to provide documentation of any special needs to the School. Students who need to discuss any disability-related needs or services should contact the Registrar to discuss all available options. In order to receive reasonable accommodations, the School must have documentation of any disability on confidential file.

International Student Services

The School is authorized under federal law to enroll non-immigrant alien students to its programs. International students make a valuable contribution to the School's community and enrich the diversity of the student body. The principal mission of student services regarding international students is to provide centralized resources full-time international students.

The Registrar is an intermediary between international students and the United States (U.S.) government. The School is registered with the U.S. government to administer F-1 and M-1 I-20 Forms and only the Registrar is authorized to sign F-1 and M-1 immigration documents or to determine students' standing with the U.S Department of Homeland Security.

It is the responsibility of each individual student to fully understand and be cognizant of the regulations concerning their status as international students and the rules of compliance. The Registrar can help provide information about and assistance with U.S. immigration regulations and procedures, but ultimately students are held accountable.

Ignorance of the applicable laws, such as an unawareness of application deadlines, is not an excuse for the incomplete or untimely submission of any necessary paperwork. A student's eligibility to remain in the United States is contingent upon knowledge of and compliance with all relevant immigration laws.

English Language Proficiency

Applicants are expected to be proficient in the English language before applying for admission.

Working as an International Student

The United States has strict rules regarding the ability of foreign nationals to work while they are in the country. International students in valid F-1 status may work on-campus at the School for up to 20 hours per week during the academic year and full-time during vacation and holiday breaks. Students cannot be employed off-campus without meeting eligibility requirements and obtaining prior written authorization. Federal regulations implemented under the Student and Exchange Visitor Information System (SEVIS) exact heavy penalties for students who work off-campus without authorization. Working off-campus

without the appropriate authorization is considered illegal employment according to federal immigration law and is a potentially deportable offense.

Severe Economic Hardship

Severe Economic Hardship Employment is off-campus employment authorization for students who are experiencing serious financial difficulties caused by unforeseen circumstances beyond their control. If authorized, students may get any kind of job, anywhere, and work a maximum of 20 hours per week while school is in session and full time during vacation and break periods.

If a student believes they are eligible to qualify for severe economic hardship employment authorization, they must make an appointment to see the Registrar to discuss the situation. Evidence of the unforeseen circumstances that lead to the severe financial difficulties must be presented to request additional financial assistance. If the proper requirements are met, the Registrar will assist the student in their completion of an application for Severe Economic Hardship Employment Authorization.

The application process may up to three months to be approved. This is the only way for International F-1 or M-1 Students to work lawfully off campus while in school.

OPT-Optional Practical Training

Optional Practical Training enables an international student on an F-1 or M-1 visa to accept paid, professional-level employment that is directly related to his/her field of studies.

Optional practical training may be undertaken on a full time basis from the School for up to 12 months only as Post Completion for F-1 students and up to 6 months as Post Completion for M-1 students.

Eligibility Criteria for Post-Completion OPT

- Students must have been a full-time student at the New York Studio School for at least one academic year before being eligible for OPT;
- Student must be currently in F-1 or M-1 status;
- Student must be in good academic standing at the time of application; and
- Student must not have used more than 12 months of pre-completion OPT in the past at current degree level.

OPT processing may take up to 3 months so students must speak to the Registrar in a timely manner to insure the opportunity is still available to them.

Resources for International Students

U.S. Citizenship & Immigration Services: <http://uscis.gov/graphics/index.htm>

SEVIS – Student & Exchange Visitor Information System: <http://exchanges.state.gov>

U.S. Visa Information: www.unitedstatesvisas.gov

U.S. Immigration & Customs: www.ice.gov

U.S. Department of Homeland Security: www.dhs.gov

Social Security Resources & Information: www.socialsecurity.gov/pubs/10181.html

Financial Documentation Currency Conversion: www.oanda.com/convert/classic

Study in the States: www.studyinthestates.dhs.gov

Identification Cards

ID cards will be distributed to students during orientation. This card must be carried at all times when in the building, and students are required to produce the card when requested by any authorized person, including staff and faculty. Student Identification Cards can be used for discounts at specific institutions and stores.

Lost or stolen ID cards must be reported to the Registrar immediately. There may be a charge for replacement of the card.

HEALTH AND WELLNESS SERVICES

Students enrolled in either the Certificate or MFA programs must be aware that the School does not provide health insurance coverage for any student. We strongly recommend that students enrolled in the School organize their own health insurance coverage, either via a parent/guardian or on an individual basis. There are many health insurance providers who offer individual insurance programs, and it is the responsibility of each student to fully research the benefits of each individual provider.

Immunization Policy

New York State Public Health Law 2165 Law requires proof of immunization to measles, mumps and rubella for all students enrolled in full-time programs at the School. Those students born prior to January 1, 1957 are exempt from these requirements but do need to submit proof of age with the completed immunization form.

New York State Public Health Law 2167 requires students to review the Meningococcal Disease Fact Sheet and submit documentation of meningitis vaccination or a completed Meningococcal Meningitis Response Form refusing vaccination.

Immunization forms are sent to students prior to enrolling and should be returned to the School before the first day of classes. If the student is not in compliance with PHL 2165 and PHL 2167 within 30 days of the start of classes, the student may not be permitted to remain at the School. For further details regarding this policy, please see the Registrar.

Health & Counseling Resources

FOR URGENT MEDICAL CARE:

Beth Israel Walk-In Clinic
202 – 204 West 23rd Street
(212) 352 2600

Brooklyn Hospital
121 DeKalb Ave, Brooklyn
(718) 250-8075

Callen Lorde Community Health Center (Sliding scale payment available)
356 West 18th St, (212) 271 7200

CityMD Urgent Care
14 W 14th St
212-390-0558

Gouverneur Healthcare Services

227 Madison St, New York
(212) 238 7000

Lenox Health Greenwich Village

30 7th Avenue
(646) 665-6000

NYU Langone Hospital

150 55th Street,
Brooklyn
(718) 630-7185

New York Methodist Hospital New York Methodist Hospital

506 6th Street
Brooklyn, NY 11215-3645
(718) 780-3000

NYU/Downtown, Emergency Room

170 William St, (212) 312-5000

NYU Medical Center

560 First Ave (at 33rd Street),
(212) 263-5550

Ryan Nena Community Health Center (Sliding scale payment available)

279 East 3rd Street
(212) 477 8500

Woodhull Medical Center, 760 Broadway, Brooklyn

(718) 963-8000

SEXUAL VIOLENCE CARE:

Bellevue Hospital Center, Rape Crisis Program, First Ave & 27th Street, C&D Building, 4th Floor. (212) 562 3435/3755

Beth Israel Medical Center, Rape Crisis & Domestic Violence Program, 317 E.17th Street. (212) 420-4516. Hours by appt.

Harlem Hospital Center, 506 Lenox Ave. (212) 939-4621,

Hotline (212) 939-4613

Safe Horizon Rape Crisis/Sexual Abuse Hotline - (212) 227-3000

NYPD Special Victims Report Line - (646) 610 7273

Rape Abuse & Incest National Network - (800) 656-4673

EMERGENCY DENTAL CARE:

NYU Dental Center 345 East 24th Street (corner of First Ave.)

Emergency Services available on first-come, first-served basis for oral and dental conditions

Monday – Thursday 8:30 AM - 8:00 PM & Friday 8:30 AM - 4:00 PM

EMERGENCY EYE CARE:

Emergency Eye Care Center

115 East 61st St # 7 (212) 628-0800

The New York Eye and Ear Infirmary

310 East 14th Street (at 2nd Ave)

(212) 979-4192

SEXUAL AND REPRODUCTIVE HEALTH CARE

Planned Parenthood-Margaret Sanger Center 26 Bleecker Street

New York, NY 10012 - (212) 965-7000

MENTAL HEALTH EMERGENCIES:

Beth Israel Medical Center, Rape Crisis & Domestic Violence Program, 317 E.17th Street. (212) 420-4516. Hours by appt.

1-888-NYC-WELL (1-888-692-9355) is a free, confidential help line for New York City residents. You can call 24 hours per day/7 days a week. The staff of trained mental health professionals help callers find mental health and substance abuse services. NYC Well is multilingual and multicultural:

1-888-NYC-WELL (1-888-692-9355)

1-888-692-9355 (Español)

1-888-692-9355 (中文)

711 (TTY for hearing impaired)

ONLINE RESOURCES:

General Health

Caron Foundation Recovery Center www.caron.org/ny_recovery_center.asp

Columbia University's Health Q&A Internet Service www.goaskalice.columbia.edu

Department of Health & Human Services, Department of Federal Government
www.healthfinder.gov

Mayo Clinic www.mayoclinic.com/index.cfm

National Institute on Drug Abuse www.drugabuse.gov

National Library of Medicine www.nlm.nih.gov

National Women's Health Info Center www.4women.gov

New York City Alliance Against Sexual Assault <http://www.svfreenyc.org/>

Planned Parenthood www.plannedparenthood.org

Substance Abuse Addiction Resource Guide www.smartrecovery.org/,
www.addictionresourceguide.com

Women's Health Center for Young Women's Health www.youngwomenshealth.org

Mental Health

The Jed Foundation for Suicide Prevention www.jedfoundation.org/index.php

National Suicide Hotlines <http://suicidehotlines.com/>

New York Helpline Telephone Services www.helpline.org

Ulifeline Support System for Depression and Suicide www.ulifeline.org

ACTIVITIES AND GOVERNANCE

As members of the School community, students participate closely in the creation of an atmosphere of serious work and mutual respect that is expected of staff, faculty and student alike.

Student Governance

The Board of Governors represents a sample of the School's community, including two members of the Board of Trustees, faculty and two Student Representatives. Each fall, elections are conducted for the student positions. Any Certificate or MFA student who has completed at least one year at the School can and is encouraged to become involved. The main responsibility of the Student Representatives is to act as a voice for the concerns and opinions of the student body. Those interested in taking an active part in the governance of the School should speak to the Registrar.

Gallery

The New York Studio School Gallery offers a full program of exhibitions throughout the year. The Gallery is open to the public and is an integral part of the art life of the city. Exhibitions are regularly reviewed in the press and attract a committed following. Presentations range from historic surveys, overviews of specific mediums, group exhibitions and solo retrospectives. It is well known for exploring neglected aspects of well-known artists, and for highlighting the careers of individuals who may not have received due attention.

Student Gallery

The Student Gallery is run by and for students. It offers the opportunity to see artwork outside of the studio environment in an independent context, while simultaneously presenting it to peers and the public. Students are responsible for installing their work, mailing invitations and hosting an opening reception.

The work is also discussed in a student seminar held in the gallery and conducted by the exhibiting student. This gives students the opportunity to critically evaluate, defend and discuss their work amongst an audience of their peers.

Group exhibitions from painting and sculpture ateliers are often featured as part of the Student Gallery program, providing the opportunity for faculty and student discussion. Exhibitions are generally available to students who have studied at the School for at least one semester.

Students who are hosting a reception in the Student Gallery must abide by all regulations regarding the use and distribution of alcohol. Alcohol is only to be served to those attendees who are above the legal drinking age, and quantities of alcohol will be limited. For more information on this policy, please see the School's Alcohol and Substance Use Policy.

Evening Lecture Series

During the fall and spring semesters, bi-weekly evening lectures featuring guest artists, critics, historians and cultural commentators are held at the School. Speakers include emerging or established artists speaking on their work or issues on art about which they feel passionately, as well as commentators discussing pertinent and sometimes controversial issues in the wider art and cultural community. These lectures are admission-free and open to the public and all members of the School community.

All full-time students are invited to attend the post-Lecture receptions once during each semester. These receptions represent an opportunity for students to speak directly with working artists, critics and others involved in the art world about their work and careers.

All students are strongly urged to attend the evening lectures. Attendance is expected for MFA students and those students who will be present at the post-lecture dinner and reception.

Alumni Association

Students who are preparing to graduate from the School are encouraged to continue contact with the School community by joining the Alumni organization, and becoming involved with the Alumni Association. The Association meets regularly to focus on issues affecting graduates of the School, and works closely with the Alumni Relations Coordinator. It also organizes exhibitions of Alumni work on an annual basis, and members of the organization serve as mentors to current students.

Students are encouraged to register as an Alumnus in order to keep up-to-date with special events and openings after their graduation. Students can register by completing the mailing list form on the School's website or by visiting the Development Office prior to graduation.

LIBRARY

The John McEnroe Library's mission is to support the School's programs and courses by providing materials and information for students, faculty, staff and visiting lecturers. Only students who are fully enrolled in any of the School's programs are allowed access to the Library.

Collection Description

The holdings of the Library include a large collection of artists' monographs, exhibition catalogues, critical texts and periodicals as well as an audio-visual archive of lectures given at the School by renowned artists and historians.

Via the Library computers, students can access various subscription-only research databases as well as the internet. The Library website provides connections to the public access catalogue and serves as a reference point for various online resources of interest to students in their research and study.

The Library link is available online at the School's general website. The Library also provides photocopying, scanning, printing and audio-visual facilities.

Access & Circulation Policy

The Library is open seven days a week during the fall and spring semesters, and at more limited times during Marathons, the summer session and breaks. The Librarian is present in the Library from Monday – Friday, with weekend hours staffed by student assistants.

The Library houses a valuable and irreplaceable collection and therefore a strict non-circulation policy is enforced at all times. No material is allowed to leave the Library. Food and drink are also not allowed in the Library, and the use of cell phones is prohibited, as in the rest of the building.

If the Library does not have a particular item a student needs, appointments can be arranged with other local libraries. The Library is a member of METRO, the Metropolitan New York Library Council, and students can visit fellow member libraries to use specific facilities available at other institutions. For more information, please see the Librarian.

Students who are enrolled in the MFA program also have reading privileges at Bobst Library, part of the N.Y.U. library system. Students are provided with a reader's card that they must present each time they use the Bobst facilities. More information regarding this program is presented at Orientation each year.

User Instruction Sessions

Library instruction sessions for new students are held at the beginning of every fall semester, and later as necessary for all students. These sessions serve to acquaint students with the resources of the Library, and their means of access. Sessions cover topics including using the Online Public Access Catalogue (OPAC); use of electronic databases; understanding the scope and focus of the collection, and the identification of research needs. Any student who wishes to schedule a follow-up session may do so at any time by contacting the Librarian directly.

Computer Usage

Computers are provided in the Library primarily for research and study. Students are allowed to use the computers for personal email, but must be aware of the needs of other students. Students who need computer access for research have a higher priority for use than anyone engaged in personal use.

FACILITIES

General

The School relies on all staff and students to be aware of their surroundings and environment. Entry to the School is via the main entrance, and access to the building is controlled by the Front Desk staff. The Front Desk staff is on duty whenever the building is open. Students and visitors must sign in when they enter the building. A night watchman is also on duty when the School is closed, and close-circuit security cameras are in operation throughout the day.

The building must be entered and exited via the West 8th Street main doorway. When this entrance is locked, students may use the 8th Street side entrance. The MacDougal Alley exit is only to be used in case of fire or emergency. Doors should never be propped open, and first floor windows should similarly not be left open. Students should only enter the building through the main entrance, and should never let any non-School staff member or student enter through the side door.

Building Opening & Closing Times

The School is open weekdays from 8:30 AM to 12:00 AM midnight, and on weekends from 10:00 AM until 12:00 AM midnight. When Saturday classes are in session, the School will be open from 9:00 AM to 12:00 AM midnight on weekends.

It is essential that the School be completely vacated every night by 12:00 AM midnight. Students will be asked to leave their studios by 11:45 PM. Studio clean-up should begin no later than 11:30 PM.

Mailboxes

Each student is assigned a shared mailbox in the alcove behind the Front Desk in the Main Lobby area. Students are responsible for checking their mailboxes regularly, as it is the main form of contact between

staff and students and is often used for specific or sensitive individual information that cannot be publicly posted.

Students may use the School as their mailing address if fully registered; however, it is up to the student to file a forwarding address notice with the Post Office upon graduation. The School is not responsible for forwarding mail once a student has left. Any mail that is sent for a student who is no longer enrolled will be discarded.

Bulletin Boards

Bulletin boards are located throughout the School to communicate necessary information. There are bulletin boards for the following categories: Announcements & Exhibitions; Jobs/Internships Opportunities and School Information.

The main bulletin boards are located near the student mailboxes in the Main Lobby area of the School. Students may use the announcement bulletin board to hang exhibition postings, apartment rental information or any general posting that is School appropriate.

Further bulletin boards are located throughout the School in the central corridor between the bathrooms and the Drawing Room on the second floor.

Lockers

Only students without a private studio are provided with lockers. Lockers are for storage of non-flammable materials only. Paint supplies must be left in studios. Students must supply their own locks.

All non-returning students must vacate their lockers immediately following Critique Week. If a locker is not vacated within two weeks of the end of the semester, the lock will be cut and the contents discarded.

Full-time students are allowed to keep the same locker for both the Fall and Spring semester. All students, returning or non-returning, must vacate lockers at the end of the Spring semester. All lockers that are not vacated will be emptied and the contents discarded during the Summer Session.

Students should contact a member of Facilities to get their locker assignments. No other member of staff can authorize locker assignments.

Rack Room & Storage Spaces

There are several racks and rack spaces for painting storage throughout the building. Only paintings can be stored in such designated areas. Large rolled drawings are not permitted in the rack room at any time. It is recommended that students take these to an off-site storage location.

Any painting not stored in the appropriate area is liable to be discarded and destroyed. All paintings must be clearly labeled with the student's name, semester and year. Students should contact the Painting Technician to assist with storage in the Rack Rooms. Glass should not be stored in the Rack Room.

Students are designated rack space upon entering as a full time student. Spaces are distributed by seniority. Each student is given a set space, so students must be aware of their storage needs and plan accordingly. Students are responsible for their own work at all times. The School cannot take responsibility for lost or damaged works.

Flat file drawers are available in the hallway outside the Large Drawing Studio. These are for storage of pads, paper, drawings, etc. Drawers will be assigned and pre labeled with the student's name and semester by the Painting Technician.

Each year, storage spaces and flat files are cleared out in early June. Any work not collected will be placed in the student donations area or removed and discarded, without exception.

Telephones

A pay phone for student use is located on the ground floor near the Front Lobby. Administrative phones are not for student use. Students may receive phone messages through the School's main number, via the Front Desk.

Cell phone use should be limited during class hours to emergencies only. All cell phones must be turned off, or be on a silent setting during class hours. Cell phone use is permitted during breaks only, and must take place outside of studio and classroom spaces. If you have to use your cell phone, please do so with discretion to insure that you do not disturb others.

Studio Safety

Safety in the studio should be a major concern for all students. Introductions to studio and building safety and maintenance are given by the Facilities & Studio Manager and the Technicians at the beginning of each semester. Students must be aware of general safety issues, and should pay attention to all posted signs regarding waste disposal, use of toxic and non-toxic materials, and any other safety information provided by staff and faculty.

Studios & Classrooms

Areas in all studios and classrooms should be kept as neat as possible. Students are responsible for cleaning up after themselves and must ensure that the spaces they are working in are free of debris and are tidied on a regular basis.

Semi-private studios are awarded on the basis of seniority, working concerns and space availability. Requests for such studio spaces must be made at the time of Registration. Those students who are not given semi-private studio space may use any of the common studios at any time when class is not in session.

No additional furniture is allowed in studios. Any structural changes to a space must be approved by the Facilities & Studio Manager. Fans, heaters, extension cords and other equipment should not be moved from designated ateliers into semi-private studios at any time. Lights, heaters, and air conditioners, must be turned off and unplugged and all windows closed prior to leaving the studio. Thermostats should only be adjusted by appropriate staff members or approved individuals.

Incense burning, radio-playing, smoking and excessive socializing are not allowed in the studios. No eating or drinking is allowed in the studios at any time. There are to be no open flames in studios or classrooms at any time. All electrical devices (i.e. space heaters, air conditioners, etc.) must be approved of in advance by the Technicians and Facilities & Studio Manger.

Shoes must be worn in the building at all times. Shoes with closed toes and closed heels are strongly recommended. When working in the woodshop or with any power tools closed toe shoes are required.

All ateliers and studios must be cleared out immediately following final critiques in the Fall term and directly before Critique Week in the Spring. Anything left in studios over the summer will be discarded and destroyed, without exception. Students should use Rack Rooms and Lockers as per the instructions above.

At the designation of semi-private studio spaces, students will be required to pay a deposit before they are allowed to use the space. Upon completion of the period of use, students will be expected to return the space to the condition it was in when they received it. Fulfillment of obligations by the posted deadline will result in a full refund. Unacceptable conditions and/or remaining past the deadline will result in

forfeiture of the deposit. The intended outcome of this policy is for all students to assume full responsibility and act with pride toward their space, and for all monies collected to be returned.

Use of Materials

No toxic and or flammable materials, i.e. Poly resins, turpentine, fixatives, lacquers, spray paint, kerosene, etc. are allowed in the building. Any student who must use such fixative must do so outside of the building in MacDougal Alley during off hours. Fixative should only be used within 10 feet of the School's door. No spray fixative or any aerosol product should be used in the courtyard or on the fire escapes. Spray paints are not permitted in the building at any time. The use of turpentine or turpentine-based products is strictly prohibited. Students should substitute with odorless mineral spirits. All solvent containers must be covered after work has ceased for the day.

Clean Up and Disposal

Only designated sinks should be used to clean brushes. Bathroom sinks are not to be used to clean brushes. No solid waste should be put down the sinks at any time. In case of flooded sinks, inform the Painting Technician or Studio Manager immediately, and do not use the sink in question.

Solvents should never be used to clean skin. Contact with the skin should be avoided when using solvents.

The School requires that all hazardous waste be disposed of in the correct designated place. Contact the Painting Technician or Facilities & Studio Manager immediately if unsure of proper disposal of waste from any project.

Red solvent disposal cans and yellow rag canisters are distributed throughout the School for the disposal of necessary hazardous waste materials. Only dispose of these materials in their respective containers. If an accumulation of liquid solvents is noticeable in any can, contact the Painting Technician immediately.

Hallways and Common Spaces

Hallways and passageways should always be left clear and uncluttered. Students should never leave anything in hallways, corridors, stairwells or passageways. The School is regularly inspected by the Fire Department of the City of New York and any items left in such areas constitute a violation. If the School is issued any fines due to student carelessness, s/he will be responsible for payment of the violation.

Any items left in common areas, including hallways, corridors, passageways, lobby areas, the Student Gallery, the Library or any other public area will be removed and are liable to be destroyed.

Guest & Visitor Policy

Guests must be accompanied at all times when in the building. Any guest meeting a student at the School must be announced in advance to the Front Desk staff, and must await the arrival of that student in the Lobby. All guests will be provided with Visitor badges by the Front Desk staff, and will not be permitted to search the School for any student.

A student who sees any person unaccompanied in the building, who is not a student, faculty, or staff member should immediately notify the Front Desk staff or any other member of the staff.

Fire Drills & Emergency Evacuation

Fire drills are conducted throughout the year. Information regarding test drill schedules is posted on bulletin boards. Students must comply with all instructions from faculty and staff during fire drills.

Evacuation route information is posted in each studio, atelier and office. Students should familiarize themselves with the quickest exit routes from their studios and ateliers.

Emergency Phones

The Front Desk staff control the incoming phones for the entire building. In case of emergency, contact the nearest staff member or the front desk.

FINANCIAL SERVICES

Financial Aid Counseling & Application

Any student who wants to be considered for financial assistance must complete an application form and submit it to the Registrar. Failure to do so in a timely manner will result in processing delays and may result in reduced award amounts or ineligibility for financial aid funding.

Applications for financial aid must be made annually. **Funds are awarded on a yearly basis only.**

Application Procedures

Complete the New York Studio School Financial Aid Application that is available online or from the Registrar.

Deadline for completion: February 15th of each year.

In order to complete an application, students must return signed photocopies of personal and parent/guardian Federal Income Tax Returns no later than February 15th of each year.

In addition, students may be asked to supply further documentation including but not limited to:

- A photocopy of student's Permanent Resident Card (Green Card) or other citizenship documentation (permanent resident aliens or other non-U.S.citizens and first-time applicants only);
- Proof of non-taxable income or benefits, such as Social Security, public assistance, child support, alimony, pensions;
- Copies of Social Security Card and/or driver's license.

The need for the above documentation will be determined by the Registrar upon review of the Financial Aid Applications. The School may request additional documentation to verify the information reported and such requests should be addressed promptly.

Knowingly supplying fraudulent information is grounds for immediate expulsion from the School.

Scholarships and other awards only cover tuition expenses. The student must provide adequate finances to cover additional fees.

Award Notifications

Upon receipt of all required documentation, students are notified of their awards with an itemization of how such awards will be applied. Acceptance of any award must be returned to the Registrar within two weeks of receipt.

Reevaluations, Adjustments & Appeals

It should be noted that a student's award can change after the initial decision, for a number of reasons. Changes are commonly made as a result of external grant or scholarship awards. The Department of Student Services makes adjustments according to the federal and/or state regulations surrounding the award.

A student's award may be revised if enrollment status changes. Adjustments may also be made if the School finds any discrepancies between the original financial aid applications and the documentation collected to verify such data. The conditions listed generally result in a decrease in aid, but some conditions may cause an increase in awards.

If there is any change in a student's financial status, such as that caused by death, separation, change in employment, etc., the Bursar should be notified immediately. Changes in financial status may change a student's financial award package. If there are other conditions or unusual circumstances about which the Bursar may not be aware, students can request that aid be reevaluated.

Please remember that School funds are limited, and must be distributed to all students who exhibit need and merit. The School does not possess enough funding to meet the full needs of each individual student.

Financial Aid & Academic Progress

As per federal regulations, all financial aid recipients must maintain satisfactory academic progress and attendance. Standards for continued School-based financial awards are based on the same provisions as outlined below.

Any student placed on Academic Probation may be at risk of losing financial aid support, including any tuition remission or scholarship awards, from both internal and external sources.

New York Studio School Scholarships

Over the years of the School's history, many individuals and groups have provided donations to establish specific or general scholarships. Eligibility for most scholarship awards is based on financial need and is distributed on an equitable basis, unless specified by the terms of the scholarship award. All scholarship awards are contingent on the continuation of satisfactory progress and attendance in all enrolled courses throughout the student's tenure at the School, as outlined below.

Tuition Remission Awards

The New York Studio School Tuition Remission Awards are available to enrolled students who demonstrate genuine financial need. Applicants are reviewed by the student services, who consider the student's financial standing. Other sources of aid and efforts towards self-help are also taken into account.

Tuition remission awards require students to sign up for various roles at the school, depending on the amount of the award, in one or more jobs. Students are assigned specific tasks in consideration of their skills and merit. Assignments can include: class monitors; office and library assistance; wait staff; gallery work and graphic design, amongst others.

Questionnaires for tuition remission are distributed at Registration. Students are required to be in compliance with academic standards to continue eligibility.

Students holding an F-1 visa must be aware that they are limited to a maximum of twenty (20) hours of work-study per week, as per federal immigration regulations. M-1 visa holders are not eligible for tuition remission.

Special Grants and Scholarships

Much of the School's financial assistance is based on documented financial need as demonstrated by completing the School's Financial Aid Application. As with all School financial assistance, students must be in good academic and financial standing to be considered for financial assistance. Due to the generosity of various individuals, corporations and foundations, several additional grants and scholarships are available to students who qualify. Application details may differ for each individual grant. A few are listed below:

The Dita Amory Scholarship

The Dita Amory Scholarship is awarded to MFA or Certificate students.

Milton & Sally Avery Arts Foundation Scholarships

The Milton and Sally Avery Arts Foundation Scholarship is awarded to MFA or Certificate students.

Helena Rubinstein Foundation Scholarship

The Helena Rubinstein Scholarship is awarded to a female MFA or Certificate student.

Jonathan and Barbara Silver Foundation Scholarship

The Jonathan and Barbara Silver Foundation Scholarship is awarded to MFA or Certificate students.

The Goldhammer Family Foundation Scholarship

The Goldhammer Family Foundation Scholarship is awarded to MFA or Certificate students.

Need-Based Scholarships:

Jane Chace Carroll Scholarship

The Jane Chace Carroll Scholarship is awarded to exceptional MFA and Certificate students for two years of their studies. Each student will receive \$15,000 per year.

Charles Cajori Scholarship for Painting

The Charles Cajori Scholarship for Painting is awarded to one MFA or Certificate student who demonstrates strong artistic talent.

Harriet Glazier Endowed Scholarship for Women Painters

The Harriet Glazier Endowed Scholarship for Women Painters is awarded to female MFA or Certificate students.

The Vera List Endowment Scholarship

The Vera List Endowment Scholarship is awarded to MFA or Certificate students.

LCU Fund for Women's Education Housing Awards

The LCU Fund for Women's Education Housing Grant is awarded to female MFA students who make less than \$30,000 a year and received little to no financial support and remain in good standing at the School.

Absolute Secret Scholarship

The Absolute Secret Scholarship is awarded to MFA or Certificate students.

Henry Wolf Foundation Scholarship

The Henry Wolf Foundation Scholarship is awarded to MFA or Certificate students.

Travel Scholarships and Grants:

Larry Einbender Travel Award

Larry Einbender Travel Award is awarded to a full time Sculpture MFA or Certificate student who has attended the School for a minimum of 4 semesters. The student is awarded a stipend for European travel.

To apply, students must submit a recent sculpture for inclusion in an exhibition for applicants and a description of travel plans. The award is determined by a vote of faculty during the exhibition of submitted work. Voting faculty are provided with each applicant's travel plans.

Hohenberg Travel Award

The Hohenberg Travel Award is awarded to a full time MFA or Certificate student who has attended the School for a minimum of 4 semesters. The student is awarded a stipend for European travel. To apply, students must submit a description of travel plans and a recent work for inclusion in an exhibition for applicants. The award is determined by a vote of faculty during the exhibition of submitted artwork. Voting faculty are provided with each applicant's travel plans.

Peter Rippon/Royal Academy of Art Travel Award

The Peter Rippon/Royal Academy of Art Travel Award is awarded to one MFA or Certificate student to travel to the Royal Academy of Art and the New York Studio School to expand their students globally.

Bursar

The Bursar is the only staff member permitted to accept payments for registration and enrollment, including both tuition costs and supplementary fees. No other administrator is able to collect payment from students for these fees.

The Bursar provides all faculty, staff and administrators with a list of fully registered and paid students. **Only those students who are registered and paid are entitled to attend class.** If a student is not fully paid to date, they will not be allowed to attend classes.

Terms of Payment

Payments must include the student's name, address, telephone number and email. Bills are payable by cash; personal or certified check; money order; VISA; MasterCard; Amex, or wire transfer.

Checks and money orders should be made payable to New York Studio School in U.S. dollars and drawn on a U.S. bank. Checks drawn on an international bank will not be accepted.

Students may pay in person, by mail or over the phone. The School will add a 3% processing fee to any tuition payments made via credit card.

Returned Checks

The School charges a processing fee when a check is returned by the student's bank. Any check received which is returned may also result in a late payment charge, in addition to the returned check fee. Refer to the Bursar for this cost.

Adjustments

Students should keep all bills in order to maintain a personal record of charges throughout their tenure. Each bill will include program details; tuition amount; scholarships and tuition remission adjustments (if applicable). Students may also receive a fee invoice stating fees owed (i.e. sculpture fee, deferred payment fee, etc.). Receipts are given at time of payment unless payment is received via phone. In these instances, receipts can be mailed to the student or delivered in person, if requested.

Non-refundable Fees

Students enrolled in specific programs are required to pay additional fees.

Students taking sculpture classes are required to pay a fee each semester for materials. Please be aware that fees may be subject to change at any time, and are payable with the first payment. Refer to the Bursar for a current list of fees.

International Student Payments

International students must prove financial capability to support themselves throughout their study in the United States on acceptance. Students must also pay the first semester's tuition in full, as well as an international student processing fee before an I-20 can be issued. This is a non-refundable fee. Please be aware that payments from international students must be in U.S. currency.

Deferred Payment Plan

Full payment for registered students is due by the first day of the semester. Students with an outstanding balance will not be allowed to attend classes.

Any student unable to pay his/her entire tuition at this point can opt to enroll in the Deferred Payment Plan. There is a \$100 charge for enrolling in the plan.

All students who opt for the Deferred Payment Plan must ensure that all additional non-refundable fees are included in the first payment.

There is no payment plan available for students enrolled in any of the Special Programs, including the Summer Session. These programs must be paid in full one week before the start of the session.

Please see the Bursar for more information and payment plan details.

Tuition Refund Schedule

No reduction in cost liability is available to students who withdraw from the School without the appropriate approval. Any student wishing to withdraw from the School must give prior notice to the Registrar in writing and complete an official Complete Withdrawal Form (available from the Registrar). This form must be signed by the Bursar, and the Registrar and submitted for signing to the Program Director. Refunds are calculated based on the date the Complete Withdrawal Form is signed by the Program Director.

The following refund schedule applies following the requisite paperwork filing. **Please note that the start of the Marathon is considered the start of the semester.**

Fall & Spring Semesters:

- Before the first day of classes – 100% refund or credit
- Within the first week of the semester – 75% refund or credit
- Within the second week of the semester – 50% refund or credit
- After the second week of the semester – no refund or credit

Summer Session:

- Before the first meeting day of classes – 100% refund or credit
- Within the first meeting day of classes – 75% refund or credit
- Within the second meeting day of classes – 50% refund or credit
- After the second meeting day of classes – no refund or credit

Financial Appeals Committee

In rare cases, financial relief aid may be obtained for tuition expenses after consideration by the Financial Appeals Committee. Applications for such extreme aid must be made in writing to the Bursar and Program Director. Such assistance is only available in extreme cases, usually due to illness or accident that prevents class attendance.

Banking Facilities

Students are responsible for making their own arrangements for banking facilities. Students should be aware of the range of accounts offered by the various banks available, and their eligibility for any specific, specialized accounts.

Billing & Change of Address

Bills are mailed to the address the student listed on his/her registration record as their "billing" address. It can be changed at any time by writing or visiting the Registrar and completing a change of address form. Due dates cannot be extended because bills have not been received.

ACADEMIC POLICIES AND PROCEDURES

Registration

Information on available course options and registration forms will be emailed to all students prior to the start of the semester. Only students in good financial standing will be eligible for registration.

Students should be aware that courses are filled on a strictly first-come first-served basis. If first choice courses are full by the time a registration is completed, students will automatically be contacted for an alternate choice.

Please contact the Registrar with any questions.

Course Cancellation

A course may be cancelled if enrollment is insufficient.

Course Closings

On occasion, a course may close during registration. Students will be notified when this happens, and will be asked to make another selection.

Course/Instructor Evaluations

During the last week of each academic term, students are given the opportunity to evaluate their courses and instructors. Students are encouraged to be candid and constructive in their comments. Copies of students' evaluations are given to instructors only after all grades have been submitted.

Add/Drop Procedures

Add/Drop for full-time registered students begins the week immediately following the Marathons and ends the second week of regular classes (the fourth week of the semester). Courses can be changed only with the permission of administrative staff, up until the end of this week.

Forms for Add/Drop are available from the Registrar or may be made by appointment or email. Only courses in the Fall and Spring semesters are eligible for Add/Drop.

Change of Program

Students who are enrolled in the Certificate program who wish to be considered for the MFA program must apply separately and directly. There is no automatic transfer from the Certificate program to the MFA program, and applicants must receive endorsement from their Atelier Head prior to applying.

All students who apply for either the Certificate or MFA program will be regarded as new applicants, regardless of any previous affiliation with the School.

Leave of Absence Procedures & Costs

Students can request a Leave of Absence from the School for a period of up to two semesters for certain extenuating circumstances. These may include, but are not limited to, medical emergency, family emergency and/or financial emergency. This form should **only** be completed by students who plan on returning to the School to complete their program within one year. Only students in good financial standing may request leave. Leave is granted for up to two semesters.

If, after completing a Leave of Absence, a student is unable to return within the appropriate time frame, s/he must then submit a Complete Withdrawal Form to the Registrar.

Leave of Absence Forms are available from the Registrar, and require a \$25 processing fee.

Withdrawal

Submission of a Complete Withdrawal Form is an indication that an individual student no longer wishes to be enrolled at the School and does not plan to return. Any student who needs to take a leave of absence and plans to return in no more than two semesters should complete a Leave of Absence Form instead.(please see above)

Students who decide to leave the School without graduating or completing the Certificate or MFA program must fill out a Complete Withdrawal Form prior to leaving. This form serves to inform various departments within the School that the student is no longer enrolled. Only the submission of a Complete Withdrawal Form will wholly deactivate student status.

The date that the Complete Withdrawal Form is filed with Student Services is the date used to calculate student eligibility for WA (Authorized Withdrawal) grades and tuition refund. Refunds will be calculated based on the date the Complete Withdrawal Form is signed by the Program Director and Bursar

Students who leave the School without completing the above procedures will be liable for tuition and other fees, and will receive a WU (Unauthorized Withdrawal) on their transcript, based on the date of last known attendance.

Re-Admission Procedures & Costs

Students who take one semester or more off without taking an official Leave of Absence must re-apply. Applications are available online. Regular admission fees apply.

Graduation Process

The Degree and Certification commencement ceremony occurs in May of each year. Degrees and certificates are granted at that time.

In order to graduate from the MFA program students must have completed the requisite number of credits; meet or exceed the minimum grading requirements for graduation; complete a Graduation Application Form, and be fully paid in terms of all tuition costs and associated fees. Graduation applications are available from the Registrar.

Students graduating from the Certificate program must have completed the required number of semesters within the same program, and also fill out the required graduation form.

Transcripts & Grade Reports

Official transcripts can be requested from the School's website. Only students who are or have been enrolled in the full time Certificate or MFA programs may request an official transcript.

The cost per transcript is \$15 for the first transcript and \$5 for each additional copy. Processing of transcripts takes ten (10) business days. Additional charges may be added if international shipping is requested.

Transcripts will not be released unless the student is in good standing and compliance with all departments.

Privacy and Confidentiality

The Family Rights and Privacy Act of 1974 as amended in 1995 and 1996, with which the School complies, was enacted to protect the privacy of education records, to establish the rights of students to inspect and review their education records, and to provide guidelines for correction of inaccurate or misleading statements.

The School has established the following student information as public or directory information, which may be disclosed by the institution at its discretion: student name; major field of study; dates of attendance; full- or part-time enrollment status; degrees and awards received; the most recent previous educational agency or institution attended; addresses, phone numbers, photographs, email addresses and date and place of birth.

Students may request that the School withhold release of the directory information by notifying the Registrar in writing.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the School decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

ACADEMIC STANDARDS AND GRADING

In order to maintain the integrity of the School, the admissions process is constructed in such a way as to recruit the most highly-motivated and talented students, who show a commitment to serious work. Throughout their tenure, students are expected to maintain good academic standing, as outlined below.

Disabled Students

Students with declared disabilities have the option of extending by up to one year to complete the program, according to their needs.

Attendance and Conduct

While the School stresses the freedom and individuality of each student, full-time participation is mandatory. Enrollment in the courses offered by the School represents a tacit agreement with the attendance policy. All students are expected to attend all courses for which they are registered.

MFA Students: Three (3) unexcused absences from any course may jeopardize an MFA student's academic standing and financial aid. This policy applies to all domestic and international students.

International Students: Three (3) unexcused absences from any course may jeopardize an international student's academic standing, financial aid, and student status with US Immigration's SEVIS system. This policy applies to all international students enrolled in the MFA and Certificate programs.

Absence Due to Religious Observance

The School recognizes and respects the diversity of its students and their respective religious obligations and practices. The School will therefore make every effort to afford all individuals appropriate opportunity

to fulfill those religious obligations and practices. Please notify the Registrar at Registration of such observances.

Absence due to Illness or Family Emergency

If a student is ill and unable to attend class, they or a representative should contact the School immediately and inform the Department of Student Services. Absence of longer than 3 days requires a doctor's certificate presenting proof of illness.

If a student requires a leave to attend to family or personal emergency, the Registrar must be informed immediately, and arrangements made, if possible, to complete any outstanding assignments or works at a later date or within the student's own time. In cases of extended leave, students may wish to complete a Leave of Absence form, as detailed above.

Unreported Absences

Students should be aware that any unreported absences could lead to investigation by administrative staff and other agencies. If the School does not hear from a student, either directly from a faculty member, member of the administrative staff, parent or other student within a period of four (4) days from the first noted absence, the School may institute further investigations into the absence, including the filing of a Missing Persons report with local law enforcement agencies. In accordance with §6434 of Article 129-A of the Education Law, the School must provide for the investigation of a report of any missing student. In the event of unreported absences, the School will assume that four contiguous days of missed classes without contact will be grounds for filing a missing persons report.

Attendance during the marathons is mandatory. The marathon is included as one element within the full semester. Failure to complete a marathon will be seen as failure to adhere to all requirements of a semester. Only in instances of medical or general emergencies, family, religious or legal obligations or a death in your immediate family will students be excused from the marathons. Notification must be made known prior to the start of the marathon, if possible.

Documents supporting your absences may be requested. Student will be notified of decision to accept absence. Once approval has been granted, the student will be required to make up the course without charge within a one year time frame of the documented absence, in order to complete the semester requirements. Tuition will not be prorated for marathon.

Academic Integrity

Integrity is an expected facet of conduct and behavior as regards all members of the School community, and particularly in reference to academic honesty. The School holds all students to high levels of academic standards, specifically in the areas of attendance; quality of work and effort; conduct within the School, and academic honesty. Failure to maintain equality with these expected levels constitutes a violation of the standards the School demands from students, and may result in disciplinary action including withdrawal of financial aid, and suspension from class.

The submission of any work by a student, be it a written essay or thesis or a work of sculpture, painting, drawing or other artistic medium, is assumed to represent an implicit claim by the student that the work is wholly his/her own, done without assistance unless explicitly noted and that the work has not been submitted for credit in any area on a previous occasion.

Examples of violations regarding this policy include:

- Reproducing another's visual, verbal or written material without proper citation and with intent to deceive (plagiarism);
- Copying or allowing the copying of assigned work by another student;
- Altering or mutilating other students' work or otherwise interfering with their ability to produce work, including unequal sharing of studio space and materials.

Students who are found to have violated the code of academic integrity may be subject to certain penalties, including being required to repeat the specific assignment and/or receiving a lower or failing grade in the assignment and/or course. Further penalties may also be enforced, as deemed appropriate.

MFA Student Guidelines

Academic Advisors

Academic Advisors help students define their objectives and goals during their tenure at the School. An Advisor is assigned to each student at Registration. Consulting with an Academic Advisor gives students the opportunity to meet regularly with the same faculty member throughout their time at the School, and to gain insight and advice regarding course and future career choices. However, the ultimate responsibility for course planning lies with each individual student.

All continuing MFA students should meet with their Academic Advisor in order to complete their registration forms. Students should ensure that they make appointments with their Advisor well before the registration deadlines. Students can visit their Academic Advisor throughout their tenure, and all Advisors are available regularly to students, both for course planning and career advice. Students may change their Advisor but must get permission from the Registrar prior to any change.

Grades

A student's academic records reflect all grades for all registered courses as submitted by faculty. Grades are released to the student by their Academic Advisor or the Registrar.

The School uses a system of grading based on the standards of **High Pass (HP)**, **Pass (P)**, **Low Performance (LP)**, and **Fail (F)**. Students who have not completed the necessary paperwork will receive an Incomplete (INC) which will not affect their overall grading average. Credit will not be received for this course until the requirements for the course are met. The timeline for completion is up to the discretion of the faculty member for the course.

Mid-term grades are made available prior to each semester's registration through their Academic Advisor or the Registrar.

Students who wish to withdraw from the School should refer to the section regarding Authorized and Unauthorized Withdrawals, and relevant grades for these situations.

Academic Progress & Good Standing

Students must make, at minimum, satisfactory progress towards the completion of their degree within the time-span of the program. This translates to achieving at least a Pass (P) grade in each of their courses.

The School does not use Grade Point Average (GPA) as part of its system of evaluation. However, when a GPA is required, the following formula will be used:

HP = 4.0, P = 3.0, LP = 2.0, F = 0.

Students will be notified at mid-term regarding their current progress. If a student appears to be having difficulty maintaining progress in any course(s), and faculty have already alerted them to the situation without improvement, Academic Advisors will address the issue directly with the student at their mid-term meeting.

If at the end of the semester, students receive an LP or F grade, they will be placed on academic probation. Students will be notified in writing of their probation status. Every effort will be made to help the student resume satisfactory progress in the program. Students on academic probation may be at risk of

losing tuition remission or scholarship awards. For further information on Financial Aid probation, see the relevant section above.

If a student receives an Incomplete (INC) in any course for their final grade, coursework will need to be made up. Students must work with the faculty member to determine the proper time frame appropriate to the work needed to be completed. An Incomplete does not count as a final grade on an academic transcript. The latest date a student can receive a grade for an Incomplete is the last day of the marathon in the subsequent semester. If by the end of that day, an amended grade is not received by faculty, the student will automatically fail the course and must retake it.

If a student on academic probation receives an LP or F final grade in any subsequent course(s), the student may be subject to dismissal from the program. This decision will be made by the Dean in consultation with the Curriculum Compliance Committee. Any decision will be communicated to the student both verbally and in writing.

Students who wish to discuss their progress or any pending academic actions are encouraged to make an appointment to see the Program Director.

Certificate Student Guidelines

Students in the Certificate program must maintain a high level of attendance, and contribute fully to the environment of each atelier in which they are enrolled.

Students are not evaluated formally but their success for their progression in the program is based on attendance, development and personal achievement throughout their tenure.

At the end of their sixth semester (semester includes two week marathon plus thirteen weeks of regular courses), students who have successfully completed the program will receive a Certificate of Completion.

Students who wish to withdraw before the completion of the three years must comply with all necessary procedures, as referred to above.

Academic Disputes

Instructors are responsible for determining performance standards for courses. The instructor is obligated to ensure that the course syllabus meets the goals of the program and the student's level of performance should reflect the educational objective of the program.

Evaluation disputes should be first discussed with the instructor. If the dispute is not resolved, the student may register a formal report with the Registrar, who will consult with the instructor, Program Director and the Dean to attempt to seek resolution. Should this resolution not be satisfactory, the student may then formally appeal the grade, in writing, to the Student Admissions and Affairs Committee. The committee will make a recommendation to the Dean, which will then be final.

STUDENT CODE OF CONDUCT

Policy Statement on Student Misconduct

The School is committed to creating and sustaining an environment in which students, faculty and staff can study and work in an open atmosphere unhampered by discrimination. The School holds high expectations regarding the conduct of students, faculty and staff. It maintains a policy of equal opportunity in all its educational activities, including, but not limited to, admissions, scholarship programs, financial aid, and employment. It does not discriminate on the basis of gender, race, color, national origin, religion or creed, sex, sexual orientation, age, physical handicap, status as veteran, political beliefs, or marital status.

All policies, regulations and rules shall apply to and govern the conduct of all students, whether enrolled in the Certificate, MFA or Marathon Programs, and the Evening and Weekend Courses, as well as alumni, visitors, guests and invitees.

The School is dedicated to:

- Providing clear guidelines on how to report harassment and violence;
- Providing ongoing training and educational programs on sexual harassment and violence;
- Receiving reports with respect;
- Responding to and investigating all reports promptly;
- Providing ongoing support and resources to any reporting individual;
- Taking action regarding any allegations of retaliation;
- Referring incidents to local law enforcement when appropriate; and
- Gathering data for review and analysis in order to improve School safety, reporting, responsiveness, and resolution.

INSTITUTIONAL POLICIES

Violent Crimes

Students, together with all members of the School community, have the right to participate in their normal routine without the threat of violence. To this end, the School makes clear its responsibility to report any violent felony offense that takes place at the School, or its DUMBO location, to local law enforcement agencies and to ensure that such agencies have the full cooperation of the community. Questions regarding this policy should be directed to the Department of Student Services. This department can also provide information regarding the definition of violent felony offense(s) as set forth by New York State Penal Law, §70.02.

As a necessary part of the commitment to creating and sustaining a discrimination-free environment for all members of the community, the School maintains a zero-tolerance policy on harassment of any members of its student body, staff or faculty by any other member of the community.

Discriminatory Harassment

Any harassment of individuals or groups based on race, religion, color, national origin, ancestry, age, sex, sexual orientation, disability, marital status or veteran status is contrary to state and federal civil laws. Harassment is defined for purposes of such laws and as per the School's policy as any behavior that is unwelcome and targets and specifically addresses a person or small group of persons on the basis of any of the characteristics above, and that is sufficiently severe or pervasive to negatively alter that person or a group member's living, educational or working environment.

Harassment can be verbal or physical conduct based on discrimination against individuals targeted for any of the above reasons. It can also involve the use of 'fighting words' or non-verbal symbols that are as

a matter of common knowledge understood to convey hatred or contempt for persons and by their use intend to inflict injury or incite immediate breach of the peace.

The policy against such discrimination applies uniformly to all members of the School community. Persons found in violation of this policy will be subject to appropriate disciplinary action up to and including the suspension or termination of employment of employees, and suspension or expulsion of students.

Bias-related Crimes

In addition to the above policies on discriminatory harassment, the School is mandated under Article 129-A of the Education Law to inform students about the specific laws and penalties regarding the perpetration of crimes motivated by prejudice, hatred or bias, commonly known as 'hate crimes'.

Both the federal government and New York State have statutes covering hate crimes. A hate crime is a crime of violence that is motivated by prejudice or hate based on race, religion, ethnicity, national origin, gender, disability or sexual orientation. While physical attacks based on such bias may be rare, other forms of bias-related abuse and discrimination, including harassment, threatening behavior or contact, and demeaning jokes, may occur more frequently and may violate the School's policies that prohibit harassment and discrimination, as well as federal or state civil law.

The Department of Student Services holds information regarding the various applicable laws and penalties regarding bias-related crimes, including Article 485 of the Hate Crimes Act of 2000, Civil Rights Law §40-c and Penal Law §240.30. Below is a brief précis of the various New York State statutes.

- a) New York State Law Hate Crimes Act of 2000, Penal Law Article 485 – enhances criminal penalties for a list of enumerated crimes when perpetrators intentionally selected a target based on the victim's actual or perceived race, color, national origin, ancestry, gender, religion, religious practice, age, disability, or sexual orientation.
- b) NY Civil Rights Law §40-c – prohibits discrimination or harassment based on race, creed, color, national origin, sex or disability.
- c) NY Penal Law §240.30 – Enhances penalty for aggravated harassment.

The School encourages any student who has been the victim of or has witnessed behavior that may be deemed a bias-related crime or incident to report the matter as soon as possible to members of the Department of Student Services or any other member of the administrative staff or faculty. Any such report will be dealt with as confidentially as possible, and will be shared with other members of the administrative staff, as well as members of outside law enforcement agencies, when necessary to protect the safety and security of the School community.

Individuals with Disabilities

Section 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act prohibits discrimination against qualified persons with disabilities solely on the basis of their disabilities and provide for accessibility to programs, goods, accommodations and services. All efforts are made to ensure the School's programs, privileges, employment opportunities and other activities are made accessible to individuals with disabilities.

Retaliation

The School prohibits any form of retaliatory action against any reporting party or any individual involved in the reporting procedure. Any person or persons found in violation of this policy are subject to appropriate disciplinary action.

Reporting Discrimination or Retaliation

The School is committed to addressing reports of discrimination and/or harassment quickly, consistently and fairly. Members of the School community may report allegations to the Title IX Coordinator, Program Director, Registrar, or Dean's Office.

Reporting Options and Review of Reports

Reporting Party: *In this process, the person alleging a violation of policy is referred to as the reporting party.*

Responding Party: *In this process, the person who is alleged to have violated campus policy is referred to as the responding party.*

Following a discussion with the Program Director and/or Registrar, the reporting party will be informed of their options. Options may include an informal resolution or a complete investigation.

Individuals wishing to file a report will be provided with the School's official form. Reports should be made in writing, whenever possible.

Informal Resolutions

Informal resolutions allow for the parties to participate in a search for a fair and workable solution. Examples of informal resolutions include a modification of work environment, department training and/or an apology. Informal resolution requires the consent of the reporting party and the respondent. Informal resolutions should be made within (30) thirty calendar days. Agreed upon resolutions will be signed by both parties.

Either party may declare at any time that attempts at an informal resolution have failed.

Investigations

A full investigation may be required once informal resolutions have failed or may be conducted directly after a report is filed. The reporting party will be informed that an investigation is underway, and that the responding party and any other relevant parties will likely be interviewed. The responding party will also be informed of the report, investigation, and the penalties of retaliation. It is suggested that investigations include the following, whenever possible:

- Interview of the reporting party;
- Interview of the responding party, and;
- Review of evidence.

Whenever possible, the investigation will be completed within (60) sixty days of receipt of the report.

The School will appoint trained investigators to conduct the investigation, usually within two business days of determining that an investigation should proceed. Investigations are completed expeditiously, normally within 10-14 business days of notice to the Department of Student Services. Investigations may take longer depending on their nature or complexity.

The School's resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the School may undertake a short delay (several days to weeks) in its investigation or resolution process, to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The School will promptly resume its investigation and processes once notified by law enforcement that the initial evidence collection process is complete.

The parties will receive written notification of the outcome of the hearing, to the extent permitted or mandated by law. This written notification of final decision is delivered to the parties without undue delay between the notifications, explains appeals options and procedures, and any changes to the results that could occur before the decision is finalized.

The written decision will be provided in person and/or mailed to the local mailing address of the respective party as indicated in School records and emailed to the parties' email on record. If there is no local address on file, mail will be sent to the parties' permanent address. Once received in person, mailed or emailed, the notice of decision will be deemed presumptively delivered.

Withdrawal of Reports

The reporting party maintains the right to withdraw a report at any time during the informal resolution process or during an investigation. Withdrawal requests must be made in writing and may be made ONLY by the reporting party. The School reserves the right to continue an ongoing investigation. The respondent will be informed in writing of any of the above measures.

Knowingly False Reports

If after or during any investigation of a report it is determined that any individual has knowingly provided false information regarding the report, or has knowingly filed a false report, appropriate disciplinary action will be taken against the reporting party.

Dogs and Animals on Campus

In consideration of the health, safety, and welfare of all members of the School community, The School strictly prohibits the presence of dogs or other animals with the exception of certified service animals. The School recognizes the importance of service animals to those individuals who require their assistance and welcomes these animals in all areas of the campus. Any damage to persons, property, or other animals resulting from the presence of animals on school property will be the sole responsibility of the owner.

Smoking Policy

The School fully complies with the New York City Smoke-Free Air Act of 2002, which prohibits smoking in most public places and work areas.

No smoking is permitted inside the building including, but not limited to, studios, ateliers, locker areas, rack rooms, storage spaces, offices, galleries, corridors, kitchens, passageways, basements, bath-rooms, libraries, public meeting rooms or other areas. Additionally, there is to be no smoking on the fire escapes, the courtyard or the rooftops.

Students who need to make a report about smoking in prohibited areas should contact the Student Services Office directly.

Alcohol & Substance Use Policy

The School is committed to creating an environment for students, staff and faculty that is free of alcohol and drug abuse. In compliance with the Federal Drug-Free School and Communities Act Amendments of 1989, the School prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of its activities. Students and other members of the community are reminded that it is the responsibility of all individual members to comply with applicable local, state and federal laws controlling drug and alcohol possession, use or distribution.

The use and abuse of alcohol and other drugs constitutes grounds for disciplinary action within the School, including probation or suspension, in addition to any legal or judicial penalties. Parents and/or

guardians will also be notified of any actions taken against the student in such cases. Students should be aware of the health risks associated with alcohol abuse and the use of illicit drugs, and counseling or support programs can be recommended in necessary cases.

Use & Distribution of Alcohol

The School complies with all provisions of the New York State Alcoholic Beverage Control Law, specifically those regarding the distribution and use of alcohol by those members of the student body below the legal drinking age.

Persons under the age of 21 are not permitted to consume alcohol, or to hold alcohol with intent to consume, or to serve alcohol at any event. Students under 21 are also prohibited from attempting to acquire or purchase alcoholic beverages through fraudulent means, such as using false identification. Any student found in violation of this policy will be liable to sanctions of escalating severity.

At events where students under the legal drinking age may be present, proof of age will be required from anyone appearing under the legal drinking age. Acceptable methods of identification are defined by the Department of Student Services. Students interested in hosting such an event where alcohol is to be served must contact the Department of Student Services in advance, and will be informed of the appropriate amounts of alcohol to be served.

Whenever alcohol is served at School-sponsored events, an appropriate amount of non-alcoholic beverages and snacks must be provided for attendees. Student events, such as openings in the Student Gallery, must adhere to these policies. The student who is hosting any event is responsible for acting as the supervisor in regard to the distribution of alcohol. Alcohol at student-run events will be limited in quantity, and will only be served during the period that the event is officially scheduled to run, and must only be consumed within the specific area where the event is held. Alcohol is not allowed in any private studios at any time.

New York State law requires the posting and/or availability of appropriate signs stating the New York State legal drinking age of 21 at all events where alcohol is to be served. Students should see the Department of Student Services for such items.

Persons under 21 are not permitted to serve alcohol at any School-sponsored event. Individuals at any event who appear intoxicated should not be served under any circumstances.

Health Risks

Illicit drug use can incur the risk of numerous physical and psychological hazards, including the possibility of overdose, psychological damage, changes in personal behavior, secondary infection and possible death.

Applicable Local, State & Federal Sanctions

In addition to possible criminal and judicial penalties arising from violation of the School alcohol and substance use policy, sanctions will range from verbal or written warnings and social probation up to and including expulsion or dismissal from the School.

Students who are convicted of any offense under Federal or state laws involving the possession or sale of a controlled substance *are not eligible* for any grants, loans or Tuition Remission for the period beginning with the date of the conviction and lasting for 1 to 2 years (for first time offenders) or for an indefinite period (for repeat offenders). [20 U.S.C. ~ 1070 and 42 U.S.C. ~2751]

The State Penal Code has numerous penalties for the possession and sale of controlled substances and marijuana. Possession and sale of controlled substances range from misdemeanor to felony, and penalties range from one year to life. Sanctions can also include denial of federal benefits, such as

student loans and grants. For further information on the local, state and federal laws concerning unlawful possession or distribution of illicit drugs and/or alcohol, see the Department of Student Services.

Computer Users' Rights & Responsibilities

Access to the School's computers and network is regarded as a privilege, not a right and as such students must be aware that misuse of computer resources will result in restricted access. The computers and network access provided by the School are primarily for research. Staff reserve the right to limit access to computers for use other than that directly involved with academic or research practices.

Computing facilities may not be used in any manner that contradicts federal or state laws, including Article 156 of the New York Penal Law, "Offenses Involving Computers", or School policies, such as those regarding sexual, discriminatory or any other kind of harassment. Students must be aware that downloading any explicit materials or materials likely to cause offense to other members of the community will be prohibited from accessing the network or computers. It is the responsibility of the individual to be aware of the content of any material they are viewing, printing, emailing or otherwise distributing.

Users are expected to follow any instructions given regarding use of such facilities by authorized library staff and assistants. Users should delete any files that are publicly accessible immediately following use, or ensure that they are encrypted for privacy. Computer hard drives are regularly scanned and obsolete files or folders that are not encrypted will be deleted. Students should not attempt to download any items, whether software, shareware or personal messaging systems onto the public computers. Students should be aware that staff reserve the right to limit use of computers in cases where resources are subject to high demand, or in times of system upgrades.

Alumni & Guest Access to Instructional Facilities

Except during public exhibitions or lectures, guests may only use facilities of the School if they have obtained explicit written approval from the necessary departmental supervisor, or are accompanied at all times by a member of the School's faculty or staff.

Alumni may gain access to facilities only with prior approval. Any alumnus or guest must comply with all School policies while inside the building. Failure to comply with any policy will result in a request to leave.

Visitors and/or guests and alumni who are perceived to be causing a disruption or nuisance to the daily running of the School, who cause interruptions to the work of currently enrolled students and staff or faculty, or who are involved in disruptive, threatening or harassing behavior towards any other member of the School community, including staff, administrators, faculty, currently enrolled students or other persons associated with the School in any way may be subject to any of the following penalties:

Warning. A verbal warning that the individual is interfering with the rights of others, or the School, and an order to desist.

Ejection. The individual will be requested to leave the campus or property immediately. If the individual does not leave immediately, he or she shall be ejected as a trespasser.

If necessary and appropriate given the behavior exhibited by the guest or visitor, legal action in terms of criminal prosecution under the provisions of the Laws of the State of New York, both civil and criminal, may be instituted against the individual.

Violations of Federal, State and Local Laws

The School cannot and does not condone violations of the law, and recognizes that the law operates to its fullest extent within the physical confines of the School. If a violation of the law occurs which also contradicts any School regulations, proceedings may initiate against offenders in parallel with any civil or criminal actions that result as a consequence of the violation.

CAMPUS SECURITY

Security Concerns Committee

The New York Studio School Security Concerns Committee is comprised of student representatives, faculty and administrative staff. Its role is to provide ongoing reviews of security issues and safety concerns for the entire School community, including a yearly report with recommendations as to current policies and procedures as concern safety and security, including campus crime statistics. The Security Concerns Committee is also responsible for inviting community liaison officers from local police precincts to talk with students about safety and security in the city. If you are interested in speaking with any member of the Committee with suggestions or ideas, feel free to contact any member directly. A list of current active members is available from Student Services. If you are interested in standing for membership of the Committee, talk to the Registrar about how to go about the process.

Campus Crime Statistics

As a degree-granting institution under New York State Department of Education standards, the School has a responsibility to report all records relating to campus crime statistics. The Advisory Committee on Campus Security (Security Concerns Committee) will provide upon request all campus crime statistics as reported to the United States Department of Education. These records are also available online at <http://ope.ed.gov/security/>.

Information and Updates about Campus Security

Presentations and discussions regarding campus security is included in the Orientation sessions held for new incoming students at the start of the fall and spring semesters, and the summer session, and include overviews of the information presented in this Handbook. Copies of the Handbook are also available for download from the School's website at all times, and updates to the document are made and posted online.

If at any point during the year, any ongoing criminal threats or patterns of criminal behavior exist or are reported to the administration, the School community will be informed. Students and other members of the School community can also request copies of the reports of the Advisory Committee on Campus Safety (Security Concerns Committee) at any time during the year, and raise any issues or concerns to the various administrative bodies of the School, including the Board of Governors.

Off-Campus Crime Prevention Tips & New York City Safety

While New York City is one of the safest large cities in the United States, students should be aware of how to maintain their own safety and security while living and traveling in the city.

Included below are some general tips for crime prevention and safety.

Crime Prevention Tips

- Do not openly display large amounts of cash, and only carry the amount of cash or credit cards you need;
- Do not carry all your cash or credit cards in the same pocket or bag;
- Avoid evening withdrawals from ATM machines;
- Avoid short cuts that are badly lit;
- Keep bags and pocketbooks close to your body, do not carry your wallet in your back pocket;
- If you become a victim of a purse snatcher, pick pocket or other robbery do not fight back, especially if weapons are used - observe as much as you can and make a police report as soon as possible.

Subway Safety

- Try and travel with friends as much as possible, particularly late at night;
- Never ride in an empty car, and try and use the car in which the conductor operates (usually the middle one);
- Avoid being left on platforms alone;
- Stay with crowds or as near to the station agent as much as possible on platforms;
- Do not display jewelry openly, tuck necklaces into clothing and turn rings around;
- Do not stand or lean on the doors as this can make an easy get-away for thieves and pick-pockets;
- Know the stations you use regularly and the quickest and most brightly-lit exits and entrances;
- If you see or hear anything suspicious, alert the station agent or conductor, or a police officer if there is one on the platform;
- Never ride between subway cars.

Further information on New York City for visitors and residents can be found online at www.nyc.gov. Information on public transportation, including further safety tips, maps and schedules can be found at the M.T.A. website at www.mta.info.

Renter's Insurance & Personal Liability

The School recommends that students living in rented accommodation take out individual renters' insurance and personal liability insurance. There are many insurance brokers in the city that provide these services with various coverage policies. It is the responsibility of the student to fully investigate and abide by the terms of any policy they decide to activate.

Insurance and Liability Policy

While every effort is made to ensure the safety and security of individuals and their property, the School will not be liable for damage to or theft of personal property since individual's personal property is not covered by the School's insurance policies. The School strongly recommends that students purchase their own comprehensive insurance (including theft, accident and personal liability) to protect both the student and their personal property.

Following damage to or theft of any personal property, the School recommends that the student check his/her home or renter's insurance policy or his/her parents' home or renter's insurance policies, to see whether a particular loss is covered.

If damage to or theft of personal property is deemed to be School's responsibility, individuals making a claim must produce documented evidence of actual monetary loss and cost of replacement.

Disruptive Behavior, Theft & Safety Issues

In order to maintain an environment conducive to education and learning, the School has certain expectations regarding behavior, and therefore chooses to exclude the following behaviors:

1. Behavior Disruptive to Another
 - Physical restriction;
 - Coercion;
 - Intimidation of either a physical or verbal kind;
 - Harassment;
 - Any action that is deliberate and which results or might result in injury to any other person;
 - Acts of sexual violence or intimidation, including date or acquaintance rape;

- Behaviors deemed dangerous to the self or to others.
2. Behavior disruptive to the Public Order
 - Participation in or encouragement of any effort to purposefully disrupt a class or any event associated with the School;
 - Creating a public annoyance, inconvenience or alarm;
 - Fighting;
 - Excessive or unreasonable noise;
 - Irresponsible use of skateboards, rollerblades, bicycles, etc within the building, use of which are banned.
 3. Behavior Adverse to Health and Safety Regulations
 - Tampering with or misusing fire alarms and other fire safety equipment;
 - Smoking anywhere in the building;
 - Refusal to observe safety regulations or procedures, including those regarding studio safety and disposal of hazardous waste;
 - Use of banned substances including turpentine and similar mediums;
 - Lighting or attempting to light a fire anywhere within the School, including private studios, or use of open flames in any room or studio;
 - Creating an atmosphere or condition which unnecessarily endangers or threatens the safety or well-being of any other person or persons;
 - Possession of any weapon, including firearms, explosives or other incendiary apparatus;
 - Failure to comply with instructions of any School personnel acting in compliance with their job description and duties.
 4. Theft, Willful Damage to Property and Unauthorized Entry
 - Theft of property;
 - Damage, destruction, defacement, mutilation, theft or other misuse of property not one's own;
 - Unauthorized entry or use of staff and administrative offices;
 - Forcible entry to any room, office; studio or facility or restricted area, including the roof;
 - Stealing, defacing or removing items from the Library.
 5. Alcohol & Drugs
 - Selling, giving or serving alcoholic beverages to underage persons;
 - Consumption of alcoholic beverages by any person under 21 years of age;
 - Failure to comply with the regulations set forth in the School's alcohol policy;
 - Sale, purchase, use or distribution of any illegal drug on School property.
 6. Misuse of Documents & Computers and False Information
 - Forging, alteration, misappropriation or other misuse of academic or non-academic records, documents or other official forms;
 - Unauthorized and/or inappropriate use of computers and/or software, including illegal downloading or copying of software (see also Computer Users Rights and Responsibilities);
 - Providing false information or testimony in disciplinary matters;
 - Representing oneself as another person with intent to obtain benefit or to defraud another;
 - Fraud or embezzlement.

SEXUAL MISCONDUCT POLICIES

Policy Statement

Every member of the School community deserves the opportunity to live, learn and work free from sexual harassment, gender-based harassment and sexual violence. NYSS is committed to:

- Defining conduct that constitutes prohibited Sexual Misconduct;
- Providing clear guidelines for students, employees and visitors on how to report incidents of Sexual Misconduct and a commitment that any report will be handled respectfully;
- Promptly responding to and investigating reports of Sexual Misconduct, pursuing disciplinary action when appropriate, referring the incident to local law enforcement when appropriate, and taking action to investigate and address any reports of retaliation;
- Providing ongoing assistance and support to students and employees who make reports of Sexual Misconduct;
- Providing awareness and prevention information on Sexual Misconduct, including widely disseminating this policy, a “students’ bill of rights” and implementing training and educational programs on Sexual Misconduct to School constituencies; and
- Gathering and analyzing information and data that will be reviewed in order to improve safety, reporting, responsiveness and the resolution of incidents.

This policy governs the conduct of all the members of School’s community, including employees and students. Visitors are both protected by and subject to this policy. A visitor may report a violation of this policy committed by a member of the School’s community. Visitors may also be subject to restrictions for failing to comply with this policy.

DEFINITIONS

Affirmative Consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.

In order to give consent, one must be of legal age (17 years or older).

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.

Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if the individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Consent may be initially given but withdrawn at any time. When consent is withdrawn or no can longer be given, sexual activity must stop.

Confidentiality is the commitment not to share any identifying information with others, except as required by law in emergency circumstances (such as risk of death or serious bodily harm). Confidentiality may

only be offered by individuals who are not legally required to report known incidents of Sexual Misconduct to School officials. Licensed mental health counselors, medical providers & pastoral counselors may offer confidentiality.

Dating Violence is violence or sexual assault committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the reporting party's statement and with consideration of the length of the relationship and the frequency of the interaction between the persons involved in the relationship. Dating violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct. A relationship may be romantic or intimate regardless of whether the relationship was sexual in nature. Dating violence includes the threat of sexual or physical abuse.

Domestic Violence is any violence or sexual assault committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child;
- A person who cohabits or cohabited with the victim as a spouse or intimate partner; or
- Anyone else covered by applicable domestic violence laws. Domestic violence can be a single act or a pattern of behavior, based on the frequency, nature, and severity of the conduct.

Forcible Touching/Fondling is intentionally touching the sexual or other intimate parts of another person without the latter's consent for the purpose of degrading or abusing such person, or for the purpose of gratifying the actor's sexual desire.

Gender-Based Harassment is unwelcome conduct of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes that is sufficiently serious to adversely affect an individual's participation in employment, education or other School activities. The effect will be evaluated based on the perspective of a reasonable person in the position of the Reporting Party. An example of gender-based harassment would be persistent mocking or disparagement of a person based on a perceived lack of stereotypical masculinity or femininity.

Intimate Partner Violence ("IPV") includes both Domestic Violence and Dating Violence.

Privacy is the assurance that the School will only reveal information about a report of Sexual Misconduct to those who need to know the information in order to carry out their duties or responsibilities or as otherwise required by law. Individuals who are unable to offer the higher standard of confidentiality under law, but who are still committed to not disclose information more than necessary, may offer privacy.

Rape and Attempted Rape is the penetration or attempted penetration, no matter how slight, of any body part by a sex organ of another person, without the consent of that person.

Report is the allegation of Sexual Misconduct made under this policy.

Reporting Party refers to the individual who alleges that they have been the subject of Sexual Misconduct, and can be a School student, employee (including all full-time and part-time faculty and staff), or visitor.

Respondent refers to the individual who is alleged to have committed Sexual Misconduct against a student, employee, or visitor.

Retaliation is adverse treatment of an individual as a result of that individual's reporting Sexual Misconduct, assisting someone with a report of Sexual Misconduct, opposing in a reasonable manner an act or policy believed to constitute Sexual Misconduct, or participating in any manner in an investigation or resolution of a Sexual Misconduct report. Adverse treatment includes threats, intimidation and reprisals by either the reporting party or respondent or by others such as friends or relatives of either the reporting party or respondent.

Sexual Activity is

- Contact between the penis and the vulva or the penis and the anus;
- Contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus;
- Penetration, however slight, of the of the anal or genital opening of another by a hand or finger or by any object, with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person; or intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any person with an intent to abuse, humiliate, harass, degrade, or arouse or gratify the sexual desire of any person.

Sexual Assault is any form of sexual activity that occurs without consent.

Sex Discrimination is treating an individual differently or less favorably because of sex, including sexual orientation, gender or gender identity (including transgender status), as well as pregnancy, childbirth and related medical conditions. Examples of sex discrimination include giving a student a lower grade, or failing to hire or promote an employee, based on their sex.

Sexual Harassment is unwelcome conduct of a sexual nature, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo); or
- Such conduct is sufficiently serious that it alters the conditions of, or has the effect of substantially interfering with, an individual's educational or work experience by creating an intimidating, hostile, or offensive environment (hostile environment). The effect will be evaluated based on the perspective of a reasonable person in the position of the reporting party.

Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

While it is not possible to list all circumstances that might constitute sexual harassment, the following are some examples of conduct that might constitute sexual harassment depending on the totality of the circumstances:

- Inappropriate or unwelcome physical contact or suggestive body language, such as touching, groping, patting, pinching, hugging, kissing, or brushing against an individual's body;
- Verbal abuse or offensive comments of a sexual nature, including sexual slurs, persistent or pervasive sexually explicit statements, questions, jokes or anecdotes, degrading words regarding sexuality or gender, suggestive or obscene letters, notes, or invitations;
- Visual displays or distribution of sexually explicit drawings, pictures, or written materials; or
- Undue and unwanted attention, such as repeated inappropriate flirting, staring, or making sexually suggestive gestures.

Sexual Misconduct is sexual harassment, gender-based harassment or sexual violence, as defined in this policy.

Sexual Violence includes:

- Sexual activity without affirmative consent, such as sexual assault rape/attempted rape, and forcible touching/fondling;
- Dating, domestic and intimate partner violence; stalking as defined below; and voyeurism, as defined below.

Stalking is intentionally engaging in a course of conduct directed at a specific person that:

- Is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted; or
- Is likely to cause such person to reasonably fear that their education, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact, and the actor was previously clearly informed to cease that conduct.

Where stalking is directed at an individual with whom the perpetrator has, had, or sought some form of sexual or romantic relationship, it will be addressed under this Policy. Stalking that lacks a sexual or gender-based nexus may be addressed under the Code of Conduct.

Visitor is an individual who is present at NYSS but is not a student or an employee.

Voyeurism is unlawful surveillance and includes acts that violate an individual's right to privacy in connection with her/his body and/or sexual activity such as:

- Viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent.
- Recording images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- Disseminating images (e.g. video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure;
- Using or installing, or permitting the use or installation of a device for the purpose of recording another person's sexual activity, intimate body parts or nakedness in a place where the person would have a reasonable expectation of privacy without that person's consent.

Writing. Whenever this policy requires in "writing," electronic mail satisfies the writing requirement.

Student's Bill of Rights

All School students who experience campus-related sexual or gender-based harassment or sexual violence, including sexual assault, stalking, domestic violence, intimate partner violence, or dating violence, are **entitled to the following rights:**

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;

5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process;
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution;
12. Have a report investigated and adjudicated in an impartial, timely, and thorough manner by individuals who receive training in conducting investigations of sexual violence, the effects of trauma, and impartiality; and
13. To a presumption that the respondent is “not responsible” until a finding of responsibility is made pursuant to the provisions of the article and the institution’s policies and procedures.

You have the right to make a report to local law enforcement, and/or state police, or choose not to report; to report the incident to the School; to be protected by the School from retaliation for reporting an incident; and to receive assistance and resources from the School.

Prohibited Conduct

Sexual Harassment, Gender-Based Harassment and Sexual Violence

This policy prohibits sexual harassment, gender-based harassment and sexual violence (together “Sexual Misconduct”) against any School student, employee or visitor. Sexual harassment includes unwelcome conduct of a sexual nature, such as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, graphic and electronic communications or physical conduct that is sufficiently serious to adversely affect an individual’s participation in any School activity.

Retaliation

This policy prohibits retaliation against any person who reports Sexual Misconduct, assists someone making such a report, participates in any manner in an investigation or resolution of a Sexual Misconduct report, including testifying or assisting in a legal proceeding, or opposes in a reasonable manner an act or policy believed to constitute Sexual Misconduct. Federal, state, and local laws also prohibit retaliation.

Title IX Coordinator and Deputy

Contact Information

Amber Duntley – Title IX Coordinator, New York Studio School
8 West 8th Street, New York, NY 10011
P: 212-673-6466 x129 – E: aduntley@nyss.org

Kaitlin McDonough – Deputy Title IX Coordinator, New York Studio School
8 West 8th Street, New York, NY 10011
P: 212-673-6466 x125 – E: kmcdonough@nyss.org

A person may also file a written report with the Department of Education Office for Civil Rights regarding an alleged violation of Title IX online at: <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>

These employees are responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including Sexual Misconduct, in education programs, and with New York State Law Article 129B, commonly referred to as the Enough is Enough, Combating Sexual Assault and Domestic Violence on College Campuses (hereafter “Enough is Enough”). The Title IX Coordinator has overall responsibility for implementing this policy, including overseeing the investigation of reports at the School and carrying out the other functions of that position set forth in this policy.

Assistance in Cases of Sexual Violence

Reporting to Law Enforcement

Students who experience any form of sexual violence on or off-campus (including School-sponsored trips and events) and visitors who experience sexual violence on the School campus may, but are not required to, report to local law enforcement, and/or state police. The School does not require a reporting party to report sexual misconduct to law enforcement; however, if a student does wish to report to law enforcement, the School will provide assistance.

Obtaining Immediate Medical Attention and Emotional Support

The School encourages anyone who has experienced sexual assault or domestic, dating or intimate partner violence to seek medical attention as soon as possible. Medical resources can provide treatment for injuries, preventative treatment for sexually transmitted diseases, emergency contraception, and other health services. They can also assist in preserving evidence or documenting any injuries. Taking these steps promptly after an incident can be very helpful if an individual later decides to seek criminal proceedings or a protective order.

Individuals who have experienced or witnessed sexual violence are also encouraged to seek emotional support.

Off-campus resources

Kingsbridge Heights Community Center: 3101 Kingsbridge Terrace, Bronx. P: 718.884.0700. Individual and group counseling and advocacy services. No fee.

Lenox Health Greenwich Village: 30 7th Avenue. P: 646.665.6000. 24-hour emergency room, 24-hour Center of Excellence for its Sexual Assault Forensic Examiner Program.

Bellevue Hospital Hospital Center, Rape Crisis Program: 1st Ave & 27th Street, C&D Building, 4th Floor. P: 212.562.3435. Individual and group counseling and advocacy services. No fee for services.

Beth Israel Medical Center, Rape Crisis & Domestic Violence Program: 317 East 17th Street. P: 212.420.4516. Hours by appointment. You may receive free care and not have to use insurance. Beth Israel is a Sexual Assault Nurse Examiner (SANE) certified site. SANE-certified nurses are specifically trained to perform exams and collect forensic evidence from sexual assault survivors.

Harlem Hospital Center for Victim Support: 506 Lenox Avenue. P: 212.939.4621. Hotline: 212.939.4613. Counseling, advocacy, and support-group services and assistance with Office of Victim Services compensation application. No fee for services.

Crime Victims Treatment Center of Mt. Sinai West and St. Luke’s Hospitals: 126 West 60th Street. P: 212.523.4728. Individual, family, and group counseling. No fee.

Long Island College Hospital, Brooklyn: 399 Hicks Street. P: 718.780.2600. 24/7 Rape Crisis Intervention Program. Services include: accompanying victims through the hospital system, explaining options, offering support, providing transportation, and short-term follow-up counseling.

NYPD Special Victims Report Line: P: 646.610.7273

Rape Abuse & Incest National Network (RAINN): P: 800.656.4673

Safe Horizon: P: 212.227.3000. Advocates are available 24/7 for confidential crisis counseling, safety planning, assistance finding shelter, and resources.

Alliance Helpline: P: 212.514.7233. E: survivorsupport@svfreenyc.org. Provides advocacy, referrals, and confidential counseling.

NY State Department of Health: To disclose the incident confidentially and obtain services from New York State, New York City, or county hotlines, visit <http://www.opdv.ny.gov/help/dvhotlines.html>

Reporting/Confidentiality

An individual who speaks to a School employee about sexual harassment or violence should be aware that **all School employees are designated “responsible” employees who MUST report incidents to the Title IX Coordinator.**

The School values the privacy of its students, employees, and visitors. School employees are not permitted to maintain confidentiality but will protect **privacy** to the greatest extent possible and share information with other staff only on a need-to-know basis. If the reporting party would prefer to maintain confidentiality, appropriate resources will be provided.

Confidential resources. If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

Taylan Stulting: Enough is Enough Coordinator
Kingsbridge Heights Community Center
E: tsulting@khcc-nyc.org P: 718.884.0700 x140 Cell/Text: 347.201.3294

Students may use this resource even if they decide not to make a report or participate in School disciplinary proceedings or the criminal justice process.

Reporting Sexual Misconduct

In order for the School to address allegations of sexual misconduct, it has to learn about them. Accordingly, the School strongly encourages individuals who have experienced sexual misconduct to file a report with the Title IX Coordinator or Deputy Title IX Coordinator, as outlined below. These designated officials are trained to accept reports, to ensure they are investigated in accordance with this policy, and to help the reporting party get necessary assistance.

Students are encouraged to report incidents of sexual misconduct even if they have reported the incident to outside law enforcement authorities, and regardless of whether the incident took place on or off-campus (including off-campus programs.) Such reporting will enable students to get the support they need and provide the School with the information it needs to take appropriate action.

Rights of the Reporting Party

Individuals who have experienced sexual misconduct have the right to file a report with the School or to decide not to do so. (The decision on whether to bring disciplinary charges, however, rests with the School.) Students who report sexual misconduct have all of the rights contained in the Students Bill of Rights.

The reporting party also has these rights:

- To notify local law enforcement, and/or the state police; or to choose not to report.
- To have emergency access to a School official trained to able to provide certain information, including reporting options and information about confidentiality and privacy. The official will, where appropriate, advise the reporting individual about the importance of preserving evidence and obtaining a sexual assault forensic examination ("SAFE") as soon as possible. The official will also explain that the criminal process uses different standards of proof, evidence, and that any questions about whether an incident violated criminal law should be addressed to a law enforcement official or a district attorney's office;
- To disclose the incident to an individual who can offer confidentiality or privacy and assist in obtaining services for reporting individuals;
- To describe the incident only to those who need the information in order to properly respond and to repeat the description as few times as practicable;
- To have reports investigated in accordance with School policy;
- To have privacy preserved to the extent possible;
- To be notified of services available off-campus, including the New York State Office of Victim Services;
- To disclose the incident confidentially and obtain services from state and local governments;
- To receive assistance from the School or others in filing a criminal report, initiating legal proceedings in family or civil court, and /or seeking an Order of Protection or the equivalent. (In NYC, this assistance is provided by Family Justice Centers located in each borough, www1.nyc.gov/site/ocdv/programs/family-justice-centers.page);
- To receive assistance with effecting an arrest when an individual violates an Order of Protection, which may be provided by assisting local law enforcement in effecting such an arrest.
- To withdraw a report or involvement from the process at any time.

Students can speak with confidential resources on a strictly confidential basis before determining whether to make a report to School authorities. Students also have the right to consult confidentially with state, local and private resources who can provide other assistance.

Where to File a Report on Campus

Students who experience sexual misconduct should bring their reports to the Title IX Coordinator (Amber Duntley) or the Deputy Title IX Coordinator (Kaitlin McDonough).

Once either of these officials is notified of an incident of sexual misconduct, they will provide a copy of this policy to the reporting party and coordinate with appropriate offices to address the matter in accordance with this policy, including taking appropriate interim and supportive measures. These officials will maintain privacy to the greatest extent possible, and all information in connection with the reporting party, including the identities of the reporting party and the respondent, will be shared only with those who have a legitimate need for the information.

Visitors: The School strongly encourages visitors to report all incidents of sexual misconduct that they observe or experience while on campus or at a School sponsored event to the appropriate School officials listed above. In certain instances, the School may be able to offer those visitors who have experienced sexual misconduct with resources and assistance.

Requests that the School Not Conduct an Investigation

After a report of an alleged incident of sexual misconduct is made to the Title IX Coordinator, the reporting party may request that no investigation into a particular incident be conducted, or that an incident not be reported to outside law enforcement.

In such cases, the Title IX Coordinator will weigh the request against the School's obligation to provide a safe, non-discriminatory environment for all students, employees and visitors, including the reporting party. Factors used to determine whether to honor such a request include, but are not limited to: (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation of unlawful conduct by the respondent from previously noted behavior; (c) any increased risk that the respondent will commit additional acts of violence, (d) whether the respondent used a weapon or force; (e) whether the reporting party is a minor; (f) whether the School possesses other means to obtain evidence such as security footage; and (g) whether available information reveals pattern of misconduct at a given location or by particular group.

Reasonable efforts will be made to keep information confidential consistent with law. Notwithstanding the decision of the Title IX Coordinator regarding the scope of any investigation, the School will provide the parties with ongoing assistance and support, including, where appropriate, interim and supportive measures.

Filing External Reports

Any reporting party who feels that they have been subjected to unlawful sexual harassment and/or violence have the right to avail themselves of any and all of their rights under law, including but not limited to filing reports with one or more of the outside agencies listed below.

U.S. Department of Education, Office for Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>

U.S. Equal Employment Opportunity Commission:
https://www.eeoc.gov/federal/fed_employees/filing_complaint.cfm

New York State Division of Human Rights: <https://dhr.ny.gov/complaint>

New York City Commission on Human Rights: <http://www1.nyc.gov/site/cchr/about/resources.page>

Action by Bystanders and Other Community Members

While only "responsible" employees are required reporters, the School encourages all community members, to take reasonable and prudent actions to prevent or stop an act of sexual misconduct that they may witness. Although these actions will depend on the circumstances, they may include direct intervention, calling law enforcement, or seeking assistance from a person in authority.

In addition, the School encourages all community members to report any incident of sexual misconduct that they observe or become aware of to the Title IX Coordinator, or the Deputy Title IX Coordinator. Community members who take action in accordance with this paragraph will be supported by the School, and anyone who retaliates against them will be subject to disciplinary charges.

Amnesty for Drug and Alcohol Use

The health and safety of every student is of the utmost importance. The School recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at a time that violence (including but not limited to sexual violence) occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The School strongly encourages students to report sexual violence to School officials. A bystander or reporting party acting in good faith who discloses

any incident of sexual violence to School officials or law enforcement will not be subject to discipline under School Policy for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the sexual violence.

This policy does not provide amnesty for drug dealers or those who use drugs or alcohol as a weapon or to facilitate assault.

Reporting Retaliation

An individual may file a report with the Title IX Coordinator if the individual has been retaliated against for reporting sexual misconduct, opposing in a reasonable manner an act or policy believed to constitute sexual misconduct, assisting someone making such a report, or participating in any manner in an investigation or resolution of a sexual misconduct report. All retaliation reports will be investigated in accordance with the investigation procedures set forth in this policy, and individuals who are found to have engaged in retaliation will be subject to disciplinary action.

No Contact Orders and Other Interim Measures

When the School becomes aware of an allegation of sexual misconduct and the reporting or other affected parties request interim or supportive measures, the School will take appropriate interim and supportive measures to protect the reporting and other affected parties, to assist the parties, and to protect against retaliation. Appropriate interim and supportive measures may also be available to respondents. The School may also take interim measures to protect the School community at large. The School's Title IX Coordinator is responsible for coordinating interim and supportive measures, which are available even if the reporting party chooses not to file or continue to pursue a report. Requests for interim and supportive measures should be made to the Title IX Coordinator.

The Title IX Coordinator will work with the Deputy Title IX Coordinator to assist students in obtaining interim and supportive measures..

No Contact Orders

Parties maintain the right to a School-issued "no contact order" under which continued intentional contact would violate this policy. No contact orders may be issued for both the reporting party and the respondent, as well as other individuals as appropriate.

Types of Interim and Supportive Measures

Possible interim and supportive measures include:

- Making appropriate changes to class schedule, accommodations to permit the reporting party to take an incomplete or drop a course or courses without penalty, or extending deadlines for assignments;
- Making appropriate changes to Tuition Remission assignments;
- Providing an escort to and from class or Tuition Remission location;
- Offering counseling services through a referral to an off-campus agency;
- Assisting the reporting party in obtaining medical and other services, including access to rape crisis centers;
- Assisting the reporting party with filing a criminal report and/or seeking an order of protection;
- Enforcing an order of protection;
- Obtaining a copy and/or explaining the terms of an order of protection and the consequences of violating it;
- Addressing situations in which it appears that the reporting party's academic progress is affected by the alleged incident;
- In exceptional circumstances, where a respondent is determined to present a continuing threat to the health and safety of the community, the School may seek an emergency interim suspension

of a student. The Title IX Coordinator will, in conjunction with other appropriate School offices, determine whether a respondent presents a continuing threat to the health and safety of the School, including (a) whether the respondent has a history of violent behavior or is a repeat offender; (b) whether the incident represents escalation in unlawful conduct by the accused; and (c) any increased risk that the accused will commit additional acts of violence.

Interim Emergency Student Suspensions

The Dean or their designee may in emergency or extraordinary circumstances, temporarily suspend a student pending an early hearing for not more than twelve (12) calendar days, unless the student requests an adjournment.

Prior to the commencement of a temporary suspension of a student, the School shall give the respondent oral notice (which shall be confirmed via email to the address appearing on School records) or written notice of the charges. If the respondent denies them, the School shall forthwith give the respondent an informal oral explanation of the evidence supporting the charges and the student may present informally their explanation or theory of the matter.

Both reporting party and the respondent will be notified of the suspension and if or when it the suspension is lifted.

Process for Review of Interim Measures, including "No Contact" Orders and Interim Suspensions.

Upon request, the reporting party and the respondent shall each be afforded a prompt review of the need for and terms of restrictive interim measures, including "no contact" orders and interim suspensions. Issues that may be raised include possible modification or discontinuance of a "no contact" order. The reporting party and respondent(s) shall be allowed to submit evidence to support their request. The request shall be made to the Title IX Coordinator. The Title IX Coordinator may consult with the Deputy Title IX Coordinator and Office of the Dean regarding the request.

Investigation of Reports

The School will conduct an investigation when it becomes aware, from any source (including third-parties not connected to the School), that sexual misconduct may have been committed against a student, employee or visitor, unless the information provided is insufficient to permit an investigation or the reporting party has requested that the School refrain from such an investigation and the School has determined that refraining from an investigation will not result in a continuing threat to the School community.

Rights of the Reporting Party and Respondent.

Whenever an investigation takes place, the reporting party and respondent shall have these rights:

- To an investigation and process that is fair, impartial, timely and thorough, and provides a meaningful opportunity to be heard;
- To have the report investigated by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, and the rights of the respondent, including the right to a presumption that the respondent is "not responsible" until any finding of responsibility;
- To have the School's conduct process run concurrently with any criminal justice investigation and proceeding, except for temporary delays requested by external municipal entities while law enforcement gathers evidence;
- To receive reasonable advance written or electronic notice of any meeting they are required to or eligible to attend, of the specific rule or law alleged to have been violated and in what manner;

- To exclude their own prior sexual history with persons other than the other party in the conduct process or their own mental health diagnosis and/or treatment from admittance in the stage that determines responsibility. (Past findings of sexual misconduct may be admissible in the stage that determines sanction.)
- To offer evidence during the investigation;
- To review documents and tangible evidence, consistent with FERPA and other laws;
- To be accompanied by an advisor of their choice, who may assist and advise the reporting party or respondent throughout the process including during all related meetings and hearings. Such advisors must comply with School policies and procedures; and
- To simultaneous notice of the outcome of proceedings.

The Investigation

Whenever an investigation is conducted, the Title IX Coordinator shall:

- Coordinate investigative efforts with other appropriate offices;
- Inform the reporting party that an investigation is being commenced and that the respondent will receive a written summary of the allegations;
- Inform the respondent that an investigation is being commenced and provide the respondent with a written summary of the allegations of the report;
- Interview witnesses who might reasonably be expected to provide information relevant to the allegations, and review relevant documents and evidence. Both the reporting party and respondent shall be informed that they have the right to provide relevant documents and to propose for interview witnesses whom they reasonably believe can provide relevant information.

Neither the reporting party nor the respondent is restricted from discussing and sharing information related to the report with others who may support or assist them. This does not, however, permit unreasonable sharing of private information in a manner intended to harm or embarrass another, or in a manner that would recklessly do so regardless of intention. Such unreasonable sharing may constitute retaliation under this Policy.

The School shall make reasonable efforts to ensure that the investigation and resolution of a report are carried out as timely and efficiently as possible. However, the School may need to temporarily delay the fact-finding portion of its investigation during the evidence-gathering phase of a law enforcement investigation. Temporary delays will generally not last more than ten days except when law enforcement specifically requests and justifies a longer delay. While some reports may require more extensive investigation, when possible, the investigation of reports should be completed within sixty (60) calendar days of the receipt of the report. If there is a delay in completing the investigation, the Title IX Coordinator shall notify the reporting party and the respondent in writing.

Role of the Advisor

In cases involving this Policy, both parties may be accompanied by an advisor of their choice (including an attorney) who may advise throughout the entire process, including all meetings and hearings. While advisors may represent a party and fully participate at a hearing, they may not speak during the meetings that proceed the hearing nor give testimony as a witness at the hearing.

If either party believes that any individual involved in the investigatory or adjudication process has a conflict of interest, they may make a request to the Title IX Coordinator or Deputy Title IX Coordinator to have that conflicted individual removed from the process. The request for removal must be in writing within five days of the party's notification that the individual is to be involved and include a detailed description of the conflict. If it is determined that a conflict does exist, they will take immediate steps to address the conflict in order to ensure an impartial and fair process.

Informal Resolution

Except in instances involving sexual assault, the Title IX Coordinator, in their discretion, may offer the parties the opportunity to participate in the informal resolution process. Informal resolution may take place after the Title IX Coordinator has completed the investigation, but before the Title IX report has been completed, in an effort to resolve the matter by mutual agreement. The informal resolution process shall be conducted by the Title IX Coordinator, or by a qualified staff or faculty member designated by Title IX Coordinator.

Both the reporting party and the respondent have the right to end the informal resolution process at any time. Any informal resolution must be acceptable to the reporting party, the respondent, and the Title IX Coordinator. Even if both parties agree to a resolution, the Title IX Coordinator must also agree with the resolution for it to be final.

If a resolution is reached, the parties shall be notified in writing, and the Title IX Coordinator will confer with the Deputy Title IX Coordinator and the Dean when creating a written memorandum memorializing the agreed upon resolution and consequences for non-compliance. This memorandum will be included in the respondent's student record.

If no agreement is reached within a reasonable time, the Title IX Coordinator shall complete the Title IX report and take action in accordance with the information below. Information learned during and directly from the informal resolution process will not be documented in the Title IX report.

Action Following the Investigation or Closure of a Report.

Within 30 days following the completion of an investigation, the Title IX Coordinator shall report their findings to the Dean in writing ("Report of Findings"). A copy of the report shall be maintained in the files of the Title IX Coordinator.

In making findings regarding the allegations, the Title IX Coordinator shall use the "preponderance of the evidence" standard.

Following receipt of the Report of Findings, the Dean shall, when warranted by the facts, authorize such action as they deem necessary to address the issues raised in the Report of Findings, including action to correct the effects of the conduct investigated or prevent further harm to an affected party or others similarly situated. This may include a recommendation that disciplinary action be commenced against a respondent.

Within 30 calendar days following the termination of an investigation that has not been completed (for example, because it was resolved by mediation or the reporting party withdrew cooperation) the Title IX Coordinator will summarize for the file the actions taken in response to the report and the basis on which the investigation was closed.

Malicious Allegations

Members of the School community who make false and malicious reports of violations of this policy as opposed to reports which, even if erroneous, are made in good faith, may be subject to disciplinary action.

Disciplinary Process and Procedures

Disciplinary Action

If the Dean recommends that disciplinary action be commenced against a respondent student for violations of this Policy, the following procedures shall apply:

Discipline Against Students:

In cases where the Dean recommends discipline against a student for violations of this Policy, the matter shall be referred to the School's Student Admissions and Affairs Committee.

As described above, both parties have the following rights:

- To receive notice of the charges, including the date, time, location and factual allegations, concerning alleged violation of this Policy;
- To receive notice of the specific provisions alleged to have been violated and possible sanctions;
- To present evidence and testimony at any hearing, where appropriate;
- To be represented by an advisor of their choice;
- To receive access to a full and fair record of any hearing;
- To receive written notice of the decision of the committee, specifically whether the allegations were substantiated and what, if any, penalty was imposed;
- To make an impact statement at the point when the decision maker is deliberating on appropriate sanctions;
- To written notice of findings of fact, decisions and sanctions if any, as well as the rationale for the decision and any sanction;
- To choose whether to or discuss the outcome of a conduct or judicial process;
- To appeal to a decision maker that is fair and impartial and does not include individuals with conflicts of interest;
- To have all information obtained during the conduct process protected from public release until a decision maker on appeal makes a final determination, unless otherwise required by law.

Penalties for students instituted after a hearing before the Student Admissions and Affairs Committee range from a warning to suspension or expulsion from the School.

Action Against Visitors

In cases where the person accused of sexual misconduct is not a School student or employee, the School's ability to take action against the respondent is usually extremely limited. However, the School shall take all appropriate actions within its control, such as restricting the visitor's access to campus. In addition the matter may be referred to local law enforcement for legal action, including seeking Orders of Protection and/or reporting to local law enforcement, where appropriate.

No Disciplinary Action

In cases where a determination is made not to bring disciplinary action, the Title IX Coordinator shall inform both parties of that decision at the same time, in writing, and shall offer any appropriate support services, including counseling to both.

Referral of Violation for Disciplinary Action

If the Dean decides that discipline is warranted, they will refer the matter to the Title IX Coordinator for further action.

In instances where a respondent is alleged to have violated Policy, rules, or bylaws, the entire matter will be heard before the Student Admissions and Affairs Committee and will follow the rules and procedures outlined in this Policy.

Respondent Withdrawal Before Completion of the Process

In the event that a respondent withdraws from the School before a decision is rendered on the charges, the respondent is required to participate in the disciplinary hearing or otherwise to resolve the pending charges and shall be barred from attending any School program until a decision on the charges is made, or the charges are otherwise resolved.

Immediately following such withdrawal, the School shall place a notation on the respondent's transcript that the respondent "withdrew with conduct charges pending." If the respondent fails to appear, the School may proceed with the disciplinary hearing in absentia, and any decision and sanction shall be binding, and the transcript notation, if any, resulting from that decision and penalty shall replace the notation.

Issuance of Charges & Notice of Hearing

Notice of the charge(s) and of the time and place of the hearing shall be sent to the respondent by both first-class mail and email to the address appearing on the School records. Notice shall also be sent in a similar manner to the reporting party to the extent that charges relate to the said party.

The hearing shall be scheduled within a reasonable time following the filing of the charges or the mediation conference. Notice of at least seven (7) calendar days shall be given to the respondent in advance of the hearing unless the respondent consents to an earlier hearing. The respondent is permitted one (1) adjournment, for a reasonable amount of time under the circumstances, without specifying a reason. Additional requests for an adjournment must be made at least five (5) calendar days prior to the hearing date, and shall be granted or denied at the discretion of the chairperson of the Student Admissions and Affairs Committee. If the respondent fails to respond to the on the adjourned date, or request an extension, the School may proceed without the respondent present, and any decision and sanction shall be binding.

Content of Notice of Charges and Hearing

The notice shall contain the following:

- A complete and itemized statement of the charge(s) being brought against the respondent including the policy, rule and/or bylaw the respondent is charged with violating, and the possible penalties for such violation.

- A statement that both parties have the right to attend and participate fully in the hearing including the right:
 - To present their side of the story;
 - To present witnesses and evidence on their behalf;
 - To cross-examine witnesses presenting evidence, the exception being that the parties may not cross-examine each other;
 - For the respondent to remain silent without assumption of guilt; and
 - To be represented by an advisor (at their expense).

Review of Evidence before Hearing:

At least five (5) calendar days prior to the commencement of a student disciplinary hearing, the School shall provide the parties and/or their designated representative, with similar and timely access to review documents or other tangible evidence that the School intends to use at the disciplinary hearing, consistent with the restrictions imposed by the Family Educational Rights and Privacy Act ("FERPA"). Should the School seek to introduce additional documents or other tangible evidence during the disciplinary hearing, the parties shall be afforded the opportunity to review the additional documents or tangible evidence. If during the hearing the reporting party or the respondent submits documentary evidence, the chairperson may, at the request of any other party grant adjournment of the hearing as necessary in the interest of fairness, to permit the requesting party time to review the newly produced evidence.

Admission & Acceptance of Penalty

After the charges have been preferred by the Dean, but prior to the commencement of a disciplinary hearing, the respondent may admit to the charges and accept the penalty that the Dean or designee determines to be appropriate to address the misconduct. Before resolving a report in this manner, the Dean or designee shall first consult with the reporting party and provide said party with an opportunity to object to the proposed resolution, orally and/or in writing. If a resolution is reached over the reporting party's objection, the Dean or designee shall provide the reporting party with a statement of the reasons supporting such resolution, and the reporting party may appeal the resolution.

Student Admissions and Affairs Committee:

The Student Admissions and Affairs Committee shall consist of two (2) faculty members, the Program Director (Chairperson), and the Registrar. Hearings shall be scheduled promptly (including during the summers) at a convenient time.

Persons who are to be participants in the hearings as witnesses or have been involved in preferring the charges or who may participate in the appeals procedures or any other person having a direct interest in the outcome of the hearing shall be disqualified from serving on the committee.

Roles and Responsibilities of Individuals during the Hearing

Role and Responsibilities of Panel Chairperson:

The chairperson shall preside at the hearing. The parties to the hearing are the School, the respondent, and the reporting party should they choose to participate. At the commencement of the hearing, the chairperson shall inform the respondent of the charges, the hearing procedures, and her or his rights. After informing the respondent of the charges, the hearing procedures, and respondent's rights, the chairperson shall ask the respondent to state whether he or she is responsible or not responsible for the conduct. Prior to accepting testimony at the hearing, the chairperson shall rule on any motions questioning the impartiality of any committee member or the adequacy of the notice of the charge(s). Subsequent thereto, the chairperson shall rule on any motions regarding the admissibility of evidence and may exclude irrelevant, unreliable or unduly repetitive evidence. The chairperson shall exclude from the hearing room all persons who are to appear as witnesses, except the respondent and the reporting party.

The chairperson shall preside at all hearing sessions and meetings and make all rulings for the panel. The chairperson has discretion to limit the number of witnesses and the length of testimony for the presentations by any party and/or their representative. All hearings pursuant to this Policy shall be closed hearings. The chairperson shall not be a voting member of the panel but shall vote in the event of a tie.

Recording of Proceeding

The School shall make a recording of each fact-finding hearing by some means such as a stenographic transcript, an audio recording or the equivalent. No other recording of the proceedings shall be permitted. A respondent who has been found to have committed the conduct charged after a hearing is entitled upon request to a copy of such a record without cost upon the condition that it is not to be disseminated except to the respondent's advisor. In the event of an appeal, both parties are entitled upon request to a copy of such a record without cost, upon the condition that it is not to be disseminated except to their advisors.

Basic Hearing Rules:

If, at the commencement of the hearing, the respondent admits the conduct charged, the respondent shall be given an opportunity to explain her/his actions before the hearing panel and the School shall be given an opportunity to respond and present evidence regarding the appropriate penalty. If the respondent denies the conduct charged, the School shall present its evidence. At the conclusion of the School's presentation, the respondent may move to dismiss the charges. If the motion is denied by the committee, the reporting party, if participating, shall be given an opportunity to make a presentation. After these presentations, the Respondent shall be given an opportunity to make a presentation.

The School bears the burden of proving the charge(s) by a preponderance of the evidence. The role of the hearing panel is to listen to the testimony, ask questions of the witnesses, review the testimony and evidence presented at the hearing and the papers filed by the parties and make a decision as to responsibility. In the event the respondent is found responsible for the conduct, the committee shall then determine the penalty to be imposed.

The School, the respondent and the reporting party are permitted to have advisors act on their behalf during the hearing, which shall include the calling and examining of witnesses, and presenting evidence. Any party intending to appear with an attorney shall give the other party five (5) calendar days' notice of such representation.

Neither party shall be permitted to cross-examine the other directly. If they choose, the parties may cross-examine each other through an advisor. If either or both of them do not have an advisor, the School shall assist them to find an advisor to conduct such cross-examination.

Responsibility Phase

The following rules apply to the introduction of evidence at the hearing: Evidence of mental health diagnosis and/or treatment may not be introduced; and b) evidence of either party's prior sexual history may not be introduced except that (i) evidence of prior sexual history between parties is admissible at any stage of the hearing, and (ii) past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the stage of that hearing related to penalty.

Penalty Phase

If the panel has found the Respondent responsible for the conduct, then the parties, and the School will have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be. The parties and the School will also have the opportunity to introduce evidence of and comment on the respondent's character, including any past findings of a respondent's responsibility for domestic violence, stalking, or sexual assault or any other sexual misconduct, and submit a statement regarding the impact of the conduct.

The School may also introduce a copy of the respondent's previous disciplinary records, if any, from the School, provided the respondent was shown a copy of the records prior to the commencement of the hearing. The previous disciplinary record shall be submitted to the panel in a sealed envelope, bearing the respondent's signature across the seal, and shall only be opened if the respondent has been found responsible for the conduct charged.

If either party chooses not to participate in the hearing, they still have the opportunity to introduce evidence and make arguments related what the appropriate penalty should be and to provide or make an impact statement.

Decision

The panel shall issue a written decision, which shall be based solely on the testimony and evidence presented at the hearing, including the penalty phase. The School shall send to the respondent a copy of the panel's decision within seven (7) calendar days of the conclusion of the hearing, by regular mail and e-mail to the address appearing on the records of the School. In cases involving two or more reporting parties or respondents, the School has fourteen (14) calendar days of the conclusion of the hearing to send the panel's decision. The decision shall be final subject to any appeal.

When a disciplinary hearing results in a penalty of dismissal or suspension for one term or more, the decision is a School-wide penalty and the respondent shall be barred to, or attendance at, any classes or Marathons while the penalty is being served.

Appeals/Review

Either party may appeal a decision of the disciplinary committee on the following grounds: (i) procedural error, (ii) newly discovered evidence that was not reasonably available at the time of the hearing, or (iii) the disproportionate nature of the penalty. The Dean may remand for a new hearing or may modify the penalty either by decreasing it (on an appeal by the respondent) or increasing it (on an appeal by the reporting party).

An appeal under this section shall be made in writing within fifteen (15) calendar days after the delivery of the decision appealed from. This requirement may be waived in a particular case for good cause by the Dean. Within three (3) calendar days of the receipt of any appeal, the non-appealing party shall be sent a written notice of the other party's appeal. In addition, the respondent and/or the reporting party shall have the opportunity to submit a written opposition to the other party's appeal within fifteen (15) calendar days of the delivery of the notice of receipt of such appeal.

The Dean shall decide and issue a decision within fifteen (15) calendar days of receiving the appeal or within fifteen (15) calendar days of receiving papers in opposition to the appeal, whichever is longer.

Transcript Notation(s)

In cases in which the panel finds the respondent responsible and the penalty is either suspension or expulsion, the School shall place a notation on the respondent's transcript stating that respondent was suspended or expelled after a finding of responsibility for a code of conduct violation.

Four (4) years from the date of the conclusion of the disciplinary proceeding, or one year after the conclusion of any suspension, whichever is later, the Respondent has the right to request that a transcript notation from a finding of responsibility be removed. If a finding of responsibility for any violation is vacated for any reason, the notation shall be removed.

Obligations Under This Policy

In addition to addressing possible violations of this policy, the School has the following obligations:

Dissemination of Policies, Procedures and Notices

The Title IX Coordinator is responsible for the wide dissemination of the following: this Policy; the School's Notice of Non-Discrimination; and the Title IX Coordinator's name, phone number, office location, and email address.. Such dissemination shall include posting the documents and information on

the School website, and including it in the Student Handbook. In addition, the Students' Bill of Rights, which is appended to and made a part of this policy, must be distributed to any individual reporting an incident of sexual misconduct at the time the report is made. It must also be distributed annually to all students and made available on the School's website.

Training and Educational Programming

The School is responsible for providing training to the Title IX Coordinators. The Title IX Coordinator, in coordination with other applicable offices, is responsible for ensuring that the School provides training to employees on their obligations under this policy; provides education on this policy and on sexual misconduct (including domestic violence, dating violence, stalking and sexual assault) to new and continuing students; and promotes awareness and prevention of sexual misconduct among all students and employees.

Campus Climate Assessments

The School shall conduct, no less than every other year, a climate assessment to ascertain students' general awareness and knowledge of the School's policy and procedures regarding sexual misconduct, including but not limited to student experiences with and knowledge of reporting, investigation and disciplinary processes. The assessment instrument shall include all topics required to be included under applicable law, including Section 129-B of the New York State Education Law.

GENERAL INFORMATION

Directions

By Subway or PATH Train

Most subway lines are just a short walk from the school. You may take any one of these lines:

- 6 train to Astor Place. Walk west a little more than three blocks
- N or R trains to 8th Street and Broadway. Walk west about two blocks
- A, B, C, D, E, F, and Q trains to West 4th Street and 6th Avenue. Exit at the 8th Street end of the station and walk east on 8th Street about a block and a half
- 1 train to Christopher Street/Sheridan Square. Walk east on Christopher Street to 6th Avenue, then to 8th Street and continue east.

The PATH train from New Jersey stops at 9th Street and 6th Avenue. Walk south on 6th Avenue to 8th Street, then east on 8th Street.

By Train or Bus

Two major railroad stations (Pennsylvania and Grand Central) and one major bus terminal (Port Authority) serve New York City. Train and bus services include Amtrak, Metro-North, Long Island Rail Road, Greyhound, Trailways, and New Jersey Transit. All three terminals provide easy access to public transportation (see subway directions above). Taxi service from any of these locations is also available.

By Car

From Westchester, Connecticut and points north of New York City:

Take the Saw Mill River Parkway to the Henry Hudson Parkway south (downtown) and continue to the West Side Highway (which becomes 12th Avenue/West Street); exit left at 14th Street. Continue east on 14th Street to 7th Avenue and turn right (downtown) and continue south on 7th Avenue and turn left (east) onto Greenwich Avenue, which will become 8th Street.

From Points north of New York City via I-95:

Take I-95 to the Robert F. Kennedy Bridge. Follow the FDR Drive south (downtown). Exit at 23rd Street. Continue west on 23rd Street to 7th Avenue and turn left (downtown), and continue south on 7th Avenue and turn left (east) onto Greenwich Avenue, which will become 8th Street.

From New Jersey and points west of New York City:

From the George Washington Bridge: take the Henry Hudson Parkway south exit left at 14th Street. Continue east on 14th Street to 7th Avenue and turn right (downtown) and continue south on 7th Avenue and turn left (east) onto Greenwich Avenue, which will become 8th Street.

From Long Island and points east of New York City:

Take the Long Island Expressway (I-95) west to the Midtown Tunnel. From the Tunnel follow signs to 34th Street and the FDR Drive. Take the Drive south to the 15th Street exit and continue south to 14th Street. Continue west on 14th Street to 7th Avenue and turn left (downtown) and continue south on 7th Avenue and turn left (east) onto Greenwich Avenue, which will become 8th Street.

Parking

Parking is available at meters on 8th Street and at these nearby garages:

- GMC Parking Washington Square, next door to the school on 8th Street
- The Brevoort Parking Corporation, 20 East 9th Street
- The Brevoort Garage, 21 East 12th Street
- East 12th Street Garage Corporation, 17 East 12th Street

By Air

Kennedy International Airport:

Taxis are easily obtained and the most convenient way to the school. A taxi ride will cost approximately \$45.00. Carey Bus Service operates shuttles to Grand Central Station. Buses depart every half-hour.. For more information, contact Carey Bus service at (212) 286-9766. From Grand Central take a taxi or subway (See train and subway information above.)

LaGuardia Airport:

Taxis are easily obtained and the most convenient way to the school. A taxi ride will cost approximately \$35.00. Carey Bus Service is also available. The fare is approximately \$10.00. Buses depart every half-hour and no advance reservations are required. For more information, contact Carey Bus service at (212) 286-9766. From Grand Central take a taxi or subway (See train and subway information above)

Newark (NJ) Liberty International Airport:

Olympic Trails operates a bus service from the Ground Transportation Information Booth at Newark Airport. For more information on this service call Olympic Trails at (212) 964-6233. Limo and taxi services are also available for approximately \$65.00.

Phone Numbers

Main School Number, Front Desk: 212-673-6466

Other extensions to the main number are as follows:

- Registrar x129
- Dean's Assistant x 111
- Program Director x 125
- Library Office x118
- Bursar x 119
- Development x 128

