NEW YORK STUDIO SCHOOL OF DRAWING, PAINTING & SCULPTURE

STUDENT HANDBOOK

2025-2026

8 West 8th Street, NY, NY 10011 ∗212-673-6466 ∗www.nyss.org

West 8th Street, New York, NY 10011 212.673.6466 info@nyss.org NYSS.ORG

Table of Contents

2025-2026 ..... **1**

INTRODUCTORY SECTION **6**

WELCOME TO THE NEW YORK STUDIO SCHOOL **6**
Mission 6
Degree-Granting Status 6
History of the School 7

ADMINISTRATION AND STAFF **8**

Phone Numbers 8

PROGRAMS **9**

MFA PROGRAM **9**
MFA Curriculum 9
CERTIFICATE PROGRAM **10**
CERTIFICATE CURRICULUM – IN-PERSON/VIRTUAL **10**
VIRTUAL CERTIFICATE PROGRAM **11**
MARATHONS **11**
SPECIAL PROGRAMS **11**
EVENING & WEEKEND CLASSES **12**
SCHOOL EXCHANGE PROGRAM **12**

STUDENT SERVICES **12**

Introduction 12
Career Services 12
Disability Services 13
Identification Cards 13
INTERNATIONAL STUDENT SERVICES **13**
English Language Proficiency 14
Working as an International Student 14
Severe Economic Hardship 14
OPT-Optional Practical Training 14
International Student Payments 15
Resources for International Students 15

HEALTH AND WELLNESS SERVICES **15**

Immunization Policy 15
Sickness/COVID-19 Protocols 16
HEALTH & COUNSELING RESOURCES **16**
General Medical Care and Emergency Room Visits: 16
NEW YORK-PRESBYTERIAN LOWER MANHATTAN **17**
Sexual Violence Care: 17
Emergency Dental Care: 17
Emergency Eye Care: 17
Sexual and Reproductive Health Care: 18
Mental Health Care : 18
Online Health Resources: 18
COVID-19 Support 19

ACTIVITIES AND GOVERNANCE 19

Student Governance 19
Gallery 19
Student Gallery 20
Evening Lecture Series 20
Alumni Association 20

LIBRARY 21

Collection Description 21
Access & Circulation Policy 21
User Instruction Sessions 21
Computer Usage 22

FACILITIES 22

General 22
Building Opening & Closing Times 22
Workshop 22
Welding Shop 23
Mailboxes 23
Bulletin Boards and Newsletter 23
Lockers 23
Rack Room & Storage Spaces 23
Telephones 24
Garbage 24
Studio Safety 24
Studios & Classrooms 24
Electronic Devices and Batteries 25
Painting & Drawing Studios: 25
Sculpture Studios: 26
Student Owned Furniture & Fixtures: 26
Use of Materials 26
Clean Up and Disposal 26
Hallways and Common Spaces 27
Guest & Visitor Policy 27
Emergency Phones 27
Fire Drills & Emergency Evacuation 28

FINANCIAL SERVICES 28

Financial Aid Counseling & Application 28
Award Notifications 28
Reevaluations, Adjustments & Appeals 29
Financial Aid & Academic Progress 29
New York Studio School Scholarships 29
Tuition Remission Awards 29
Special Grants and Scholarships 30
Need-Based Scholarships: 30
Travel Scholarships and Grants: 31
Records & Operations Manager 31
Terms of Payment 31
Returned Checks 31

Adjustments....31
Non-refundable Fees....31
Tuition Refund Schedule....32
Full-time MFA and Certificate Programs:....32
Marathon and Master Classes:....32
Evening and Weekend Classes....32
Financial Appeals Committee....32
Billing & Change of Address....33

ACADEMIC POLICIES AND PROCEDURES....33

REGISTRATION....33
Course Cancellation....33
Course/Instructor Evaluations....33
Add/Drop Procedures....33
Change of Program....33
Leave of Absence Procedures & Costs....34
Withdrawal....34
Administrative Withdrawal....34
Re-Admission Procedures & Costs....34
Graduation Process....34
Transcripts & Grade Reports....35
Privacy and Confidentiality....35

ACADEMIC STANDARDS AND GRADING....35

Attendance and Conduct....36
Academic Integrity....37
NYSS Student Conduct for Virtual Learning....37
MFA STUDENT GUIDELINES....37
Academic Advisors....37
Grades....38
Academic Progress & Good Standing....38
Academic Disputes....39
CERTIFICATE STUDENT GUIDELINES....39

OTHER INSTITUTIONAL POLICIES....39

Violent Crimes....39
Bias-related Crimes....39
Individuals with Disabilities....40
Dogs and Animals on Campus....40
Smoking Policy....40
Alcohol & Substance Use Policy....41
Use & Distribution of Alcohol....41
Health Risks....41
Applicable Local, State & Federal Sanctions....42
Computer Users' Rights & Responsibilities....42
Violations of Federal, State and Local Laws....42

CAMPUS SECURITY....43

Security Concerns Committee....43
Campus Crime Statistics....43
Information and Updates about Campus Security....43

Off-Campus Crime Prevention Tips & New York City Safety 43
Renter's Insurance & Personal Liability 44
Disruptive Behavior, Theft & Safety Issues 44

GENERAL INFORMATION 46

Directions 46

STUDENT CODE OF CONDUCT 47

POLICY STATEMENT ON STUDENT MISCONDUCT 47

TITLE IX COMPLIANCE STATEMENT 48

NONDISCRIMINATION POLICY 48
TITLE IX COORDINATOR AND DEPUTY COORDINATORS 48
STUDENT BILL OF RIGHTS 48
DEFINITIONS OF PROHIBITED CONDUCT 48
EXPLANATION OF TERMS 49
Consent: Definitions and Guidance 49
What Constitutes a Sexual Offense? 50
SEXUAL ASSAULT AND ITS PENALTIES 50

REPORTING 50

Reporting Options and Review of Reports 51
Reporting Rights of School Students 51
Overview of Reports Concerning Discrimination or Harassment 52
Withdrawal of Reports 52
Retaliation 52
Reporting Discrimination or Retaliation 52
Knowingly False Reports 52
Reporting/Confidentiality Obligations of School Employees 53

SUPPORT 53

Supportive Measures 53
Getting Immediate Support 53
Medical Attention and Emotional Support 54
Where Do I Go for Help? 54
Immediate Supportive Measures 55
Issuance of No Contact Directives 55

GRIEVANCE PROCEDURES 55

Interim Remedies/Actions 56

INVESTIGATION: 57

FORMAL AND INFORMAL RESOLUTION PROCEDURE FOR REPORTS OF MISCONDUCT 57

INFORMAL RESOLUTION 57
FORMAL RESOLUTION PROCEDURES 58
Participation of Advisors [or Advocates] in the Resolution Process 59
Requesting an Appeal 60
Transcript Notations 61
Domestic Violence/Dating Violence 61
If you are experiencing intimate partner violence 62
How to help someone else 62

Getting help 62
Stalking 63
ADDITIONAL RIGHTS OF ALL STUDENTS 64
SCHOOL OBLIGATIONS 65
Training and Educational Programming 65
Campus Climate Surveys 65

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.

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.

Degree-Granting Status

The New York Studio School holds an Absolute Charter granted by the Board of Regents of The University of the State of New York with the authority to award the Master of Fine Arts (MFA) degree. The School's MFA program is registered by the New York State Education Department under the quality standards in the Regulations of the Commissioner of Education.

West 8th Street, New York, NY 10011 212.673.6466 info@nyss.org NYSS.ORG

History of the School

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

In September of 1963, the article *What's wrong with U.S. art schools* 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, Graham Nickson and currently Kaitlin McDonough.

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 previous Dean, Graham Nickson, expanded the School in a number of ways, one of which includes the Drawing Marathon.

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'. It has become a major force in understanding and celebrating drawing both nationally and internationally. Drawing Marathons 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 current MFA 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. NYSS continues to grow in strength with 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.

ADMINISTRATION AND STAFF

Matthew Ritchie: Executive Director

Kaitlin McDonough: Dean

Mateo Mok: Assistant to the Dean

Andrea Bott: Director of Administration

Neysa Yoon-Cho: Interim Director of Development

Anki King: Director of Admissions & Student Services

Daniel De Boulay: Admissions Officer

Patrick Jewell: Development Associate

Catherine Bickford: Outreach & Alumni Engagement Officer

Jacob Brooks: Exhibitions & Public Programs Officer

Jason Grodsky: Director of Facilities

Sam Dixon: Facilities Associate

Lauren Allshouse: Librarian

Rachel Rickert: Communications Associate

Rosanna Segarra: Model Coordinator

Painting Technician: Blake O'Brien

Jessica McDaniels: Records & Operations Manager

Sam Nichols: Studio Coordinator

Phone Numbers

Main School Number, Front Desk: 212-673-6466
Other extensions to the main number are as follows:

- Director of Admissions & Student Services x129
- Dean's Assistant x 112
- Library Office x118
- Records & Operations Manager x 126
- Development x 128

West 8th Street, New York, NY 10011 212.673.6466 info@nyss.org NYSS.ORG

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.

Each year, students choose an Atelier led by two faculty members 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 and twice-weekly Lectures, in addition to peer and instructed critiques. Talks and seminars are held throughout the semester, as well as small group discussion with current and visiting faculty. The Critical Studies course provides 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.

MFA Curriculum

Year 1, Fall:
Marathon (2 cr.)
Painting/Sculpture Atelier I (5 cr.)
Drawing I (4 cr.)
Critical Studies I (3 cr.)
Independent Practice (1 cr.)

Year 1, Spring:
Marathon (2 cr.)
Painting/Sculpture Atelier II (4 cr.)
Drawing II (4 cr.)
Critical Studies II (3 cr.)
Independent Practice (2 cr.)

Year 2, Fall:
Marathon (2 cr.)
Painting/Sculpture Atelier III (3 cr.)
Critical Studies III (3 cr.)
Elective (2 cr.)
Thesis Practice (5 cr.)

Year 2, Spring:
Marathon (2 cr.)
Painting/Sculpture Atelier IV (3 cr.)
Critical Studies IV (3 cr.)
Thesis Project (7 cr.)

Total Credits: 60

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 a two-week Drawing or a Sculpture Marathon. NYSS's faculty and guest artists are on-site each day teaching during the rigorous Marathons, which set a pace and generate momentum for the remaining weeks of the academic semester in which students work independently and participate in weekly courses. For the first two years, Students are placed in an Atelier setting, where they are given a space that allows them to explore and immerse themselves in their main area of study, painting or sculpture. Each Atelier has a slightly different philosophy and is outlined by the selected faculty member(s). Students are encouraged to choose an Atelier that best aligns with their goals. The practices fostered within each Atelier may include or prioritize: 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.

Certificate Curriculum – In-Person/Virtual

Semester I:
Marathon (2-week intensive)
Painting or Sculpture Atelier (2 instructed sessions per week)
Drawing (2 instructed sessions per week)
Any Evening or Weekend elective(s) (optional with no course limits)
Independent studio work

Semester II:
Marathon (2-week intensive)
Painting or Sculpture Atelier (2 instructed sessions per week)
Drawing (2 instructed sessions per week)
Any Evening or Weekend elective(s) (optional with no course limits)
Independent studio work

Semester III:
Marathon (2-week intensive)
Painting or Sculpture Atelier (2 instructed sessions per week)
Drawing (2 instructed sessions per week)
Any Evening or Weekend elective(s) (optional with no course limits)
Independent studio work

Semester IV:
Marathon (2-week intensive)
Painting or Sculpture Atelier (2 instructed sessions per week)
Drawing (2 instructed sessions per week)
Any Evening or Weekend elective(s) (optional with no course limits)
Independent studio work

Semester V:
Marathon (2-week intensive)
Painting or Sculpture Atelier (2 instructed sessions per week)
One elective course (may be Drawing or an Evening/Weekend elective)
Any Evening or Weekend elective(s) (optional with no course limits)
Independent studio work

Semester VI:
Marathon (2-week intensive)
Painting or Sculpture Atelier (2 instructed sessions per week)
One elective course (may be Drawing or an Evening/Weekend elective)
Any Evening or Weekend elective(s) (optional with no course limits)
Independent studio work
Certificate Completion Exhibition

Virtual Certificate Program

Combining the studio-centric emphasis of the School's teaching methods with our personal, real-time approach to online learning, this full-time program is designed for serious artists, and aspiring serious artists, who seek to cultivate the studio skills and methods that will prepare them for a lifetime of art-making.

The Virtual Certificate Program's curriculum provides group critiques and discussions with one-on-one faculty guidance and is modeled on the School's foundational Certificate Program curriculum comprised of a two-week Marathon at the beginning of each semester, followed by twelve weeks of coursework and independent studio work. All courses are led by Studio School faculty members who are working artists and generous educators.

Participants will meet in real-time through Zoom for all courses and supplementary programs such as Professional Development seminars, Lunchtime Lectures, Evening Lectures, and artist-to-artist networking events. Ideal candidates will have a dedicated studio space in which to work, with reliable internet access and the means to photograph their work digitally, and the drive to commit to a rigorous, in-depth course of artistic study and growth.

Marathons

The School's internationally recognized Marathon programs were developed in 1988 by previous 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 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, both in-person and virtual. Classes run for eleven weeks during the fall and spring semesters. 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 incorporate these courses into their schedules at any time. MFA students in their second year can register for the full-term session of evening classes as an elective.

School Exchange Program

NYSS has and exchange program with Slade in London where students may apply and spend a semester in London. The fall semester is suggested, but the spring semester may also be considered. There will be no additional fees payable to Slade. Non-British citizens must arrange a student visa. Please contact Slade about this.

- Slade Study Abroad (information on the programme + **information on our portfolio submission**)
- UCL How to Apply (admissions information + **link to apply via UCL portal)**
- UCL Prospectus Study Abroad (general information on Study Abroad at UCL)

STUDENT SERVICES

Introduction

The Department of Student Services includes the Dean, Director of Admissions & Student Services, Librarian, 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, 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.

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 Library stocks various publications that offer career advice, as well as periodicals that contain local, national and international job listings.

To provide students 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.

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 Director of Admissions & Student Services to discuss all available options. In order to receive reasonable accommodations, the School must have documentation of any disability on confidential file.

Identification Cards

ID cards will be distributed to students during orientation. Student ID can be used for discounts at specific institutions and stores. Lost or stolen ID cards must be reported to the Director of Admissions & Student Services immediately

International Student Services

The School is authorized under federal law to enroll non-U.S. citizen students to its programs. International students make a valuable contribution to the School's community and enrich the diversity of the student body.

The Director of Admissions & Student Services 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 Director of Admissions & Student Services is authorized to sign F-1 and M-1 immigration documents or to determine students' standing with the U.S Department of Homeland Security (D.H.S.).

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 Director of Admissions & Student Services 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.

Students attending the School's Virtual Certificate Program, or any of the School's part-time programs are ineligible to apply for a student visa through NYSS.

English Language Proficiency

Applicants are expected to be proficient in the English language before applying for admission.
TOEFL Requirements (MFA Applicants only):
If English is not the primary language of the applicant, they must complete the Test of English as a Foreign Language (TOEFL) exam prior to applying to the School. The School's minimum score for the internet-based test is 80; the minimum score for the paper-based test is 550. Scores must be included for an application to be considered complete. The TOEFL test code for the New York Studio School is 7453.

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 participate in the Tuition Remission program on campus for up to 20 hours per week during the academic year and full-time during vacation and holiday breaks.

M-1 status students may not participate in the Tuition Remission program on campus while in the program.

F-1 status students cannot be employed off-campus without meeting eligibility requirements and obtaining prior written authorization. Working off-campus without the appropriate authorization is considered illegal employment according to federal immigration law and is a deportable offense.

Severe Economic Hardship

Severe Economic Hardship Employment is off-campus employment authorization for International students who are experiencing serious financial difficulties caused by unforeseen circumstances beyond their control. If authorized, students may 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 Director of Admissions & Student Services 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 Director of Admissions & Student Services will assist the student in their completion of an application for Severe Economic Hardship Employment Authorization.

The application process may up to two months to be approved. This is the only way for International F-1or 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 their 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. Students in both the MFA and the Certificate Programs are eligible to apply.

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 Director of Admissions & Student Services in a timely manner to ensure the opportunity is still available to them.

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 nonrefundable fee. Please be aware that payments from international students must be in U.S. currency.

Resources for International Students

Study in the States: https://studyinthestates.dhs.gov
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: https://travel.state.gov/content/travel/en/us-visas.html
U.S. State Department: www.state.gov
U.S. Immigration & Customs: www.ice.gov
Financial Documentation Currency Conversion: https://www.oanda.com/currency-converter/en

HEALTH AND WELLNESS SERVICES

FOR URGENT MEDICAL CARE CALL 911.

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 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 must be returned to the School 30 days prior to 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 Director of Admissions & Student Services.

Sickness/COVID-19 Protocols

If you are feeling sick, you should stay out so you can recover and protect others. If you have tested positive for COVID-19 you should stay out until for at least 24 hours. When your symptoms are improving overall, and you have not had a fever (and are not using fever-reducing medication), please be considerate and take precautions for the next 5 days including mask wearing and social distancing when around other people indoors.

Health & Counseling Resources

General Medical Care and Emergency Room Visits:

Mount Sinai Doctors-West 23rd Street
Medical center and walk in clinic
202 – 204 West 23rd Street
212-256-7000
Schedule on line

Brooklyn Hospital
121 DeKalb Ave, Brooklyn
(718) 250-8000

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

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
NY 10011
(646) 665-6000

NYU Langone Hospital
150 55th Street
Brooklyn, NY 11220
(718) 630-7185

New York Methodist Hospital New York Methodist Hospital
506 6th Street
Brooklyn, NY 11215-3645
(718) 780-3000

New York-Presbyterian Lower Manhattan
Emergency Room
170 William St, New York 10038
(212) 312-5000

TISCH Hospital Ronald O Perelman Center for Emergency Services
560 First Ave (at 33rd Street), NY 10016
(212) 263-5550

Ryan Nena Community Health Center (Sliding scale payment available)
279 East 3rd Street (between avenue C and D)
(212) 749-1820

Woodhull Medical Center, 760 Broadway, Brooklyn
(718) 963-8000
Schedule on line

Sexual Violence Care:

NYC Health+ Hospitals/Bellevue Victim Services Program, First Ave & 27th Street, New York 10016. (212) 562-3755

Mount Sinai/Beth Israel Medical Center, Victim Services, 317 E.17th Street. (212) 420-4516/4054. Hours by appt.

Harlem Hospital Center, 506 Lenox Ave. (212) 939-1000
Victim Services (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:

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 Care :

Mount Sinai/Beth Israel Medical Center, Victim Services, 317 E.17th Street. (212) 420-4516/4054. Hours by appt.

Dial 988. Your connection to free, confidential crisis counseling, mental health and substance use support, information and referrals. Multilingual and multicultural.

- Call or text 988
- Chat online at 988lifeline.org

988's counselors and peer specialists are trained to listen to you and provide the following services:

- Short-term counseling
- Suicide prevention and other crisis intervention
- Peer support
- Information and referral

Crisis Text Line offers free, emotional support and information 24/7. Text "HOME" to 741741 for free, 24/7 crisis counseling.

ULifeline provides mental health resources for college students. For immediate support, text "START" to 741-741 or call 1-800273-TALK (8255).

The Trevor Project has a 24/7/365 suicide prevention and crisis intervention hotline for LGBTQ youth and their loved ones. Call 1-866-488-7386.

The National Suicide Prevention Lifeline offers 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals. Call at 1-800-273-8255.

Center for Modern Psychoanalytic Studies; Sliding scale therapy sessions. Call 212-228-6036 to schedule an intake consultation.

Online Health Resources:

Caron Foundation Recovery Center (855)904-4325.

Columbia University's Health Q&A Internet Service www.goaskalice.columbia.edu
Questions on health and well-being topics ranging from substance use to sexual health, to nutrition and physical activity.

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 Link

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

COVID-19 Support

NYC Vaccine Finder: https://vaccinefinder.nyc.gov/

NYC Testing Sites: https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page

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 School's charter and by-laws empower an institutional steering committee, called the Board of Governors (BoG). The BoG represents a sample of the School's community, including the Dean, two members of the Board of Trustees, two Faculty Members, two Student Representatives and one Alumni Representative. BoG meets 4 times a year. 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 student representatives nominate the alumni representative. 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 Director of Admissions & Student Services. Other activates the Student Representatives take part in may include managing student exhibitions, open studios and other events they elect to arrange.

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 on the second floor 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, protecting the floor and other features, sharing invitations, hosting an opening reception, and remediation after the show.

The work may be 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. Non-alcoholic options must be available. 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 required for MFA students.

Most Lectures will be streamed online via Zoom and YouTube Live. Past lectures can also be viewed on the NYSS YouTube channel.

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 New York Studio School's programs and courses and to serve the faculty, students, staff, artists, and researchers, as well as members of the general public. The library does so by providing research services and access to a wide range of materials including print collections of monographs, exhibition catalogs, periodicals, and online resources such as the online catalog, research databases, and audio/visual collections.

Collection Description

The New York Studio School's John McEnroe Library offers research services and provides access to a wide range of materials through its print collections of monographs, exhibition catalogs, periodicals, and archival collections; as well as access to its online catalog, online databases, Evening Lecture Series video archive, slide film collection of art historical images and digital archival collections including unpublished materials related to the School's history.

There are currently four computers available in the Library for student use, all of which allow access to and printing from the Internet. Students are encouraged to use the Library for visual research, studying, reading, and watching or listening to lectures from the Lecture Archive.

Library hours change each semester and during marathons and school breaks. The Library is open to alumni and the public on an appointment-only basis. To make an appointment, please email Librarian Lauren Allshouse.

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 monitored 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 not allowed, 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.

User Instruction Sessions

Library Instruction sessions for new students are held at the beginning of every fall semester, and later as necessary for incoming 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. Closed-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 at closing time, students may use the 8th Street side entrance to exit the building. The MacDougal Alley exit is only to be used in case of fire or emergency. Doors and first floor windows should never be left open. Students should never let anyone who is not a School staff member or student enter through the side door.

Building Opening & Closing Times

The School is open daily from 8:00 AM to 12:00 AM.
It is essential that the School be completely vacated every night by 12:00 AM. Students are asked to begin cleanup by 11:30 PM and to leave their studios by 11:45 PM.

Workshop

The Workshop is available by appointment for students to create projects to support their work. While the most common use is to build stretchers, tools are available for sculpture and other projects as well.

Appointments: To access the Workshop, please contact:
Blake O'Brien at bobrien@nyss.org
Sam Nichols at snichols@nyss.org

Tools Available: Tools available include basic hand tools (screwdrivers, handsaws, hammers, chisels, clamps) handheld power tools (drills, sanders, nail gun, jigsaws) and stationary power tools (a table saw, crosscut saw, band saw and drill press). Drills and select hand tools may be signed out for day use. Tools may otherwise not be removed from the Workshop. Staff will assist and instruct in proper use and safety of tools as needed.

Materials: Students are responsible for providing their own materials.

Safety Procedures: Follow all posted and instructed safety protocols, including:

- Safety glasses (provided) worn at all times
- No loose clothing/jewelry, hair tied back, no open-toed shoes
- Staff member must be present any time a student is using the workshop

Welding Shop

The Welding Shop is a resource available for student use. Tools are available to cut/weld metal for fabrication. Contact the Studio Coordinator for an appointment.

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 often used for specific or sensitive individual information that cannot be publicly posted.

Students may ship supplies and materials to the School; 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 and Newsletter

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

A weekly newsletter is sent each week during the semester informing the student body of important School deadlines, announcements, and events. Lectures, internships, jobs, and exhibition opportunities are also included. Newsletter submissions should go to the Director of Admissions & Student Services by Thursday of each week.

Lockers

Students without a private studio are provided with lockers. Lockers are for storage of nonflammable 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. 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

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 and should take place outside of studio and classroom spaces. All cell phones must be turned off or be on a silent setting during classes. If you have to use your cell phone, please do so with discretion to ensure that you do not disturb others.

Garbage

Garbage will be collected daily. Please use appropriate bins. Rags with solvents or fumes are to be places in metal garbage cans with lids. Garbage placed outside for collection my not be brought back into the building for any reason.

Studio Safety

Safety in the studio is the responsibility of all students. Introductions to studio and building safety and maintenance are given by the Facilities staff 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

There are no elevators in the building

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. Solvents must be covered at all times when not in use and oily rags placed in designated yellow air tight containers. Paths at least on meter wide must be maintained through all rooms and to all exits.

Semi-private studios are awarded on the basis of seniority, working concerns and space availability. Studio request forms will be distributed by the Studio Coordinator. Students who are not assigned semi-private

studio space may make arrangements for use of the common studios for special projects when classes are not in session.

Any changes to a space must be approved by a member of the Facilities staff. 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. Refrigerators are not permitted in studios.

Incense burning, radio-playing, smoking/vaping 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 Facilities staff.

Shoes must always be worn in the building. 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, 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 and possible additional fees. 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.

Electronic Devices and Batteries

Electronic devices such as laptops, phones, and tablets, or batteries for power tools, may be charged only when attended and must be unplugged at all other times. It is the responsibility of the student to keep all items secure. The School is not responsible for theft.

E-bike, moped, scooter, automotive, motorcycle, or any other transportation related batteries may not be brought into School premises or charged.

Studio fixtures provided by NYSS for full-time students working in private, semi-private and Atelier Studios:

Painting & Drawing Studios:

Each full-time Painting major will have access to the following:

- one easel
- one taboret
- one folding chair

Labeled taborets are not to be removed from their designated spaces (i.e. taborets labeled “DRAWING” must stay in the Drawing Room). School furniture and fixtures are not to be moved from other departments without permission.

Sculpture Studios:

Each full-time Sculpture major will have access to the following:

- one sculpture stand
- one worktable or bench
- one folding chair

Labeled sculpture stands are not to be removed from the department's common classroom space. School furniture and fixtures are not to be moved from other departments without permission.

Student Owned Furniture & Fixtures:

Students who wish to bring in additional studio furniture or fixtures are responsible for obtaining, transporting such items throughout the building, and the removal or discarding of such items.

Ownership of such items cannot be transferred to NYSS, its staff, faculty, or another student, will remain the student's property while it's in the building, and will be the responsibility of the student to remove at the end of their studies at NYSS. Students bringing additional furniture or fixtures into their studio agree to indemnify and hold harmless the New York Studio School, its staff, faculty and trustee members against any and all claims, suits or actions of any kind whatsoever for liability, damages, compensation or otherwise brought forward as a result of any injury or damage caused by student owned property. Student owned furniture or fixtures must remain within approved areas and cannot be relocated, loaned, or stored elsewhere in the building. In the interest of safety and community stewardship, NYSS reserves the right to remove and discard any student owned fixtures from the building.

Any questions or concerns regarding student owned furniture and fixtures should be directed to the school's Studio Coordinator.

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 when not in use. An up to date list of hazardous and banned materials can be requested from the Facilities department and is posted in the student newsletter each week.

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 Coordinator 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 Studio Coordinator immediately if unsure of proper disposal of waste from any project.

Yellow disposal/rag cans 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. This is essential for safety in a fire or other type of emergency.

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 discarded.

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. Guests must check in with front desk staff.

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.

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.

Emergency Phones

In case of emergency, contact the nearest staff member or the Front Desk staff on duty.

Fire Drills & Emergency Evacuation

Fire drills are conducted throughout the year. Students must comply with all instructions from faculty and staff during fire drills.

Evacuation route information is posted in the building. Students should familiarize themselves with the quickest exit routes from their studios and ateliers. In the event of emergency evacuation, students should follow instructions from emergency responders and gather outside so we know who is accounted for.

FINANCIAL SERVICES

Financial Aid Counseling & Application

Any student who wants to be considered for financial assistance must complete the online application form and submit it to the Director of Admissions & Student Services. 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.

Priority Deadline for completion:
February 15 of each year (November 15 for Certificate Spring applications)

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.

The need for the above documentation will be determined 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 Director of Admissions & Student Services within two weeks of receipt.

Reevaluations, Adjustments & Appeals

It should be noted that a student's award may 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 adjusts 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 Records & Operations Manager 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 Records & Operations Manager may not be aware, students can request that aid be reevaluated.

School funds are limited and must be distributed to all students who exhibit need and merit.

Financial Aid & Academic Progress

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 Director of Admissions & Student Services, who considers the student's financial standing and Remission interests. Other sources of aid are also considered.

Tuition remission awards require students to take on various roles at the school. Students are assigned specific tasks in consideration of their skills and merit. Assignments include class monitors, office and library assistance, gallery installation, and lecture assistance, amongst others.

Tuition Remission application is part of the Financial Aid application. Students are required to be in compliance with academic standards to continue eligibility. The award will be adjusted as per participation and attendance regarding the roles.

Students holding an F-1 visa must be aware that they are limited to a maximum of twenty (20) hours of Tuition Remission per week, as per federal 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.

Awards include:

Milton & Sally Avery Arts Foundation Scholarships
Awarded to MFA or Certificate students.

Helena Rubinstein Foundation Scholarship
Awarded to a female MFA or Certificate student.

The Goldhammer Family Foundation Scholarship
Awarded to MFA or Certificate students.

Robert Lehman Scholarship
Awarded to MFA or Certificate students

Gerald L Lennard Scholarship
Awarded to MFA or Certificate students

Anon/Educational Scholarship
Awarded to MFA or Certificate students

Graham Nickson Scholarship

Need-Based Scholarships:

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

Harriet Glazier Endowed Scholarship for Women Painters
Awarded to female MFA or Certificate students.

The Vera List Endowment Scholarship
Awarded to MFA or Certificate students.

Absolute Secret Scholarship
Awarded to MFA or Certificate students.

Henry Wolf Foundation Scholarship
Awarded to MFA or Certificate students.

Robert Lehman Scholarship
Awarded to MFA or Certificate students.

Travel Scholarships and Grants:

Hohenberg Travel Award
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
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.

Records & Operations Manager

The Records & Operations Manager 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 Records & Operations Manager provides all faculty, staff and administrators with a list of fully registered and paid students. Only those students who are registered and paid to date are allowed to attend class.

Terms of Payment

Payments must include the student's name, address, telephone number and email. Bills should be paid via the School's website: https://nyss.org/admissions/tuition-payment/

Students may also pay 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.

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 Records & Operations Manager 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 Records & Operations Manager for a current list of fees.

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's Full-Time program must give prior notice to the Director of Admissions & Student Services in writing and complete an official Complete Withdrawal Form (available from the Director of Admissions & Student Services). Refunds are calculated based on the date the complete Withdrawal Form is submitted.
Withdrawal from Marathons and Evening and Weekend classes may be requested by emailing the Records & Operations Manager.

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.

Full-time MFA and Certificate Programs:

Please note that the start of the Marathon is considered the start of the semester.
The $800 tuition deposit (or $800 of full tuition) is non-refundable

- More than one week (5 business days) prior to semester start: 100% refund minus deposit, or 100% credit
- Less than one week (5 business days) prior to semester start: 85% refund minus deposit, or 85% credit
- Within the 1st week of the semester: 75% refund of balance minus deposit, or 75% credit
- Within the 2nd week of the semester: 50% refund of balance minus deposit, or 50% credit
- After the 2nd week of the semester: no refund/no credit

Marathon and Master Classes:

The $500 deposit (or $500 of full tuition) is non-refundable

- More than one week (5 business days) prior to class start: 100% refund minus deposit, or 100% credit
- Less than one week (5 business days) prior to class start: 85% refund minus deposit, or 85% credit
- Within the 1st meeting day of class: 75% refund minus deposit, or 75% credit
- Within the 2nd meeting day of class: 50% refund minus deposit, or 50% credit
- After the 2nd meeting day of class: no refund/no credit

Evening and Weekend Classes

- More than one week (5 business days) prior to class start: 100% refund or 100% credit
- Less than one week (5 business days) prior to class start: 85% refund or 85% credit
- After the 1st meeting day of class: 50% refund or 50% credit
- After the 2nd meeting of day class: no refund/no credit

Financial Appeals Committee

In rare cases, financial aid relief 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 Director of Admissions & Student Services and Dean. 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 emailed to the address the student listed on their registration record. It can be changed at any time by writing or visiting the Director of Admissions & Student Services 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 (typically 2-4 weeks) 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 Director of Admissions & Student Services with any questions.

Course Cancellation

A course may be cancelled if enrollment is insufficient.

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 through the Records & Operations Manager, up until the end of this week.

Forms for Add/Drop are available from the Director of Admissions & Student Services 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. 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, they must then submit a Complete Withdrawal Form to the Director Of Admissions & Student Services.

Leave of Absence Forms are available from the Director of Admissions & Student Services.

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.

Students who decide to leave the School without graduating or completing the Certificate or MFA program must submit 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 Director of Admissions and Student Services.

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.

Administrative Withdrawal

Students who neglect to respond to billing and/or registration requests in a timely manner will be administratively withdrawn from the School. Students who are administratively withdrawn must reapply. Applications are available online. Regular admission fees apply.

Re-Admission Procedures & Costs

Students who take one semester or more off without taking an official Leave of Absence must reapply. 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.

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 thesis paper and present to an esteemed Thesis Panel to successfully advance to their MFA Thesis Exhibition. Students must also complete a Graduation Application Form and be fully paid in terms of all tuition costs and associated fees. Graduation applications are available from the Director of Admissions & Student Services.

Students graduating from the Certificate program must have completed the required number of semesters within the 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 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 Director of Admissions & Student Services in writing.

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 eligible students to review the records. Schools may charge a fee for copies.

Eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. If the School decides not to amend the record, the eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the 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 and participation, as outlined below.

Attendance and Conduct

While the School stresses the freedom and individuality of each student, full-time participation is mandatory for the successful completion of full-time programs (MFA and Certificate). 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. If a student believes they will not be able to attend a given elective course consistently, they should not enroll in that elective course.

***MFA and Certificate Students*:** Three (3) unexcused absences from any course may jeopardize a full-time student's academic standing and financial aid. This policy applies to all domestic and international students. Attendance during the Marathons is mandatory. Three unexcused absences from a course during the regular semester may result in failure of the course for MFA candidates and automatic withdrawal from the course for Certificate students.

Absence Due to Illness: If a student is ill and unable to attend class, they (or their representative) should contact the School immediately and inform their Faculty members, directly, in addition to informing the Director of Admissions & Student Services. Students should prioritize their health and the health of those around them and stay home if feeling ill. Absences due to illness are considered excused absences and students will not be penalized.

***Disabled Students*:** Students with declared disabilities should schedule a meeting with the Director of Admissions & Student Services to inquire regarding any accommodations that they may seek to facilitate successful completion of coursework and participation.

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 Director of Admissions & Student Services of such observances.

Absence Due to Family or Personal Emergency: If a student requires a leave to attend to family or personal emergency, the Director of Admissions & Student services 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, administrative staff member, 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 Person's report.

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, 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 their 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.

NYSS Student Conduct for Virtual Learning

To maintain a virtual space wherein participants feel at ease to share and learn openly with one another, the New York Studio School prohibits participants in virtual classes from recording, taking screenshots, or otherwise copying any portion of New York Studio School's online courses. While participants are free to share images of their own coursework, sharing or posting images or recordings from a virtual class on social media is prohibited without the consent of the instructor, models, and students from class. Course content is solely for registered students of the class and cannot be shared with others. By participating in virtual courses, students are aware that the New York Studio School may record and archive Zoom meetings, Padlet pages, and other content from the course.

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.

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 Director of Admissions & Student Services prior to any change.

Grades

MFA candidates receive grades for all courses at the School. Certificate students do not receive grades. A student's academic records reflect all grades for all registered courses as submitted by faculty. Grades are released to the student by the Director of Admissions & Student Services.

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 the Director of Admissions & Student Services.

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 timespan 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, Student Services will address the issue directly with the student.

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 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 Director of Admissions and Student Services.

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 complaint with the Director of Admissions & Student Services, who will consult with the instructor 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.

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.

OTHER 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.

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.

- 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.
- NY Civil Rights Law §40-c – prohibits discrimination or harassment based on race, creed, color, national origin, sex or disability.
- 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.

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/e-cigarette use 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.

To make a report about smoking in prohibited areas, please 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 concerning 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.

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 Director of Admissions & Student Services 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, pickpocket 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. Many insurance brokers in the city 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.

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 their home or renter's insurance policy or their 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 nonacademic 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.

The School reserves the right to deem behavior of students inappropriate and disruptive on a case by case basis beyond what is listed in the handbook and reserves the right to address any and all disruptive or damaging behavior as needed. Students whose behavior is deemed disruptive and or dangerous to themselves or others may be subject to disciplinary measures including and up to expulsion.

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:

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
6 train to Astor Place. Walk west a little more than three blocks
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 $70.00 (plus tip). 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 $40.00 (plus tip) Carey Bus Service is also available. The fare is approximately $10.00. Buses depart every 30 minutes 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.

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.

TITLE IX COMPLIANCE STATEMENT

Nondiscrimination Policy

The New York Studio School (NYSS) does not discriminate on the basis of sex in its education programs or activities, including in admission and employment. Title IX of the Education Amendments of 1972 and its regulations prohibit such discrimination.

Inquiries about Title IX may be referred to:
• The School's Title IX Coordinator or Deputy Title IX Coordinator (listed below),
• The U.S. Department of Education, Office for Civil Rights (OCR), or
• Both.

Title IX Coordinator and Deputy Coordinators

Title IX Coordinator
Anki King
New York Studio School
8 West 8th Street, New York, NY 10011
Phone: 212-673-6466 ext. 129
Email: aking@nyss.org

Deputy Title IX Coordinator
Kaitlin McDonough
New York Studio School
8 West 8th Street, New York, NY 10011
Phone: 212-673-6466 ext. 125
Email: kmcdonough@nyss.org

Student Bill of Rights

All NYSS students are entitled to the right to:

- Report to law enforcement, the School, both, or neither.
- Have disclosures of sexual harassment, assault, stalking, dating violence, or domestic violence treated seriously.
- Participate in a fair, impartial process with equal opportunity to present evidence.
- Be treated with dignity, respect, and fairness.
- Be accompanied by an advisor of choice, including an attorney.
- Access supportive measures regardless of whether a formal complaint is filed.
- Be protected from retaliation.
- Appeal a determination.
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Definitions of Prohibited Conduct

- Sexual Harassment: Unwelcome conduct based on sex, sexual orientation, gender identity, or gender expression that is severe, pervasive, and objectively offensive, limiting a person's ability to participate in the School's programs.
- Sexual Assault: Any sexual act directed against another person without consent.
- Consent: A knowing, voluntary, and mutual agreement to engage in sexual activity. Consent can be withdrawn at any time. Silence or lack of resistance does not constitute consent.
- Dating/Domestic Violence: Abuse or violence committed by someone who is or has been in a romantic or intimate relationship with the victim.
- Stalking: Repeated unwanted attention or conduct that causes fear for safety.
- Retaliation: Any adverse action taken against an individual for reporting or participating in a Title IX process. Retaliation is strictly prohibited.

Explanation Of Terms

Under New York State Law, a sexual offense occurs when certain sexual acts are perpetrated against a victim without his or her consent. The law defines both the behavior and the physical nature (body parts, etc.) of a sex offense *and* the lack of consent involved.

Consent: Definitions and Guidance

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.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- 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 the lack of consciousness or being asleep, being involuntarily restrained, or if an 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.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

Lack of consent is defined as occurring in **one or more** of the following circumstances:

- Forcible Compulsion:
- Actual physical force;
- The threat of physical force, expressed or implied, that puts the victim in fear of being physically harmed or of another person being physically harmed (e.g. one's child).
  The threat to kidnap the victim or a third person.
- Physically Helpless: Physically unable to indicate a lack of consent (e.g. because a victim is unconscious or because of a physical disability that makes one unable to physically or verbally communicate lack of consent).
- Under 17 years of age.
- Mentally Incapacitated: when the victim is made temporarily incapable of understanding or controlling his or her conduct because a drug or other intoxicating substance (e.g. alcohol) was given to them without their consent.
- Mentally Disabled: when a person suffers from a mental illness or a condition that renders them incapable of understanding the nature of their conduct.
- Inmate: when a person is literally or physically under the control of others.
- Some Factor Other Than Incapacity in Consent: in the case of intercourse, if the victim expressed that he or she did not consent to the sex act in such a way that a reasonable person would have understood those words or acts as expressing lack of consent.

What Constitutes a Sexual Offense?

If any of the following acts are perpetrated against a victim "without their consent", as defined above, it is a crime under New York State Law.

1. *Sexual Intercourse*: the penetration of the penis into the vagina, however slight – in other words, if the penis goes into the vagina just a little, not in its entirety, it is considered completed "sexual intercourse". There is no requirement of physical injury, and usually no requirement that ejaculation or orgasm occur.

2. *Criminal Sexual Act (Oral or Anal Sexual Conduct)*: does not require any penetration and occurs upon contact between penis and mouth, penis and anus, mouth and anus, or mouth and vaginal area.

3. *Sexual Conduct*: any touching of the sexual or intimate parts of the body, whether under or over clothing done for the purpose of gratifying the sexual desire of either party and/or includes touching of the victim's sexual parts by the perpetrator AND the touching of the perpetrator's sexual or intimate parts by the victim.

4. *Forcible Touching*: intentional or forcible touching of another done for the purpose of degrading or abusing another person or done for the purpose of gratifying the defendant's sexual desire. Includes squeezing, grabbing or pinching.

5. *Aggravated Sexual Conduct*: insertion of a foreign object into the vagina, urethra, penis or rectum. Insertion of a finger into the vagina, urethra, penis or rectum causing injury constitutes 2nd degree sexual offense. If the insertion of the object causes physical injury, this constitutes a 1st degree offense. If no injury occurs, it constitutes a 3rd degree sexual offense.

Sexual Assault and Its Penalties

Sexual assault, including date or acquaintance rape, is considered a serious crime under the New York State Penal Code, and a serious offense against the School's Community Standards. Penal Code section 130 governs the prosecution of sexual offenses in New York State and was revamped and became law on February 1, 2001.

If a Complainant decides to file a criminal action against the respondent, they are encouraged to also file a report within the School. If the respondent is a member of the School community, the School may initiate an investigation pending any indication of immediate threat to the Complainant or others. The School's investigation will be independent of any criminal action. If the respondent is found guilty of any such assault through the School's investigatory process, penalties up to and including dismissal may be applied.

REPORTING

Any member of the School community experiencing any form of sexual violence is strongly encouraged to immediately report the incident by calling 911 or contacting the local Police Precinct.

Inquiries/Reports of Harassment or Discrimination may be made to:

- The School's Title IX Coordinator or Deputy Title IX Coordinator
- The U.S. Department of Education, Office for Civil Rights (OCR)
- Law Enforcement (call 911 in emergencies, or contact local precinct)

Reports may be made in person, by phone, email, or in writing. Anonymous reports may also be submitted, though the School's ability to respond may be limited.

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. **Respondent:** In this process, the person who is alleged to have violated campus policy is referred to as the Respondent.

Individuals wishing to file a report will be provided with the School's official form. Reports should be made in writing, whenever possible. Following a discussion with the Dean and/or Director of Admissions & Student Services, the Complainant will be informed of their options. Options may include an informal resolution or a complete investigation.

Reporting Rights of School Students

The following people have a right to make a complaint of sex discrimination, including complaints of sex-biased harassment, requesting that the School investigate and make a determination about alleged discrimination under Title IX:

- A "Complainant" which includes
  - A student or NYSS employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX
  - A person other than a students or NYSS employee who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time with that individual was participating or attempting to participate in the School's education program or activity
- A parent, guardian or other authorize legal representative with the legal right to act on behalf of a Complainant or
- The School's Title IX Coordinator

With respect to complaints of sex-discrimination other than sex-based harassment, the following person have a right to make a complaint:

- A student or NYSS employee
- Any person other than a student or NYSS employee who was participating or attempting to participate in the School's education program or activity at the time of the alleged sex discrimination.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R. § 106.44(f)(1)(v).

The School may consolidate complaints of sex discrimination against more than one respondent, or by more than one Complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances.19 When more than one Complainant or more than one respondent is involved, references below to a party, Complainant, or respondent include the plural, as applicable.

The School will ensure that all students have the right to:

- Notify proper law enforcement authorities, including local police;
- Be assisted by the School in notifying law enforcement authorities if the Complainant so chooses;
- Decline to notify such authorities.

The School encourages all members of the School community to report incidents of harassment or violence to a School employee, even if the incident has been reported to outside law enforcement or occurred off-campus.

Overview of Reports Concerning Discrimination or Harassment

This process involves a prompt initial assessment to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the School will initiate an investigation, that is thorough, reliable, impartial, prompt and fair. This investigation determines whether School policy has been violated. If so, the School will promptly implement an effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

The School aims to bring all allegations to a resolution within a sixty (60) business day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties. In overview, the timeline for resolution begins with notice to a mandated reporter. The Coordinator then engages in a initial assessment that is typically 1-3 days in duration. From there, the allegation can lead to a formal investigation (with assistance from vetted outside Investigators from the Association of Title IX Administrators), which usually starts within days of the initial assessment's conclusion.

Investigations range from days to weeks, depending on the nature and complexity of allegations, with the School aiming for a 10-14 day window to completion. The parties are regularly apprised of the status of the investigation as it unfolds. A failed informal resolution which triggers a formal resolution process may require the School to extend this timeline accordingly. From there, appeals may be requested, with a three-day window to file appeal requests once a formal determination is reached, a three-day window to grant or deny the appeal request, and another 710 days for a final resolution to be reached. In rare cases where a remanded decision results in a new hearing, the results of that hearing can be appealed once, which would typically add another 10-14 days to final results.

Withdrawal of Reports

The Complainant 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.

Retaliation

The School prohibits any form of retaliatory action against any Complainant 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 complaints of discrimination and/or harassment quickly, consistently and fairly. Members of the School community may report allegations to the Title IX Coordinator, the Dean or Director of Admissions & Student Services, or Dean's Office

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.

Reporting/Confidentiality Obligations of School Employees

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.

"Responsible" employees have a duty to report incidents of sexual violence and harassment to the Title IX Coordinator. School employees are NOT PERMITTED to maintain confidentiality. To the greatest extent possible, information will be shared only with the Title IX Coordinator and those responsible for handling the report. Before a report is disclosed the employee shall state their reporting obligations. If the Complainant would prefer to maintain confidentiality, appropriate resources will be provided.

The School will ask the reporting student's permission before initiating an investigation. If a reporting individual requests that no investigation into a particular incident be conducted or disciplinary action taken, the School will weigh that request against the School's obligation to provide a safe, non-discriminatory environment for all members of the School's community.

There are times when the School may need to pursue investigation into a particular incident, in order to provide a safe, non-discriminatory environment for all members of the School community. When weighing a request that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including, but not limited to, the increased risk that the alleged respondent will commit additional acts of sexual or other violence, as well as:

- Whether there have been other Sexual Harassment or harassment reports about the same respondent.
- Whether the respondent has a history of arrests or records from a prior school or workplace indicating a history of violence.
- Whether the respondent threatened further Sexual Harassment or other violence against the reporting individuals or others.
- Whether the incident was committed by multiple perpetrators.
- Whether the incident was perpetrated with a weapon.
- Whether the Complainant is a minor.
- Whether the School possesses other means to obtain relevant evidence of the Sexual Harassment (e.g., security cameras or personnel, physical evidence);
- Whether the information provided reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

SUPPORT

Supportive Measures

Regardless of whether a formal complaint is filed, students have access to supportive measures, including:

- Counseling and health services referrals.
- Academic adjustments (extensions, schedule changes).
- No-contact directives.
- Assistance in reporting to law enforcement.

Getting Immediate Support

Being raped or assaulted is not your fault. Do not blame yourself if you were the victim of rape or any other form of sexual assault.

Medical Attention and Emotional Support

The School is dedicated to assisting anyone who experiences sexual violence to seek medical attention as soon as possible to treat injuries, obtain preventative treatment for sexually transmitted diseases, and preserve evidence. Immediate treatment and evidence preservation are important for many reasons – including a potential criminal investigation.

Within 96 hours of an assault, you can get a Sexual Assault Forensic Examination (commonly referred to as a rape kit) at a hospital. While there should be no charge for a rape kit, there may be a charge for medical or counseling services off campus and, in some cases, insurance may be billed for services. You are encouraged to let hospital personnel know if you do not want your insurance policyholder to be notified about your access to these services.

Where Do I Go for Help?

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

Lenox Health Greenwich Village, 30 7th Avenue (646) 665-6000 24 Hour Emergency Room, 24-hour Center of Excellence (COE) for its Sexual Assault Forensic Examiner (SAFE) Program.

Bellevue Hospital Center, Rape Crisis Program, First Ave & 27th Street, C&D Building, 4th Floor. (212) 562 3435/3755 - Individual and group counseling and advocacy services. No fee for services.

Beth Israel Medical Center, Rape Crisis & Domestic Violence Program, 317 E.17th Street. (212) 420-4516. Hours by appt. You may receive free care and do not have to use your insurance. Beth Israel Deaconess Medical Center is a SANE (Sexual Assault Nurse Examiner)-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 Ave. (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.

St. Luke's-Roosevelt Hospital, Emergency Dept.- 1111 Amsterdam Ave, (212) 523-3335

Crime Victims Treatment Center of Mt. Sinai West and St. Luke's Hospitals, 126 W 60th St. New York, NY 10019. (212)523-4728. Individual, family and group counseling. No fee for services.

NYPD Special Victims Report Line - (646) 610 7273

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

Safe Horizon advocates are available 24 hours, 365 days a year to provide confidential crisis counseling, safety planning, assistance with finding shelter and information about resources: (212) 227 3000

The Alliance Helpline for advocacy, referrals, and confidential counseling, Monday through Friday from 9AM to 5PM: 212.514.SAFE(7233) email survivorsupport@svfreenyc.org

The New York State Department of Health funds a rape crisis center (RCC) in every county across the State. These RCCs offer a variety of programs designed to prevent rape and sexual assault and ensure that quality crisis intervention and counseling services, as well as a full range of indicated medical, forensic and support services, are available to victims of rape and sexual assault.

Long Island College Hospital in Brooklyn keeps its Rape Crisis Intervention Program available 24 hours a day, 7 days a week. Counselors and trained volunteers can provide many services, including accompanying victims through the hospital system and explaining options, offering support, and providing transportation home. They also provide short-term follow-up counseling.

A further list can be found online at http://www.svfreenyc.org/

To disclose *confidentially* the incident and obtain services from the New York State, New York City or county hotlines, see: http://www.opdv.ny.gov/help/dvhotlines.html.

Immediate Supportive Measures

The School will take immediate steps to protect the community as a whole. These steps will attempt to minimize burden on either party. Such measures may include:

- Making changes to class schedules (dropping a course or taking an incomplete without penalty, extending deadlines for assignments).
- Making changes to tuition remission schedules or assignments;.
- Prohibiting contact between the respondent and the reporting party.
- Assisting either/both parties in seeking out counseling services.
- Assisting either/both parties in obtaining medical services.
- Assisting either/both parties with filing a criminal report and/or seeking an order of protection.

Issuance of No Contact Directives

The School will ensure that both the reporting and the responding parties have the right to institutional issuance of a “no contact” directive pending the outcome of an investigation, whereby continued intentional contact would be a violation of institution policy subject to additional conduct charges. Such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third-party communication with one another. The School – after consulting with the party requesting the “no contact” directive– will determine which academic accommodations are appropriate to ensure the student’s safety and equal access to educational programs and activities. Both the respondent and the Complainant shall, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and the terms of the no contact order. The parties may submit evidence in support of their request.

GRIEVANCE PROCEDURES

The School will treat Complainants and respondents equitably

The School provides a fair and impartial process to resolve Title IX complaints:

1. Report Received → Coordinator reviews allegations and offers supportive measures.
2. Written Notice → Parties receive notice of allegations and process.
3. Investigation → Trained investigators gather evidence and interview witnesses.
4. Determination → A decision-maker evaluates evidence using a “preponderance of the evidence” standard.

5. Sanctions & Remedies → Applied if a violation is found.
6. Appeal → Both parties may appeal based on procedural error, new evidence, or conflict of interest.

The Title IX Coordinator is designated to formally pursue reports of discrimination and/or harassment by students, to address inquiries and to coordinate the School's compliance efforts regarding reports of misconduct by students, regardless of the School role of the reporting party, who may be another student, faculty, staff, guest or visitor. This investigation will be conducted by an authorized outside investigator.

Notice of a formal report can be made in person, by phone, via email or in writing to the Title IX Coordinator.

Interim Remedies/Actions

The Title IX Coordinator (or designee) may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the alleged victim and the community and to prevent further violations. The School will keep interim remedies and actions as private as possible.

These remedies may include, but are not limited to:

- Referral to counseling and health services;
- Education to the community;
- Altering work arrangements for employees;
- Providing campus escorts;
- Implementing contact limitations between the parties;
- Offering adjustments to academic deadlines, course schedules, etc.

The School may interim suspend a student, employee or organization pending the completion of an investigation and resolution, particularly when in the judgment of the Title IX Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the on-campus presence of the Respondent or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student, employee or student organization will be given the opportunity to meet with the Title IX Coordinator prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented.

The Title IX Coordinator has sole discretion to implement or stay an interim Suspension and to determine its conditions and duration. Violation of an interim suspension under this policy is grounds for expulsion or termination. During an interim suspension or administrative leave, a student or employee may be denied access to the School campus/facilities/events. As determined by the Title IX Coordinator or designee, this restriction can include classes and/or all other School activities or privileges for which the student might otherwise be eligible. At the discretion of the Title IX Coordinator or designee, alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent.

The institution will maintain as confidential any accommodations or protective measures, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures.

INVESTIGATION:

Upon receipt of a report, the Department of Student Services will confer with the Title IX Coordinator on interim action, or other necessary remedial short-term actions. If the Complainant wishes to pursue a formal resolution or if the School, based on the alleged policy violation, wishes to pursue a formal resolution, then the Title IX Coordinator appoints trained investigators to conduct the investigation, usually within two business days of determining that a resolution should proceed. Through our association with ATIXA (Association of Title IX Administrators), the School has access to their team of impartial, experienced Investigators. Within 48 hours, an investigatory consultant will be dispatched for on-site assistance. Investigations are completed expeditiously, normally within 10-14 business days of notice to the Title IX Coordinator. Investigations may take longer depending on their nature or complexity.

A full investigation may be required once informal resolutions have failed or may be conducted directly after a report is filed. The Complainant will be informed that an investigation is underway, and that the Respondent and any other relevant parties will likely be interviewed. The Respondent will also be informed of the report, investigation, and the penalties of retaliation. Whenever possible, the investigation will be completed within (60) sixty days of receipt of the report.

FORMAL AND INFORMAL RESOLUTION PROCEDURE FOR REPORTS OF MISCONDUCT

Informal Resolution

In lieu of resolving a complaint through the School's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. The School will inform the parties in writing of any informal resolution process it offers and determines is appropriate, if any. The School will not offer informal resolution to resolve a complaint when such a process would conflict with Federal, State, or local law. Before the initiation of an informal resolution process, The School will explain in writing to the parties.

- The allegations.
- The requirements of the informal resolution process.
- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution.
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations.
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties.
- What information the School will maintain and whether and how the School could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

Before pursuing the Formal Resolution Process, every reasonable effort will be made to constructively resolve conflict with students, faculty, staff, or administrators. Whenever possible and safe, the problematic behavior, conflict or misconduct should first be discussed by the impacted person and the person engaged in the problematic behavior, conflict or misconduct. The Title IX Coordinator or designee will facilitate such conversations, upon request, and monitor them for safety.

[Note: Mediation is not used when violent behavior is involved, when the Coordinator determines a situation is not eligible, or the parties are reluctant to participate in good faith]. The School does not require an impacted party to contact the person involved or that person's supervisor if doing so is impracticable, or if the impacted party believes that the conduct cannot be effectively addressed through informal means. If informal efforts are unsuccessful, the formal resolution process may be initiated. Either party has the right to end the informal process and request to begin the formal process at any time prior to resolution.

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 Complainant 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.

Formal Resolution Procedures

The School will treat Complainants and respondents equitably.

The School requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against Complainants or respondents generally or an individual Complainant or respondent. As long as there is no conflict of interest or bias, a decisionmaker may be the same person as the Title IX Coordinator or investigator.

The School presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

The School has established the following timeframes for the major stages of the grievance procedures: 1-5 business days for major stages, including for example, evaluation (i.e., the decision whether to dismiss or investigate a complaint); investigation; determination; and appeal, if any].

The School has also established the following process that allows for the reasonable extension of timeframes on a case-by-case basis for good cause with written notice of any extension to the parties that includes the reason for the delay: 5-15 business days.

The School will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

The School will objectively evaluate all evidence that is relevant and not otherwise impermissible—including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a Complainant, respondent, or witness.
The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by The School to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless The School obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the Complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual 15 conduct between the Complainant and respondent does not by itself demonstrate or imply the Complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

Participation of Advisors [or Advocates] in the Resolution Process

All parties are entitled to an advisor [or advocate] of their choosing to guide and accompany them throughout the campus resolution process. The advisor [or advocate] may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is both eligible and available. People who will be called as witnesses may not serve as advisors [or advocates]. The parties may choose advisors [or advocates] from outside the campus community. Outside advisors [or advocates] are not eligible to be trained by the School.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. Advisors [or advocates] should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The School cannot guarantee equal advisory rights, meaning that if one party selects an advisor [or advocate] who is an attorney, but the other party does not, or cannot afford an attorney, the School is not obligated to provide one.

All advisors [or advocates] are subject to the same campus rules, whether they are attorneys or not. Advisors [or advocates] will typically be given a timely opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors [or advocates] to clarify any questions they may have, and allows the School an opportunity to clarify the role the advisor is expected to take. Advisors [or advocates] are expected to refrain from interference with the investigation and resolution. Any advisor [or advocate] who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If the advisor [or advocate] continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor [or advocate] will be asked to leave the meeting. When an advisor [or advocate] is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor [or advocate] may be reinstated, may be replaced by a different advisor [or advocate], or whether the party will forfeit the right to an advisor [or advocate] for the remainder of the process.

The School expects that the parties will wish the School to share documentation related to the allegations with their advisors [or advocates]. The School provides a consent form that authorizes such sharing. The parties must complete this form before the School is able to share records with an advisor [or advocate]. The parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advisors [or advocates] are

expected to maintain the privacy of the records shared with them by the School. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by the School. The School may seek to restrict the role of any advisor [or advocate] who does not respect the sensitive nature of the process or who fails to abide by the School's privacy expectations.

A party may elect to change advisors during the process, and is not locked into using the same advisor [or advocate] throughout. The parties must advise the investigator(s) of the identity of their advisor [or advocate] at least two (2) business days before the date of their first meeting with investigators. The parties must provide subsequent timely notice to the investigators if they change advisors [or advocates] at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with campus officials.

Requesting an Appeal

If the Respondent accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Title IX Coordinator, or designee, post-investigation can be appealed by any party according to the grounds, below. Post-hearing, any party may appeal the findings and/or sanctions **only** under the grounds described, below. **NOTE: All sanctions imposed by the original hearing body will be in effect during the appeal.** Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the School or resumption of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

The decision of the Title IX Coordinator, or designee, may be appealed, in writing, within 3 business days of receiving the written decision. For a review of the decision or the sanctions imposed, submit appeals to the Department of Student Services. The Department will share the appeal request with the other party (e.g., if the Respondent files an appeal, the appeal is shared with the reporting party, who may also wish to file a response and/or bring their own appeal on separate grounds; this response or appeal will be shared with the initial appealing party). Based on the written requests/responses or on interviews as necessary, the appeals panel will send a letter of outcome for the appeal to all parties. The appeals panel can take one of three possible actions. The appeal may dismiss an appeal request as untimely or ineligible, may grant an appeal and remand the finding and/or sanction for further investigation or reconsideration at the hearing level, or may modify a sanction. The original finding and sanction will stand if the appeal request is not timely or substantively eligible, and that decision is final. The party requesting appeal must show clear error as the original finding and/or a compelling justification to modify a sanction, as both finding and sanction are presumed to have been decided reasonably and appropriately during the original hearing.

The ONLY grounds for appeal are as follows:

- Procedural irregularity that affected the outcome of the matter
- New evidence that was not reasonably available at the time of the determination regarding responsibility that could affect the outcome of the matter.
- The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against Complainants or respondents generally or the individual Complainant or respondent that affected the outcome of the matter.

The procedures governing the hearing of appeals include the following.

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision.

- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued.
- Appeals are not intended to be full re-hearings of the allegation (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal.
- Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- An appeal is not an opportunity for appeals officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions; • Sanctions imposed are implemented immediately.
- The appeals panel will typically render a written decision on the appeal to all parties within five (5) business days from hearing of the appeal.
- The appeals or panel's decision to deny an appeal request is final.

Transcript Notations

The School shall make a notation on the transcript of students found **responsible** after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation."

For the respondent who withdraws from the School while such conduct charges are pending, and declines to complete the disciplinary process, the School shall make a notation of the transcript of such students that they "withdrew with conduct charges pending."

A respondent may appeal seeking removal of transcript notation, provided that the notation will not be removed prior to one year after the conclusion of a suspension. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any related transcript notation will be removed.

Domestic Violence/Dating Violence

Domestic violence/Dating violence is defined as violent or controlling behavior by a person who is or has been in an intimate relationship with the victim. A pattern of coercive control is used to dominate the victim, and can include such behavior as actual or threatened physical injury, sexual assault, emotional abuse, economic control, and/or progressive social isolation, such as being prevented from attending school or social functions on an escalating basis. Such behavior is rarely on a one-off basis and almost always escalates in severity over time.

If any of the following behaviors or actions occur or have occurred between you and your partner, your relationship may be abusive or headed in that direction:

- Attempts at controlling your behavior;
- Telling you who you can see or where you can go;
- Attempts to turn you against friends and/or family;
- Hitting, kicking or pushing;
- Throwing or breaking things in your presence;
- Using jealousy to control your behavior;
- Possessive or extremely jealous behavior;
- Negatively affect your work;
- Name-calling on a regular basis;
- Pressure you to do things sexually that you do not want to do;

- Accuse you of flirting or having sex with someone else;
- Uses threats to hurt themselves if you do not stay with them, and/or;
- Using intimidation or manipulation to control you or your children.

While most human relationships involve conflicts and problems on some level, such disagreements should be dealt with fairly and non-violently. Relationships can be unhealthy even when physical violence is not involved. Emotional abuse can be just as damaging as physical abuse. Emotional abuse covers a wide range of potentially damaging and dangerous behavior such as:

- Diminishing the victim's self-esteem through name-calling and accusations of inadequacy;
- Threatening to leave the victim or cause harm to themselves or to the victim and intimidating and ordering the victim to do things they are not comfortable with;
- Controlling the victim economically, and/or;
- Isolating the victim from their family, friends, roommates etc.

Many times, emotional abuse can lead to physical violence, and is a controlling behavior using degradation and fear for power.

If you are experiencing intimate partner violence

- Get medical attention.
- Get counseling.
- Find support while learning to change, deal with or leave the violent environment.
- Go to a safe place and call for advice/help.
- Press criminal charges: you have the right to file assault and battery charges against your abuser.
- Obtain a restraining order (Order of Protection) from the court if you are threatened with abuse or have been abused.
- Find friends and relatives who can support you and will offer help or shelter if needed.

How to help someone else

- Tell the person that you are worried;
- Be a good listener;
- Offer your friendship and support;
- Ask how you can help;
- Encourage your friend to seek help;
- Educate yourself about dating violence and healthy relationships;
- Avoid any confrontations with the abuser - this could be dangerous for you and the person you are trying to help.

Getting help

It is important to inform staff of any threats you receive, or if you feel in any way that you are the victim of domestic violence, to ensure that the School can take steps to maintain your safety while on the School's grounds and help you deal with the situation. The Department of Student Services can provide help to you if you feel threatened or vulnerable to the types of behavior described above. The NYPD can also provide assistance to the victims of domestic or relationship abuse. The police can provide a precinct Domestic Violence Prevention Officer to work with you and your family to help maintain your safety and well-being, and develop a plan to enhance your security.

Any discussions with members of the department will be held in the strictest confidence. There are also external counseling resources available to victims of domestic violence. Safe Horizon operates a 24 hotline for those in New York City at 866.689.HOPE (4673).

Stalking

Stalking is a series of perpetrated actions that make you feel afraid or in danger and is a serious crime that can often escalate into violence over time. Most cases involve a former partner or someone known to the victim, but a stalker can also be someone completely unknown.

The behavior of a stalker can vary and may include:

- Following you and showing up wherever you are.
- Repeated phone calls, including hanging up.
- Damage to personal property.
- Sending unwanted gifts, notes, letters, emails, texts;.
- Monitoring your phone or computer use.
- Using technology to track your movements.
- Threats to hurt you, your friends or family.
- Other actions that attempt to control, track or frighten you.

Things to do if you or a friend are being stalked:

- If you are in immediate danger, call 911 and try to go somewhere safe.
- Trust your instincts - if you feel unsafe, you most likely are.
- Take threats seriously.
- Contact the police and consider getting a protection order.
- Develop a safety plan, including informing friends, fellow students and the administration of the problem.
- Do not communicate with the perpetrator or respond to attempts to contact you.
- Keep evidence of the stalking behavior, including emails, phone messages, letters etc., if there are witnesses, ask them to keep a record of the event or behavior.
- Ask other people to watch out for your safety.

The Department of Student Services can provide help to you if you feel threatened or vulnerable to the types of behavior described above, as well as information on the relevant New York State laws governing definitions of stalking (Penal Code § 120.45). It is important to inform staff of any threats you receive, or if you feel in any way concerned that you might be the victim of a stalker to ensure that the School can take steps to maintain your safety while on the School's grounds.

There are also external counseling resources available to victims of stalking:

Safe Horizon Hotline 866.689.HELP (4357) or **800.799.SAFE (7233)** outside of New York City.

NY State Crimes Victim Board 800.247.8035 - Directs callers to a local (borough), to then setup victim with appropriate counselor to then 'file a claim' of domestic violence.

Stalking Resource Center 202.467.8700 - This Center understands that stalking is usually not the only crime committed. Refer callers to local organizations. If you need immediate assistance, the Victim Connect

Helpline provides information and referrals for victims of all crime and can be reached at **855.4.VICTIM (855.484.2846).**

National Center for Victims of Crime Stalking Resource Center – (1.800.FYI.CALL)
Monday – Friday 8:30am – 8:30pm. Through collaboration with local, state, and federal partners, the National Center advocates for stronger rights, protections, and services for crime victims, provides education, training, and evaluation.

ADDITIONAL RIGHTS OF ALL STUDENTS

The School will ensure that both the reporting and the responding parties have the right to a process in all student judicial or conduct cases, where a student is accused of sexual assault, intimate partner violence, stalking, or sexual activity that may otherwise violate the institution's code of conduct, that includes, at a minimum:

- Notice to a respondent describing the date, time, location and factual allegations concerning the violation, a reference to the specific code of conduct provisions alleged to have been violated, and possible sanctions.

- An opportunity to offer evidence during an investigation, and to present evidence and testimony at a hearing, where appropriate, and have access to a full and fair record of any such hearing, which shall be preserved and maintained for at least five years from such a hearing and may include a transcript, recording or other appropriate record.

- Access to at least one level of appeal of a determination before a panel, which may include one or more students, that is fair and impartial and does not include individuals with a conflict of interest. In order to effectuate an appeal, a respondent and reporting individual in such cases shall receive written notice of the findings of fact, the decision and the sanction, if any, as well as the rationale for the decision and sanction.

- To have the institution's judicial or conduct process run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than ten days except when law enforcement specifically requests and justifies a longer delay.

- To review and present available evidence in the case file, or otherwise in the possession or control of the institution, and relevant to the conduct case, consistent with institution policies and procedures.

- To exclude their own prior sexual history with persons other than the other party in the judicial or conduct process or their own mental health diagnosis and/or treatment from admittance in the institution disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction.

- To receive written or electronic notice, provided in advance pursuant to School policy and reasonable under the circumstances, of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process, at which time the designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed.

- To make an impact statement during the point of the proceeding where the decision maker is deliberating on appropriate sanctions.

- To simultaneous (among the parties) written or electronic notification of the outcome of a judicial or conduct process, including the sanction or sanctions.

- To be informed of the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process and the rationale for the actual sanction imposed.

- To choose whether to disclose or discuss the outcome of a conduct or judicial process.

- To have all information obtained during the course of the conduct or judicial process be protected from public release until the appeals panel makes a final determination unless otherwise required by law.

SCHOOL OBLIGATIONS

In addition to addressing reports, the School has the following obligations:

Training and Educational Programming

The Title IX Coordinator in conjunction with other applicable offices is responsible for the onboarding and annual training for all employees of the School. The Title IX Coordinator is also responsible for administering relevant educational programming to all full-time students. The Title IX office will work to promote awareness and prevention of sexual harassment and sexual violence.

Campus Climate Surveys

The Title IX Coordinator in conjunction with other applicable offices is responsible for obtaining current information regarding student experiences with sexual harassment and sexual violence. Any survey will be in compliance with all requirements set forth in applicable law and will be approved by the Title IX Coordinator.