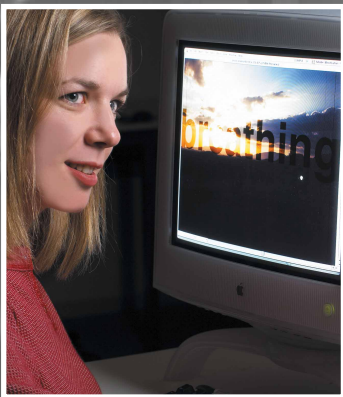


# Student Handbook

**The “Legacy” Continues...**



**...More Than 80 Years of Art Education**

## WELCOME

The American Academy of Art is a school built on a tradition of professionalism and excellence. We are a thriving creative community of skilled faculty, dedicated staff and talented students. Our faculty and staff have come together collaboratively working toward a common goal: equipping our students to be leaders in the art world.

We believe in the importance of forming a foundation in the classical academic tradition. The early coursework for our students focuses on developing essential skills not only in art technique, but also in the humanities and sciences. From this foundation, we encourage the development of creative and critical thinking that will allow students to use their foundational skills to communicate their own unique artistic ideals.

Our faculty and staff represent a diversity of cultures and artistic styles that we hope will inspire our students to broaden their minds and their artistic range during their years at the Academy and beyond. We encourage our students to consider the impact that they can have on their culture and society through their work.

Since our founding in 1923, our programs have evolved with contemporary artistic styles and technological advances, but the same vision of artistic excellence that inspired our founder remains. Our halls are lined with the works of many of our successful alumni, and each year that legacy grows as our graduates find rewarding careers in the art field and take their place as leaders.

We invite you to join our community, to develop your skills toward becoming a professional artist, and to take your place as a leader.

Duncan Webb  
Academic Dean  
American Academy of Art

## **MISSION STATEMENT OF THE AMERICAN ACADEMY OF ART**

**The mission of the American Academy of Art is to teach students the traditional and contemporary skills of the professional artist to enable them to pursue careers in art. Academy graduates will have the professional skills and vision, the knowledge of other disciplines of human achievement, and the attitudes toward lifelong learning needed to succeed in a constantly evolving global job market while contributing to their communities.**

### **CORE VALUES:**

The College Community believes in the following principles:

**Lifelong learning:** Among students and staff alike, the Academy supports self-development, the use of critical thinking skills for intellectual independence, and an appreciation of the need to integrate new knowledge and technology.

**Emphasis:** The Academy believes in the importance of stressing foundation skills, such as drawing, color and design. The competencies it teaches are based upon a long tradition of representative visual thinking, but are rooted in a modern visual language using today's tools for artists.

**Assessment, accountability and continuous improvement:** The Academy focuses on the "value-added" of the education provided, and seeks innovative ways to improve that. It actively seeks both internal and external assessment in order to ensure that it is continually striving for excellence.

**Diversity:** The Academy promotes and integrates diverse ways of thinking about art, diverse media for working in the art field, and, ultimately, diverse ways of world-making. It provides students with the tools and awareness of cultural differences, particularly by demonstrating how images are created and interpreted.

**Employment:** The Academy realizes that its ultimate success is measured by the number of graduates who find careers as professional artists. In order to facilitate their achievement, it seeks input from employers and students on ideas for improvement.

**Resource:** The Academy believes that it is uniquely positioned to serve as a resource at the convergence of many creative communities, including fine art and commercial art, industry and creative talent, digital art and traditional art.

**Self-Reliance:** The institution seeks to provide a challenging environment where students can discover their full potential and apply with confidence the life skills of self-discipline, responsibility, and problem solving.

## Table of Contents

Academic Advising.....	7
Advising From Day One.....	9
Academic Integrity.....	10
Accreditation.....	11
Address/Telephone Number/Email/Name Change.....	11
Americans with Disabilities Act Accommodations.....	11
Assessment of Student Learning.....	11
Attendance.....	12
Calendars.....	13
School Year.....	13
Snow Days.....	13
Times of Classes.....	13
Career Services.....	13
Class Transfers.....	14
Complaint Procedure.....	14
A.C.C.S.C.T. Student Complaint/Grievance Procedure.....	14
Conduct and Decorum.....	15
Drug-Free Campus Policy.....	16
Education Office.....	17
Elevator Use.....	17
Email Policy.....	17
Emergency Information.....	17
Enrollment Verification.....	17
Financial Aid and Services .....	17
The Bachelor of Fine Arts Program .....	18
How Do I Apply for Financial Aid.....	18
How is Eligibility Determined.....	18
What Programs are Available .....	18
Grant Programs.....	18
Loans Programs.....	19
Financial Aid Verification Policy and Procedures.....	19
How are Funds Disbursed.....	20
Internal Revenue Service Benefits.....	20
The Master of Fine Arts Program.....	21
The Financial Services Office.....	21
What if I Have Concerns.....	21
Institutional Scholarships.....	21
Entrance and Exit Interviews .....	22
Fire Safety.....	22
Fliers.....	22
Gallery–The Bill L. Parks Gallery.....	22
Grading System.....	22
Bachelor of Fine Arts Program.....	22
Grading System for All Academic Programs.....	23

Master of Fine Arts Program.....	24
Grade Appeals.....	24
Retaking a Class.....	24
Graduation Requirements.....	24
Change of Address.....	25
Graduation Ceremony.....	25
Honors Policy.....	25
Identification Cards.....	25
International Student Advising .....	25
Leave of Absence .....	26
Library–The Irving Shapiro Library.....	26
Lockers .....	27
Loitering.....	27
Lounges .....	27
Privacy of Information .....	27
Registrar’s Office .....	29
Registration .....	29
Report Cards .....	29
Safety and Security Procedures .....	29
Crime Awareness and Security .....	29
Crime Prevention .....	30
Crime Statistics .....	30
Crime Reporting Policy .....	31
Fire Safety .....	31
Health and Safety .....	31
Satisfactory Progress Standards .....	31
Qualitative Standards .....	32
Quantitative Standards .....	32
Academic Status .....	32
Warning .....	32
Probation .....	32
Appeal Procedures .....	33
Reinstatement .....	33
Regaining Eligibility for Financial Aid .....	33
Sexual Harassment Policy .....	34
Smoke Free Campus .....	34
Student Activities .....	34
Visiting Artists Program .....	34
Gallery Receptions .....	35
Contests .....	35
Community Service Activities .....	35
Other Social Activities .....	35
Student Entrance .....	35
Telephone Calls .....	35
Textbooks .....	36
Transfer of Credit Procedures - BFA Program .....	36
Transfer of Credit Procedures - MFA Program .....	37
Special Transfer Policies for International Students .....	38

Transfer Credit from the American Academy of Art .....	38
U-Pass .....	39
Veteran Advising .....	39
Voter Registration .....	39
Withdrawal Procedures .....	39
Refund Policy and Recalculation of Financial Aid Eligibility	
In Cases of Withdrawal .....	40
Recalculation of Eligibility for Aid	
In the Case of Drops .....	40

PLEASE NOTE:

This handbook is meant to be a helpful guide for students as to procedures and regulations at the American Academy of Art. Items may be subject to adjustment, expansion or clarification. When possible, students will be informed of such changes, but they should be aware of the possibility of inaccuracies and should contact their instructors or the administration with any questions. Students are responsible for knowing the information contained in the handbook.

## **ACADEMIC ADVISING**

The purpose of Academic Advising at the Academy is to facilitate student's academic success, increase students' satisfaction and improve institutional persistence. The Advising Philosophy at the American Academy of Art states:

*Student advising at the American Academy of Art is designed to provide the student with the life skills, resources and self-reliance to achieve their goals. Student advising is conducted using a team approach of faculty and staff members. The philosophy is to provide the student with the tools to address the range of challenges they may face both within the Academy and in the larger community. Ultimately, student success resides with the individual student not the advising staff; the role of the advisors is to mentor and foster the kinds of skills that will allow the student future success.*

Academic advising is done at multi-levels by a team of personnel including the following:

- Academic Dean
- Registrar
- Department Chairs
- Career Services Coordinator
- Faculty Advisors

The Student Advising Coordinator is responsible for the following goals and duties:

- Increase student academic success, persistence and graduation rates through advising and mentoring.
- Coordinate the Noel-Levitz RMI survey to incoming freshman student.
- Intervene and mentor 'at-risk' and probationary status students.
- Coordinate with advising staff including faculty advisors, Registrar and Academic Dean.
- Coordinate advising for learning disabled students.
- Articulate the role of student advising to the Academy community including faculty, staff and students.
- Assess annually student advising and prepare a report for the Academic Dean.
- Seek professional development i.e. conference work shops.

This new position was created not only to aid in the coordination of advising but especially to facilitate the early identification and intervention of at-risk students.

The Registrar's Office aids students in the advising process by:

- Answers questions regarding the interpretation of academic standards, grading, attendance, and student handbook information.
- Issues a midterm report card each semester indicating the status of the student in each course.
- Issues an individual Catalog Requirement Course status report each semester prior to Registration indicating courses earned and courses necessary to complete their degree.
- Issues Probation status letters indicating if the student is in danger of going on Probation or if the student is actually on Probation.

- Issues a graduation checklist prior to completion stating the necessary graduation requirements and reviewing the required exit interviews.
- Students are encouraged to see the Registrar if there are questions regarding their status.

Department Chairs aid students in advising by:

- Answers questions regarding the department syllabi, and the requirements of the major.
- Speaks at Career Day regarding the majors at the Academy.
- Is available to students to discuss class or program concerns.

Students receive advising through the Career Services Office in the following ways:

- Resume Review, Portfolio Review, and Mock Interviews prior to graduation.
- Researching and developing job hunting skills.
- Consultation for Internship Development.
- Consultation for gallery submission.
- Provide and encourage participation in external competitions.
- Assistance in part-time jobs.
- Provide and encourage participation in external community service volunteer opportunities.

Faculty Advisors aid in academic advising by meeting each semester with students to:

- Discuss any and all academic concerns and issues.
- Review Noel-Levitz survey results.
- Discuss personal issues when the student seeks encouragement and problem solving advice.

Students who are in danger of Probation or on Probation are assigned a special Academic Advisor for the upcoming semester.

Advising at the Academy that contributes to student success and persistence:

- Is a student-centered process.
- Facilitates behavioral awareness and problem-solving, decision-making and evaluation skills.
- Encourages both short-term and long-term goal-setting.
- Makes the students feel that they “matter.”
- Stresses the shared responsibility between the student and the advisor, with an emphasis on the advisor helping the students to make decisions for themselves.

The **goals** of the advising process are to:

1. Help students clarify their values and goals, and take ownership of advising process.
2. Lead students to better understand the nature and purpose of higher education.
3. Provide students with information and clear lines of communication about campus goals, values, policies and procedures.

4. Plan an educational program consistent with a student's interests, career goals and abilities.
5. Assist students in continual monitoring and evaluation of their educational progress.
6. Integrate the resources of the institution to meet the student's educational needs.
7. Provide students with a supportive, self-esteem building experience. Model through the process a "learning experience" that utilizes problem-solving and critical thinking skills.

The Academy prides itself on its close faculty-student relationships. The overall goal of an academic advising program is to assist students in the development of meaningful educational plans with a sequence of courses that are compatible with their life and career goals. Academic advising should be viewed as a continuous process of clarification and evaluation. It is important to remember, however, that the ultimate responsibility for making informed decisions about life goals and educational plans must rest with the student. While the student retains responsibility for making decisions, the academic advisor plays a key role in the student's educational growth. Frequent contacts between the academic advisor and student also influence the student's perception of self, the field of study, and the Academy.

### **ADVISING FROM DAY ONE**

After a student enrolls, student advising begins with a four-day orientation. These four days are divided into the following categories: Student Services, Academic Advising, and College Success Workshop. Also, parents are provided an orientation to provide information and to allay parents' concerns. Students enter the first day of classes with a clear understanding of the resources available to them and the Academy's expectations.

At Orientation, students complete a Noel-Levitz College Student Inventory that identifies a student's strengths and issues. Each student is then assigned a Faculty Advisor who seeks out the student, discusses challenges the student may face and begins a mentoring relationship. The Faculty Advisor and the student together will develop a strategy to deal with these issues that could possibly limit the student's success.

At the end of the first year of studies, special student advising is provided at Career Day. In this program, the Academic Dean, Career Services Coordinator and Department Chairs will present information on career direction and on each of the major programs at the Academy. Students will have an opportunity to speak with the chairs in order to make an informed decision regarding the choice of a major.

Throughout a student's course of study, a student may seek advising from a Department Chair, the Registrar, the Career Services Coordinator and the Academic Dean by making an appointment. Students with advising questions can make an appointment to see a Faculty Advisor or drop by during open advising hours. Informal academic advising such as proof reading of papers is available on a drop-in basis with the Librarian. Additionally, faculty can request advising for a student from the Faculty Advisors, the Registrar and the Academic Dean. As the Academy tracks attendance, students who miss more than 3 continuous days are referred to the Registrar's office.

When student issues are beyond the scope of the advising team, students are referred to outside services best suited for the student's needs.

The Academy believes that student advising provides a critical link in preparing the student with the tools, resources and self-reliance to achieve his/her goals.

### **ACADEMIC INTEGRITY**

The American Academy of Art is committed to promoting a culture of academic honesty. As a community, the faculty, staff and student body work to produce graduates with the professional skills and vision necessary to succeed in the contemporary art world. Values like self-reliance, accountability and professionalism can only exist in a culture where academic and professional honesty are celebrated and fostered. Students are expected to respect and maintain a standard of personal honesty in all their academic pursuits.

Plagiarism, or the misrepresentation of another's work as one's own, is a clear violation of the standards of personal honesty and academic integrity valued in this institution. Instances of plagiarism occur when students submit the following as their own creative or academic work:

1. Material copied from any published source, including print media, the internet, CD-ROM, audio, video and digital recording technologies.
2. The research, unpublished manuscripts or exam materials of another individual.
3. An assignment or essay written by another individual.
4. A collaborative essay or assignment as the work as a single individual.
5. A pre-written essay purchased or acquired from an individual or business.
6. An image or concept created by another individual.

Academic cheating also violates the standards of personal honesty and academic integrity existing in this community. Instances of academic cheating occur when a student commits any of the following actions:

1. The possession or use of any prohibited electronic devices, including communication devices, during an exam.
2. Providing information to or obtaining information from another student during an exam.
3. Obtaining, distributing or communicating exam materials prior to the scheduled exam without the consent of the instructor.
4. Falsifying medical or other documents to petition for excused absences.
5. Working collaboratively or utilizing personal, bibliographic or internet resources on essays, homework assignments or take-home exams without the consent of the instructor.
6. Any violation of the American Academy of Art Honor Code.

Academy faculty and staff use internet detection devices and bibliographic resources to detect instances of academic cheating or plagiarism. Instructors will notify department chairs and the Academic Dean of any instances of cheating or plagiarism, and the infraction

will be noted in the student's academic file. Students who have committed acts of cheating or plagiarism will be subject to one or all of the following penalties:

1. A failing grade for the assignment or exam in question.
2. A failing grade for the semester in the course.
3. Dismissal from the Academy.

References:

Lipson, Charles. *Doing Honest Work in College*. Chicago, IL: Chicago UP, 2004.

American Academy of Art Student Handbook

The Loyola University Chicago policy for Academic Integrity

Links provided by the Center for Academic Integrity: [www.academicintegrity.org](http://www.academicintegrity.org)

### **ACCREDITATION**

The American Academy of Art is accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSC). Students who would like to review the accreditation and license of our school with the State and with our national accrediting commission can request such a review from our Admissions Department.

### **ADDRESS/TELEPHONE NUMBER/EMAIL/NAME CHANGE**

If at any time during a student's enrollment, a student changes address, telephone number or name, the change must be reported by completing a change form and depositing it in the Registrar or Assistant Registrar's mailbox in the Education Office. If your emergency information changes at the same time, be sure that you also advise us of this new information. The American Academy of Art also encourages graduates to notify us of any changes following their graduation.

### **AMERICANS WITH DISABILITIES ACT ACCOMODATION**

The American Academy of Art reasonably accommodates students with disabilities to the extent required by applicable law. Students with disabilities who may need accommodations in any class must notify their instructors no later than the second class in the semester so that reasonable accommodations may be made. Documentation of the student's disability and how it impacts their participation must also be submitted to the Academic Dean.

### **ASSESSMENT OF STUDENT LEARNING**

Throughout its eighty-three year history, the American Academy of Art has utilized assessment strategies to evaluate its faculty, its programs' curricular, current student and alumni products, and students/alumni satisfaction. When Frank Young Sr., an internationally recognized authority in advertising design, founded the Academy in 1923, he believed the Academy should *provide the best instructors, attract the best students and neglect nothing that will help them build successful careers*. Toward this end, the Academy has collected and analyzed a variety of outcome data and used this analysis to adjust and enhance the Academy's faculty, programs, resources and services. This model for continuous

improvement has been the key to the Academy's institutional effectiveness and its success as a college of art.

As a student at the Academy, you are an active participant in this process. Throughout your career here you will be asked to contribute to the collection of assessment data including documenting samples of your learning in a portfolio, participating in focus groups, completing surveys and contributing your ideas to assist in the continual improvement of the American Academy of Art.

## **ATTENDANCE**

Students are expected to attend every class, be punctual and complete all assignments on time. The Academy's mission statement includes preparing you for a career, and success in a career includes both expertise and professional work habits. Students should note that future employers sometimes ask to review student attendance records, since they know that attendance in school reflects a student's reliability on the job. While studying at the Academy, students are expected to solve their personal time management issues in the same manner as they would be required to do so in the workplace. Therefore, problems such as transportation or weather are not considered an "excuse." Just as students are expected to demonstrate high professional standards in the art which is produced, students are expected to exhibit professional standards regarding class attendance.

Students may not miss more than: 8 classes per 16 week semester in a studio class that meets 4 times per week; 6 classes per 16 week semester in a studio class that meets 3 times per week; 2 classes per 16 week semester in a studio or academic class that meets 1 time per week

Modifications to this attendance policy may be made by the Department Chair with the approval of the Academic Dean. You will be notified of any modifications in the course syllabus, which is presented to you on the first day of classes.

Tardiness or early exits are considered 1/3 of one day of absence for any class. Three occurrences of tardiness and/or early exits will be counted as one day of absence. A student who is tardy and leaves class early on the same day is considered absent for the entire class.

Attendance has a direct effect on the assignment of grades. Violations of the attendance regulations as described will result in the student receiving a grade of no more than "C-" in a student's final semester grade. In Humanities and Sciences classes, a student will receive a failing grade for missing more than two classes. Low grades will place you on probation, and this may, in turn affect your eligibility for financial aid. The Registrar will invoke the "attendance policy adjustment" to the final grade.

In cases of medical or other serious extenuating circumstances that have been documented and approved by the Academic Dean and the Registrar, students are allowed to make up missed work without penalty. Students who wish to appeal, are required to submit a letter of appeal with the necessary documentation to the Registrar's Office no later than the last day of the semester.

The following are not considered reasons to submit an attendance appeal: transportation problems, outside work-related issues, undocumented medical reasons, needing time to complete work on a project in another course and weather related issues, etc. Students who exceed the attendance policy must appeal **all days out of class**. The student is to explain why the exceeded absences could not have been covered in the above stated number of emergency days given.

Please use your days out of class wisely and always save days for unexpected problems such as ‘weather’ or ‘transportation’ issues. Students at the American Academy of Art are allowed a reasonable amount of time to deal with these issues.

## **CALENDARS**

The American Academy of Art regularly prints calendars which list holidays, semester start and end dates, registration dates, etc. Students are sent a semester calendar at the beginning of each semester with their schedules. Students may also obtain a calendar at the counter ‘wall of forms’ in the Education Office.

## **SCHOOL YEAR**

The American Academy of Art offers three sixteen-week semesters per calendar year. Semesters begin in September, January and May. All semesters are equal in credit, content and class hours.

## **SNOW DAYS**

Because of our proximity to all major transportation systems, there are no snow days or other weather closings at the American Academy of Art. So, rather than call the school to see if classes are in session, please recognize that the answer is “Yes.”

## **TIMES OF CLASSES**

Classes at the American Academy of Art meet from 8:30 AM to 9:30 PM Monday through Friday, based on the following schedule:

Session I	8:30 AM to 11:00 AM
Session II	11:45 AM to 2:15 PM
Session III	2:30 PM to 5:00 PM (Humanities/Science classes) 2:30 PM to 5:50 PM (Studio classes)
Session IV	6:10 PM to 8:40 PM (Humanities/Science classes) 6:10 PM to 9:30 PM (Studio classes)

## **CAREER SERVICES**

The ultimate goal of the American Academy of Art is to have its graduates employed as professional artists. To accomplish this, the American Academy of Art employs a Career Services Coordinator who focuses on assisting our students to find jobs, exhibitions and internships. This is done through the posting and referral of students to position and exhibition notices provided to the Academy, as well as the solicitation of jobs in the industry. The Career Services Officer is also available to review students’ portfolios and resumes for the purposes of advising students in their career objectives. Students may avail themselves of

these services by making an appointment with the Career Services Office. Resource materials related to job searching are also available in the Career Services office. Graduating students are required to set up an exit interview with the Career Services Officer for advising and review of the student's portfolio.

The Academy cannot guarantee employment; however, a high percentage of Academy graduates who actively job search with the assistance of the Career Services Office find employment in their fields of training. The services of this office are available to all current students and graduates of the Academy.

### **CLASS TRANSFERS**

A student may request a class transfer from the Registrar's Office. Changes must be approved by the Registrar and the Academic Dean and are dependent on the availability of a space in the requested class. There is a \$50.00 fee for a class change. Changes refer to changes in schedule (day to night), changes in major, or changes in an elective.

### **COMPLAINT PROCEDURE**

From time to time, differences in interpretation of school policies may arise among students, faculty, and the administration. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, the Academy urges both students and staff to communicate any problems that arise directly to the individuals involved. If the problem cannot be resolved in that manner, the individual should handle the problem in the following manner:

1. Promptly bring the complaint to the attention of the Academic Dean. This should be accomplished by writing a letter of grievance and requesting a formal meeting. The Academic Dean will investigate the grievance, attempt to resolve it, and issue a decision to the student within a reasonable period of time. A written summary of the grievance and the proposed resolution will be prepared.
2. Appeals can be made only after all procedures in step one above have been completed. The student may appeal an unsatisfactory decision to the Vice-President of the Academy.
3. Final decision on grievances will not be precedent-setting or binding on future grievances unless they are officially stated as College policy.
4. Students at schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCCT) who feel that the College has not adequately addressed a complaint or concern may also use the procedures discussed below.

#### **ACCSCCT Student Complaint/Grievance Procedure**

Schools accredited by the Accrediting Commission of Career Schools and Colleges of Technology must have a procedure and operational plan for handling student complaints. If a student feels that the school has not adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written

form, with permission from the complainant(s) for the Commission to forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed of the status of the complaint as well as the final resolution by the Commission.

All inquiries should be directed to: Accrediting Commission of Career Schools and Colleges of Technology, 2101 Wilson Boulevard, Suite 302, Arlington, VA 22201. 703-247-4212

A copy of the Commission's Complaint Form is available at the school and may be obtained from the Academic Dean during school hours.

## **CONDUCT AND DECORUM**

American Academy of Art is proud of its creative and diverse community of faculty, students, and staff. Our Code of Conduct is primarily a positive guide to the creation of a community that encourages the personal and intellectual development of each person, and secondly, a list of behaviors that would interfere with the important work of our community. All students entering the American Academy of Art are accepted with the understanding that they are sincere in their desire to become able and successful artists or designers, and are willing to comply with all regulations and policies of the school.

The following is a basic list of activities that do not conform to the standards required of professionals in the field and are inappropriate conduct at the Academy: uncivil or disrespectful language or actions, napping, carrying on a conversation or signaling to others, habitual lack of interest, inappropriate dress, reading in class, failing to turn off your cell phone in class, and loitering or sitting on the floor in the lobby, hallways or stairwells thereby making it difficult for other tenants and visitors to conduct their business. Your faculty member may add additional items for his/her particular course.

The following behaviors are also violations of our code of conduct and can lead to probation or expulsion from the Academy; excessive absences or tardiness; forging or altering Academy documents and records; furnishing false information to or withholding requested information from the Academy with intent to deceive; stealing any material object; violations of the Academic Integrity Policy; vandalism; immoral conduct; harassment; use, sale, or possession of illegal drugs, drug paraphernalia or intoxicating beverages on the premises; possession of any weapon on the Academy's premises; and other behaviors mentioned elsewhere in the catalog and this handbook.

Please remember that if we ignore such behaviors, we, by default, are saying they are permissible and we know that such actions will not serve you well in life. All students are assumed to be intent on achieving the greatest amount of knowledge and development of their talents while they are in attendance. If there is other conduct that you feel is getting in the way of your learning experience, please bring it to the attention of the Department Chair, Registrar or Academic Dean.

## **DRUG-FREE CAMPUS POLICY**

It is the Academy's policy to maintain a drug-free campus. In addition to the Academy's conviction on this issue, we are also mandated to agree to enforce this policy in order to maintain eligibility with the Department of Education. All students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or abuse of alcohol is prohibited on the Academy's premises. Illegal drugs (controlled substances) include the following non-prescription substances:

1. Narcotics, opium, heroin, morphine, and synthetic substitutes;
2. Depressants; chloral hydrate, barbiturates and methaqualones;
3. Stimulants; cocaine, its derivatives and amphetamines;
4. Hallucinogens; LSD, mescaline, PCP, peyote, psilocybin and MDMA;
5. Cannabis; marijuana and hashish.

Students are expected to be in a state of mental and physical competence while in school. Therefore any student known to be using drugs or alcohol, even if the use occurs off-campus, may be excluded from attending class and the reason for this exclusion will be noted in the student's personal file. Students should also be aware that a misdemeanor or felony conviction for the use or sale of drugs could result in the loss of federal financial aid. Please see the Financial Services office for more information on this subject.

A condition of attendance, a student must;

1. Abide by the terms of this statement; and
2. Notify the Director of Financial Services of any criminal drug statute conviction no later than five (5) days after conviction.

Upon such notification, the American Academy of Art must notify the U.S. Department of Education within ten (10) days and take one or more of the following actions with respect to the person so convicted;

1. Take appropriate action, up to and including termination or dismissal; and/or
2. Require such student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purpose by a Federal, State or local health, law enforcement or other appropriate agency.

In addition to making a good faith effort to maintain a drug-free campus through implementation of all the above, the American Academy of Art has a drug-free awareness program.

For purposes of this statement, the drug-free campus consists of the following locations at 332 S. Michigan Ave, Chicago, IL.: all administrative offices, classrooms and studios, the gallery, the library, storage areas and bathrooms; all stairways, hallways, elevators, the Van Buren entrance and lobby of the building.

The American Academy of Art encourages any student who feels that he/she may have a problem with drugs or alcohol to seek treatment, counseling or rehabilitation. Students are

encouraged to meet with the Registrar in strictest confidence for assistance in locating appropriate sources of help. The Academy will make every effort to work with any student who voluntarily seeks treatment to enable the student to complete the program of education.

### **EDUCATION OFFICE**

The offices of the Registrar and Financial Services department are located in the Education Office on the third floor. The Education Office is easily recognized by its smoked glass walls.

### **ELEVATOR USE**

Students at the American Academy of Art are required to use the Student Entrance and stairways to access floors at the school. Elevator use is not permitted prior to 3:00 p.m. unless the student has a disability pass issued by the Registrar.

### **EMAIL POLICY**

An American Academy of Art assigned email account shall be the Academy's official means of communication with all students. Students are responsible for all information sent to them via their Academy assigned e-mail account. If a student chooses to forward their Academy e-mail account, he or she is responsible for all information, including attachments, sent to any other e-mail account.

### **EMERGENCY INFORMATION**

All students are required to complete an emergency information card and to keep the information contained therein current. These cards may be obtained in the Education Office on the third floor.

### **ENROLLMENT VERIFICATION**

At various times during a student's enrollment, it may become necessary to provide status of enrollment information. This information may be required by insurance agencies, employers or guarantee agencies. A student may request this information from the Registrar by filling out an "Enrollment Verification Form" from the Education Office. We cannot predict enrollment status for a future period, so verification can only be made for the current semester or for a prior period.

### **FINANCIAL AID AND SERVICES**

It is important to be an informed consumer of financial aid and your eligibility for financial aid. The American Academy of Art participates in the U.S. Department of Education's Title IV Financial Aid Program. The Department of Education has published an excellent booklet entitled "The Student Aid Guide." The Financial Services Office has copies available and, also, you can download a copy at [www.studentaid.ed.gov](http://www.studentaid.ed.gov). The Guide describes the different forms of financial aid available and has several useful features such as

a sample monthly repayment chart that will help you in planning your budget after graduation. The American Academy of Art participates in the PELL Grant Program, the SEOG Grant Program, The Federal Family Education Loans (FFELs) which consists of the subsidized and unsubsidized Federal Stafford Loans and the Parent PLUS loans.

## **THE BACHELOR OF FINE ARTS PROGRAM:**

### **HOW DO I APPLY FOR FINANCIAL AID?**

The application process for financial aid is not complicated. The American Academy of Art's Financial Services Office will assist the student and his/her family in every way possible. The first step is to complete the Free Application for Federal Student Aid (FAFSA) form, which is available from the Financial Services Office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The FAFSA is used to determine eligibility for financial aid in most federal and state programs. Your eligibility for financial aid is based upon a Federal formula that is applied to the information that was submitted on the FAFSA.

### **HOW IS ELIGIBILITY DETERMINED?**

The main determinant of your aid is your financial need, and one of the major elements in the need equation is the cost of attending school. Financial need is determined from the following formula:  $\text{Cost of Attendance} - \text{Expected Family Contribution} = \text{Financial Aid}$ . This concept is explained in more detail in "The Student Aid Guide," referenced above. The Cost of Attendance is calculated using the tuition charge, fees, estimated books and supplies; a formula, not the actual amount is used for room and board, transportation to and from school, and your personal expenses such as clothes and entertainment. The Expected Family Contribution (EFC) is an amount that is determined upon filing the FAFSA. The information that you enter on the application such as your income, your parents income, family size, number in college are some of the factors considered in the formula that determines the EFC calculation. Financial aid rarely covers the financial need.

### **WHAT PROGRAMS ARE AVAILABLE?**

The American Academy of Art participates in the following financial aid programs and a student may receive a combination of any or all of the programs listed.

**GRANT PROGRAMS** - Grants are awards that do not need to be repaid.

#### **Federal PELL Grant**

- Awards range from \$400 to \$4050 per year.
- Awards are based on need from the EFC amount.
- Students must be enrolled for Full or Half-Time.

### **Federal Supplemental Educational Opportunity Grants (SEOG)**

- A student must be Pell eligible.
- Awards range from \$120 to \$1200 per year.
- This is limited fund program and based on need.
- Students must be enrolled for Full or Half-Time.

### **LOAN PROGRAMS – Loans must be repaid**

#### **Federal Stafford Loan - Subsidized**

- Based on need.
- The maximum amount a first-year student may borrow is \$2,625.
- The maximum amount a second-year student may borrow is \$3,500.
- The maximum amount a third or fourth-year student may borrow is \$5,500.

Repayment is deferred until six months after graduation, withdrawal or dismissal from school and no interest is charged until repayment begins.

#### **Federal Stafford Loan - Unsubsidized**

- Loans up to \$4,000 per academic year for first and second-year students.
- Loans up to \$5,000 for third and fourth year students.
- Loans are available for independent students.
- Loans are not available for dependent students. Students may become eligible based on parents information.

Interest accrues when the loan is disbursed but may be deferred while the student is in school.

#### **Parent Plus Loan**

A parent of a dependent student may borrow up to the Cost of Attendance – any financial aid that is scheduled to be received. PLUS loans are for ten years and repayment begins when the loan is fully disbursed which is the in second semester.

If your eligibility for financial aid is based upon your parents' income data, you do not normally have access to the Unsubsidized Stafford Loan. If parents are not accepted by the lender for a loan, you, the student, may borrow under the Stafford Unsubsidized Loan program described above.

### **FINANCIAL AID VERIFICATION POLICY AND PROCEDURES**

Verification is the process of confirming the accuracy of certain data provided by the student on the FAFSA. Students are selected for verification by the U.S. Department of Education, but the American Academy of Art verifies all students who are scheduled to receive federal financial aid.

It is our policy to provide students with a clear understanding of the forms and other documentation needed to verify the application. Students are expected to submit requested documents and information within two weeks of the request; however, we

recognize that sometimes it is necessary to contact outside sources which could result in additional delays. Documents for verification include:

- Parent and student current year tax return.
- Copy of Social Security Card.
- American Academy of Art Financial Aid Application.
- Documents that verify additional information that may have been entered on the Worksheet pages of the FAFSA.

The school will use the current Verification Guide issued by the Department of Education as the governing document for substantiation of information. Please note that the school is required by federal regulation to make referrals to the U.S. Department of Education if it suspects that aid is requested under false pretense. The American Academy of Art takes very seriously the proper stewardship of federal and state funds and will cooperate with the government agencies in prosecuting students who are found to have falsified application data.

### **HOW ARE FUNDS DISBURSED?**

Most financial aid is received at the school via electronic funds transfer during the first month of a semester and subsequently credited to the student's account. Funds are received in two disbursements—one disbursement for each of the two semesters. Students are notified by mail when their financial aid has been received. In order to be eligible for the scheduled financial aid, students must be enrolled Full or Half-time and be making satisfactory progress. Federal funds will be returned for ineligible students.

### **INTERNAL REVENUE SERVICE BENEFITS**

The Internal Revenue Service (IRS) offers two federal income tax credits (dollar-for-dollar reductions in tax liability) for higher education expenses, and one tax deduction:

#### **Tax Credits:**

- The Hope tax credit, worth up to \$1,500 per student, is available for first- and second-year students enrolled at least half-time.
- The Lifetime Learning tax credit is a tax benefit equal to 20 percent of a family's tuition expenses, up to \$10,000, for virtually any postsecondary education and training, including subsequent undergraduate years, graduate and professional schools, and even less-than-half-time study.

For more information on the Hope and Lifetime Learning tax credits, and other tax benefits for postsecondary students, visit [www.irs.gov](http://www.irs.gov). [IRS Publication 970](#), *Tax Benefits for Higher Education*. Or, call the IRS at 1-800-829-1040. TTY callers can call 1-800-829-4059.

**Tax Deduction:**

- In addition to those tax benefits you may receive while you are in school, when you begin repaying your loan, you will be able to deduct the interest you pay on your student loan, thereby reducing your taxes.

**THE MASTER OF FINE ARTS PROGRAM**

Payment plans and flexible educational loans that include deferred payments of interest and principal until after graduation are available. The Financial Services Office can help you choose the plan that is right for you.

**THE FINANCIAL SERVICES OFFICE**

The office hours are:

- Monday-Thursday - 8:30 A.M. to 7:30 P.M.
- Friday - 8:30 A.M. to 5:00 P.M.

These office hours provide access for both day and evening students, but if these times present scheduling problems for either you or your parents, appointments at other convenient times can usually be arranged if advance notice is given.

**WHAT IF I HAVE CONCERNS?**

For any problems, the proper procedure for resolution is to schedule a meeting with the Financial Services Director for a review of the situation. Please write out your problem in advance so the exact nature of the concern is set out clearly. We take your concerns very seriously and will strive to resolve any problems.

**INSTITUTIONAL SCHOLARSHIPS**

In the fall of each year, the American Academy of Art sponsors a high school senior scholarship competition. Eight full-time scholarships are awarded:

- A full-year scholarship
- Two, one semester scholarship
- Five, half-semester scholarship

The internet is a great source for scholarship information. The list below offers some places to start.

[www.fastweb.com](http://www.fastweb.com)

[wiredscholar.com](http://wiredscholar.com)

[www.srnexpress.com](http://www.srnexpress.com)

[www.fastaid.com](http://www.fastaid.com)

[www.petersons.com/finaid](http://www.petersons.com/finaid)

In addition to these websites, most libraries have numerous books on available scholarships.

## **ENTRANCE AND EXIT INTERVIEWS**

All students who use the Federal Stafford Loans program must participate in an entrance interview and those who leave the Academy after using Federal Aid must participate in an exit interview with the Financial Service Officer. Entrance interviews are conducted in a group session during new student orientation. If a student is not able to attend orientation, the entrance interview is conducted individually with a Financial Services Officer.

An exit counseling session is held at the end of the semester and any student who used a Federal Stafford Loan at any time while attending the American Academy of Art and who will be graduating or will not be returning for a subsequent semester is required to attend. If a student does not attend the exit counseling session, the office will contact the student to arrange an appointment to discuss this important information.

## **FIRE SAFETY**

See Safety and Security below.

## **FLIERS**

In order to assure that posted items are appropriate for the Academy community and within the mission of the Academy, students must receive approval from the Academic Dean before posting fliers, posters or announcements of any sort. The Academic Dean will initial or stamp the approved flier. In addition to getting approval from the Academic Dean, materials must be approved by the instructor before posting in a classroom.

## **GALLERY - THE BILL L. PARKS GALLERY**

The Bill Parks Gallery at the American Academy of Art holds numerous exhibitions throughout the year. Exhibitions of particular note to students are the Juried Show of Student Artwork, the Portfolio Bachelor of Fine Arts Exhibits and the Master of Fine Arts Exhibits. Students are strongly encouraged to exhibit their work to the greatest degree possible and thus should make themselves aware of the policies and requirements of each show in which they seek to be involved. Students with questions regarding gallery policies, procedures or exhibitions should contact the Gallery Curator or the Academic Dean.

## **GRADING SYSTEM**

### **BACHELOR OF FINE ARTS PROGRAM:**

The grading policy based around the grade of “C,” which denotes meeting all basic class requirements, with higher grades awarded only for superior performance.

- C      The student meets all basic class requirements. The student demonstrates competency in the course material.

- D The student meets most but not all of the basic class requirements. The student demonstrates competency in some of the course material but is deficient in at least one area of course work.
- F The student does not meet most of the basic class requirements. The student fails to demonstrate competency in more than one area of course work.
- B The student meets all basic class requirements. In addition, the student demonstrates expertise in one or more areas of course work.
- A The student meets all basic class requirements. In addition, the student demonstrates expertise in all areas of the course material.

Note: The Academy does not use grades of A+ or F+ or F-.

However the use of plus and minus grades is accepted for A-, B, C, and D. Plus and minus grades may (or may not) be given to a grade based on the attitude, work ethic, class participation and/or professional performance exhibited by the student, as well as for submitted course material.

A student's academic grade may be reduced by the Registrar's Office if the student has not complied with the Academy's attendance policy. The adjustment is as follows: A, A-, B+, B, B-, C+, or C will be changed to "C-"

**GRADING SYSTEM FOR ALL ACADEMIC PROGRAMS**

The Academy's grading system uses letter grades with corresponding numeric values from which a student's Grade Point Average (GPA) is computed. Grades and their equivalent numeric values are:

A	4.00	D+	1.40
A-	3.60	D	1.00
B+	3.40	D-	0.60
B	3.00	F	0.00
B-	2.60	INC	(Incomplete)
C+	2.40	W	(Withdrawn)
C	2.00	NG	No grade given
C-	1.60		

Students who withdraw from an individual class prior to the midterm will receive a "W" for the class. The "W" will be used in the calculation of the students' quantitative factor of satisfactory progress, but not in the qualitative calculation. Students may receive a "W" grade in a particular class after the midterm only if they withdraw entirely from the Academy. After the midterm, students who wish to withdraw from a portion of their courses will be given a grade based upon the course requirements for the entire semester.

### **MASTER OF FINE ARTS PROGRAM:**

Only those graduate level courses in which a student earns the equivalent of a 2.0 or better may be applied toward the total number of credits required for graduation.

### **GRADE APPEALS**

Grades reflect a student's performance in a given class. A grade can also reflect a student's attendance in class (see "ATTENDANCE" above). A student may appeal a grade based upon extenuating circumstances or a disagreement with the teacher's grading criteria. An appeal must be typed and submitted to the Registrar's Office. When filing an appeal, it is important to include as much documentation as possible. When appealing the grade assigned by an instructor, the student should be prepared to show the work completed for the class. When appealing an attendance-based grade, students should be prepared to provide such items as doctor's notes, obituaries, etc. Students should be aware that it is the policy of the American Academy of Art that all course work must be completed in order to receive credit for a class, appeal status notwithstanding.

The Academic Dean decides the granting of academic appeals in conjunction with input from the teacher. Ultimately, the teacher is responsible for the grade, but the Academic Dean and the Registrar may consult with the teacher to clarify any issues.

Students are expected to complete appeals in a timely fashion, as grades affect probation, class registrations and scheduling. Attendance appeals are expected to be turned into the Registrar's Office by the last day of the current semester. Students may request a copy of their attendance from the Assistant Registrar at any time during the semester by completing an "Attendance Request Form" located on the wall beside the counter in the Education Office. Students are expected to be responsible for knowing their attendance status.

### **RETAKEING A CLASS**

A student who has failed or withdrawn from a class may retake the class. When a class is retaken, the new grade will replace the "F" or "no credit" grade in the student's Cumulative Grade Point Average (CGPA).

### **GRADUATION REQUIREMENTS**

All credit and tuition requirements must be met in order to receive the Bachelor of Fine Arts degree or the Master of Fine Arts Degree. All students must have a minimum cumulative grade point average of

2.00 based on a scale of 4.00 to earn the Bachelor of Fine Arts degree

3.00 based on a scale of 4.00 to earn the Master of Fine Arts degree

Students are also required to complete a series of graduation requirements:

Meet with the Registrar for an exit interview.

Meet with the Financial Services department for an exit interview.

Meet with the Career Services department for an exit interview.

Fulfill all outstanding obligations to the Academy.  
Complete a graduation application form and pay a \$100.00 graduation fee.

### **CHANGE OF ADDRESS**

The American Academy of Art encourages graduates to notify the Registrar's Office of any changes following their graduation.

### **GRADUATION CEREMONY**

The Graduation Ceremony takes place once a year for all graduates from the preceding academic year. Graduates are asked to attend a graduation rehearsal, which takes place a few weeks prior to graduation. All students who have earned a degree in the prior year are invited to attend graduation.

### **HONORS POLICY**

Students who have earned a 3.80 - 4.00 semester grade point average and have been a full-time student for the semester will be named to the President's List.

Students who have earned a 3.50 - 3.79 semester grade point average and have been a full-time student for the semester will be named to the Dean's List.

Students who graduate with a cumulative grade point average of 3.50 – 3.79 will graduate with 'Honors.'

Students who graduate with a cumulative grade point average of 3.80 – 4.00 will graduate with 'Highest Honors.'

The Valedictorian from the Bachelor of Fine Arts degree program shall be the person who has demonstrated excellence in all subjects and graduates with the highest rank in the class.

The Valedictorian must have earned all studio and academic studies credit at the American Academy of Art. Students who have transferred credit into the program shall not be eligible to earn this award.

### **IDENTIFICATION CARDS**

Students are asked to have their identification cards (ID'S) on their person at all times while on the school premises. Anyone not able to present a valid ID may be asked to leave the building. ID's are available in the Education Office. Students are initially given an ID at orientation. A replacement may be purchased in the Education Office for a fee of \$10.00.

### **INTERNATIONAL STUDENTS ADVISING**

All questions regarding a student's visa status should be directed to the Registrar's Office.

## **LEAVE OF ABSENCE**

Students may apply to the Registrar on the appropriate form for a leave of absence of up to 180 calendar days in each twelve-month period. Only in exceptional cases, such as jury duty, military leave, or the sickness of the student or a direct family member may an additional leave of absence be granted. However, in no case may the sum of the leave of absences exceed 180 days in a twelve-month period.

If the leave of absence is for medical reasons, the student's written request to the Registrar must be documented with a medical statement on professional stationery.

If the student does not return from an approved leave of absence, or does not go through the proper approval procedure, the withdrawal date is the last recorded date of class attendance. Thus, students not returning from a leave of absence may receive a shorter grace period before which payments must be made on their student loans.

## **LIBRARY - THE IRVING SHAPIRO LIBRARY**

The Irving Shapiro Library of the American Academy of Art is a dynamic resource center committed to the support of course curriculum and lifelong learning. The facility offers traditional print resources as well as an extensive electronic learning environment. The library provides an environment where students can read, study, research, and explore information about the art world.

Our librarian oversees a series of academic and student development workshops throughout the school year. Workshops are developed to complement course requirements, focus on current research issues and trends in the art world, and encourage the development of self-reliance and intellectual independence. Workshop topics include information literacy, correct citation format, trademark law, and online research techniques. The librarian also provides individualized reference help and research counseling.

The Academy has a focused collection development policy, dedicated to providing educational support for the school's studio art and academic courses. The library's print collection of fine art, commercial art and liberal arts materials includes more than 1,600 fully cataloged books and more than forty scholarly and popular periodicals. The library's virtual collection includes subscriptions to FirstSearch and HighBeam proprietary databases, accessible on and off campus, which give the students a constantly updated resource of thousands of full-text scholarly journal articles, newswires and newspaper articles through sixteen databases.

The Irving Shapiro Library is open from 8:15 AM to 7:15PM Monday through Thursday and from 8:15AM to 2:15 PM on Fridays.

- Students must deposit their ID's to enter the library.
- Books may be taken out for a period of three days.
- Overdue book fines are charged at the rate of \$.25 per day.

- A student who has outstanding Library fines may not receive a diploma or have a transcript sent.

### **LOCKERS**

Lockers are available on a rental basis for storage. There is a non-refundable locker rental fee of \$10.00 per semester. The Academy will dispose of the contents of any locker used beyond the rental period. Students are required to supply their own locks. The school is not responsible for theft, loss or damage to personal property left in lockers.

A \$10.00 lock-cutting fee will be charged for occupying a locker beyond the rental expiration date. Contents of the locker will not be released until the lock-cutting fee has been paid. If a student occupies a locker without registering for the rental fee, the contents of the locker will be discarded.

### **LOITERING**

While at the Academy, students are expected to be in class or otherwise occupied in school related activities. Except for designated breaks, students should not be in the student lounge or hallways. Instructors are responsible for the scheduling and timing of breaks. Students found loitering will be asked to return to class.

Due to fire regulations and general safety reasons, as well as to facilitate other students' entrance and movement in the building, sitting in the hallways or on the stairs is not allowed.

### **LOUNGES**

Student lounges areas are provided on both floors. Students are asked to remember that these lounges are for the use of all students and to keep the facility clean and in good condition.

If there is a problem with the vending machines, please contact the front desk (by the third floor elevators) for assistance. As tempting as it may be to hit or shake the misbehaving vending machines, doing so does not result in the dispensing of the product and can result in damage to the machines.

### **PRIVACY OF INFORMATION**

The American Academy of Art complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended by publishing an annual notice to students of their rights under the Act and by making a copy of the Policy Statement available to students in the Registrar's Office.

Upon written request, a student may inspect and review his/her educational records by submitting a request to the Registrar at 332 South Michigan Avenue, Chicago, Illinois 60604-4302, specifying which records the student wishes to access. The Academy will endeavor to provide the student an opportunity to inspect and review his or her educational records within a reasonable time after receiving the request, and in no case more than 45 days from the receipt of the request. The institution will notify the student of the time and

place where the records may be reviewed. There will be no fee assessed if unofficial copies of the educational records are requested. There is a \$20.00 fee charged for request of official copies. Copies of records will not be provided if the student owes tuition or other fees.

It is the American Academy of Art's policy that no personally identifiable information from educational records will be released without prior written consent of the student, except information designated in this policy as directory information (see below), and such personally identifiable information which may be disclosed under the circumstances allowed under the Act and Regulations passed pursuant to the Act.

An exception, which permits disclosure without consent is to school officials with legitimate educational interests. A school official is a person employed by the Academy in an administrative, supervisory, academic, or support staff position; a person or company with whom the Academy has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

As required by the Act and regulations, the American Academy of Art maintains a record of written requests for disclosure of personally identifiable information which is maintained in his or her permanent record.

The American Academy of Art designates the following information as directory information:

- a. the student's name;
- b. information on whether a student is or was registered at the Academy during the term in which the information is requested; and
- c. information concerning the student's graduate status, including whether he or she has graduated from the college, the date of any degree awarded, and the type of degree awarded.

Students have the right to withhold disclosure of any or all of the above information by notifying the Registrar in writing within 12 calendar days after the start date of each semester. The proper form for refusal of disclosure is available in the Registrar's Office and must be submitted to the Registrar by the deadline stated.

A student has the right to request amendment of the educational records to ensure that the educational record information is correct if the student feels that the information contained therein is inaccurate, misleading, or in violation of the students' rights. The procedure to seek amendment of a student's educational records is as follows:

1. A written request must be submitted to the Registrar stating the reason the student seeks to amend his or her educational record, and attaching any supporting documentation to the request.

2. Within a reasonable time after receiving the request, but in no event longer than 45 days, the Registrar will issue a decision in response to the student's request. If the decision is unfavorable, the student has the right to a hearing before a Review Board on the request to amend all or a portion of the student's records. The student has the right to be represented by counsel at the hearing. The decision of the Review Board is final.
3. In the event of an unfavorable decision by the Review Board, the student has the right to include in his/her records a written statement setting forth his or her reasons for disagreeing with the Board on the matters presented in the request to amend the records.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the American Academy of Art to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **REGISTRAR'S OFFICE**

The Registrar is the record-keeper for a student's enrollment. Questions concerning enrollment verification, degree status, grades, attendance, probation, incoming transfer credit, withdrawals, official Academy transcripts, veterans' benefits and immigration information are directed to the Registrar.

### **REGISTRATION**

Students are notified of upcoming Registration dates and procedures by mail or through information given personally to the student. To help in the selection of courses, students receive individual degree requirement information. All questions concerning registration are to be directed to the Registrar. Registration for an upcoming term takes place during the previous semester or, in the case of the fall term, during the previous spring and summer semesters.

### **REPORT CARDS**

Report cards are mailed to the student at the midterm and at the end of the semester. Only the final grades will appear on the student's official transcript.

## **SAFETY AND SECURITY PROCEDURES**

### **CRIME AWARENESS AND SECURITY**

The Academy takes very seriously our commitment to providing a quality education in a secure and crime-free environment. The achievement of this goal requires the

assistance of every student. Becoming aware of potential dangers and taking preventative measures will help us keep the school a pleasant and safe environment in which to pursue an education.

The material contained in this section is not intended as a substitute for good judgment and initiative. It is the obligation of each individual to observe safety regulations, to use safety equipment as required, and to report to the administration any potentially dangerous situation observed (i.e., faulty equipment, loose or broken glass, damaged flooring materials and furniture, defective facility structure and electro-mechanical systems, etc.).

## **CRIME PREVENTION**

### **TO PROTECT YOUR PROPERTY**

To prevent the loss of personal property, the following suggestions are offered:

- Don't mark your name and address on your keys.
- Inventory your personal possessions, making a record of the make, model and serial number found on the items. You may borrow an engraver from the local police to mark your possessions with your driver's license number.
- Don't leave your textbooks, book bags or purses unattended. The American Academy of Art cannot be held responsible for the theft or loss of your belongings while at school.
- Mark several pages in each textbook with your initials.

### **FOR YOUR PERSONAL SAFETY**

- Avoid walking alone after dark. Walk with a group of students to your transportation after evening classes.
- Notify an instructor if you see a suspicious person near or on campus, or if something just doesn't look right to you.

## **CRIME STATISTICS**

The Academy keeps a record of incidents of criminal activities in and around the school. As required by the U.S. Department of Education, these statistics are available to students. Current or prospective students who may be interested in seeing this information may do so in two ways:

1. by requesting the information or other questions directly through the Academic Dean's Office.
2. Visiting the U.S. Department of Education's Office of Postsecondary Education (OPE) website: <http://ope.ed.gov/security>

During the referenced period, there were no on-campus reported instances of murder/non-negligent manslaughter, negligent manslaughter, sexual offences, rape, robbery, aggravated assault, burglary, motor vehicle theft or arson. There have been no hate crimes.

## **CRIME REPORTING POLICY**

It is the policy of the American Academy of Art that any incident which constitutes a crime under local, state or federal law may be reported to the police at the discretion of the President or his designee. Any activity that would constitute a felony crime **MUST** be reported to the appropriate law enforcement agency. Such crimes would include, but are not limited to, murder; forcible and non-forcible sex offenses, rape, robbery, or aggravated assault.

The Academy also encourages voluntary reporting of suspected crimes by victims or witnesses. Each student can help other students by notifying the school of patterns of suspicious behavior or crime.

## **FIRE SAFETY**

A map is posted in every classroom showing the route to the closest designated fire exit. All students should make a point of familiarizing themselves with the fire exit for each room in which they attend classes. In the case of a fire (or fire drill), alarms will sound. Students must immediately exit the building via the designated exits. Time should not be wasted in shutting down computers, putting away materials or going to lockers. Faculty and staff members will be stationed at the exits to direct traffic and assist students. Freshmen and Sophomores should gather with their classes on the Michigan Avenue side of the block, and upper division classes should gather on the Jackson Avenue side of the building. Your teachers will join you there and ask for your assistance in assessing whether all those present in your class that day have been accounted for.

Students should not use the outside fire escapes (the ones at the windows), unless other escape routes are blocked.

Any students with physical disabilities, which may necessitate assistance in the case of a fire, will have aides assigned to them. Such students should inform the Academic Dean at the beginning of each semester so that safety arrangements can be made.

## **HEALTH AND SAFETY**

Possession and/or use of any explosive materials, including firecrackers, gunpowder, dynamite, firearms and ammunition, are absolutely prohibited and will subject the student to dismissal.

## **SATISFACTORY PROGRESS STANDARDS**

The American Academy of Art defines satisfactory progress as the progression toward completion of a student's program of study in a positive manner within a prescribed time frame. The Academy's policy applies to all students equally; however, veterans, rehabilitation students, international students and all others receiving institutional, Federal or state support or assistance should be particularly aware of their academic status since the school must

report when these students fail to meet satisfactory progress requirements and this notification may lead to the loss of financial assistance or termination of studies.

Qualitative (grade point) progress and Quantitative progress (completion rate) are measured at the end of each academic year.

### **Qualitative Standards**

**BFA PROGRAM:** Students must achieve a Cumulative Grade Point Average (CGPA) of 2.00 or greater based on a 4.00 scale in order to graduate. In the first year of studies, which is considered the core curriculum, a student must maintain a CGPA of 1.00 at the end of the first academic year; a CGPA of 1.5 at the end of the second academic year; a CGPA of 1.75 at the end of the third academic year; and a CGPA of 2.00 at the end of the fourth and later academic year(s) of study.

**MFA PROGRAM** Students in the Master of Fine Arts program must maintain a CGPA of 3.00 at the end of each academic year. Students must achieve a Cumulative Grade Point Average (CGPA) of 3.00 or greater based on a 4.00 scale in order to graduate.

### **Quantitative Standards**

A student must successfully complete 2/3 of the credit hours that he/she has attempted.

The review of the student's quantitative progress is measured at the end of each academic year (two semesters).

### **Academic Status**

To be making satisfactory progress, a student must complete 67% of his/her cumulative attempted credit (Quantitative Standard) at the end of each academic year and maintain the cumulative grade point average noted above based on semester enrollment increments (Qualitative Standard).

### **Warning**

A student is notified in writing (via the midterm report card) by the Registrar's office if he/she is in jeopardy of not reaching or maintaining a satisfactory level of performance. All students receive a midterm report card showing midterm academic status. If satisfactory performance is not attained by the end of the academic year, the student is then placed on probation.

### **Probation**

A student will be placed on probation for a period of one semester for the following reasons:

1. he/she is not maintaining the required CGPA for his/her level of studies at the end of the academic year; and/or
2. he/she has not completed 67% of the cumulative attempted credit, as measured at the end of each academic year.

The Registrar notifies the student in writing of his/her academic status. This letter is sent to the student's address outlining the student's responsibilities.

Students are advised to meet with the Registrar regarding their probationary status.

Students are still eligible to receive financial aid while on probation. At the end of the probationary period, if the CGPA has been raised to the level of performance outlined above (Qualitative Standard), and the student has achieved an acceptable performance of completing 67% of cumulative attempted credit (Quantitative Standard), the student will be removed from probation. A student who has not met the *cumulative* requirements for satisfactory progress on the initial probationary period, but who achieved the requisite qualitative and quantitative standards for the probationary period (but not cumulatively) a second probationary period will be permitted with financial aid eligibility.

### **Appeal Procedure**

Students may appeal their unsatisfactory academic progress standards by submitting a written appeal for reinstatement of satisfactory progress. A review of the student's appeal will be made by the Academy's academic administration and the student will be notified within a reasonable amount of time with a decision.

Acceptable reasons for appeal include: administrative error, circumstances beyond the control of the student or school, such as injury to the student, illness of the student, death of a relative, or other situations in which a student has experienced undue hardship as a result of a mitigating circumstance.

If the appeal is not granted, upon approval from the Academy, a student may continue in enrollment despite not making satisfactory progress but is not eligible for financial aid until the student's grade point standard and ratio of attempted to completed credits is achieved.

### **Reinstatement**

Reinstatement signifies that the student has been granted permission to continue in a program of study. Appeals for denied reinstatement may be presented in writing to the Academic Dean for an additional level of review.

If a dismissal appeal is not accepted for the contiguous semester, the student must complete and execute a new enrollment agreement upon re-admittance.

### **Regaining Eligibility for Financial Aid**

At the end of a period during which financial aid was denied, a student can appeal for reinstatement for financial aid for the following semester under the following conditions:

1. the student's CGPA must meet the standards applicable to the student's grade level and
2. the student demonstrates a satisfactory completion rate of at least two thirds of the credit hours attempted.

## **SEXUAL HARASSMENT POLICY**

It is the policy of the American Academy of Art to maintain and ensure a learning environment free of any form of sexual harassment or intimidation toward students.

Sexual harassment is not only against the American Academy of Art policy, but it is illegal. A person who sexually harasses another can be held liable for his or her actions. Differences between behavior that is friendly or complimentary and behavior that is sexually harassing are recognizable. It is important that people consider how their behavior is viewed by others.

Sexual harassment is generally defined as any repeated or unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

submission to such conduct is a condition for grades or academic status

submission to or rejection of such conduct is used as the basis for academic decisions affecting an individual

such conduct has the purpose or effect of interfering with academic performance or creates an offensive, hostile or intimidating learning environment.

Any student who feels he or she has been subjected to sexual harassment by another student or Academy personnel should contact the Academic Dean or the Vice-President who will conduct an investigation into the complaint and make recommendations to the Director to remedy the situation including disciplinary action. All situations are handled in the most confidential manner possible.

## **SMOKE FREE CAMPUS**

As required by Chicago City ordinances and common courtesy, smoking is not allowed anywhere in the building and at the entrance. Students found smoking anywhere on school grounds (including the Van Buren Street entrance vestibule) are given a one-day suspension. The accumulation of three smoking suspensions, over the entire course of a student's time at the Academy, will result in expulsion from the Academy.

## **STUDENT ACTIVITIES**

### **VISITING ARTISTS PROGRAM**

The Academy offers students, faculty and the outside community a series of lectures and demonstrations by visiting artists. We welcome your attendance at these sessions, as well as your suggestion of artists and designers who have specialties appropriate to our curriculum. Please provide these to the Academic Dean.

In addition to a lunchtime lecture, many artists agree to stay and provide critiques of students' works in the classroom.

### **GALLERY RECEPTIONS**

The Bill L. Parks Gallery serves as a resource and hub for a wide variety of events involving the Academy and the arts community.

Through the exhibition programming and visiting artist program many different creative communities come together. All exhibitions are open to the public and listed in local publications. Exhibitions include an annual Faculty exhibition, BFA and MFA Exhibitions, Annual Juried Student Exhibition comprised of student artwork juried by the Department Chairs and a Holiday exhibition with student work available for purchase during the month of December. Receptions are held in the gallery for exhibitions.

### **CONTESTS**

Students are also invited to regularly participate in various art-related contests. Information on these contests may be received from the Career Service Office as well as from instructors. Winning such a prize is not only important from the standpoint of your resume, but is also an excellent way to showcase your art in the community and make others aware of your art.

### **COMMUNITY SERVICE ACTIVITIES**

The American Academy of Art feels strongly about the value of being good citizens in our city and environs and seeks to promote community service projects. Among those that have been conducted in the past are illustrations for brochures for community groups, teaching cartooning (or a similar skill) to cancer-victims, and annual participation in the Gallery 37 annual summer program. We encourage you to bring to the attention of the Academic Dean partnerships with charities and other groups working to improve the quality of life for the less fortunate.

### **OTHER SOCIAL ACTIVITIES**

From time to time student activities are scheduled. These have included picnics, faculty/student softball games, a Halloween party and costume contest. These events provide a good opportunity to socialize with your fellow classmates. Information on such activities is posted prominently at the school.

### **STUDENT ENTRANCE**

The Van Buren street entrance is open from 7:45 AM to 3:30 PM, Monday through Friday. Students are required to use this entrance during these hours. Students may use the Michigan Avenue entrance and elevators after 3:30 p.m. All students who use the elevators must present an American Academy of Art I.D. with a current valid sticker. Students with disabilities that preclude them from using the stairs may apply to the Registrar for an elevator pass. In order to make the stairs easily accessible for all students, loitering in the entrance is not permitted.

## **TELEPHONE CALLS**

Office telephones are solely for the use of staff members. A pay phone is located on the third floor in the student lounge. The school office will only accept phone calls for students in case of a medical emergency. Please ask your friends and family not to call you at school unless it is a medical emergency.

## **TEXTBOOKS**

All American Academy of Art required texts are available at [www.mbsdirect.net](http://www.mbsdirect.net) under the name of the school or call 800/325-3252. A credit card is necessary to order books. It is highly recommended that students purchase their textbooks prior to the start of classes. Please contact the Academic Dean you have questions. Not all classes have textbooks, so if a class you are taking is not listed as having a text, wait for instructions on the first day of classes.

## **TRANSFER OF CREDIT PROCEDURES BFA Program (Incoming from another institution)**

The American Academy of Art will consider the transfer of credits for completed coursework from other institutions, provided they are submitted for evaluation prior to the student's entry to the program.

The Academy is interested in saving the student both time and tuition expenses if he or she has already taken similar courses, but it must also ensure that students be placed in the proper level of the program. Therefore, it is likely that transfer students will receive more humanities and science course credits, rather than credit in the Academy's fundamentals course work.

To be eligible for transfer of credit to the college, completed course work must have achieved a minimum grade of "C" or "2.0," and the completed credit must be considered comparable in content, purpose and standards to the level of course work at the American Academy of Art. Only credits from nationally-accredited or regionally accredited institutions will be considered, and no more than fifty percent of the coursework may be completed at other institutions.

Unofficial student transcript copies may be used for preliminary analysis of possible credit, but final awarding of credit can only be based on transcripts that are official and original. Although the awarding of transfer credits can result in a student taking a reduced load, the student should consult the enrollment agreement for questions about the effect of transfer credit on tuition charges.

Accepted credits earned at other institutions will be recorded on a student's permanent academic record, but grades received at other institutions will not be recorded or included in the student's grade point average.

The procedures to be followed to receive consideration of transfer credits are:

1. An official transcript must be sent directly to the Office of the Registrar by the institution(s) attended.
2. For studio art credit, the student must submit a portfolio of representative pieces from the course for which credit is sought. It may be necessary, and is highly desirable, to bring course descriptions and syllabi for the review. The portfolio should be submitted in a form appropriate to the type of work shown. For example, painting and drawing samples would best be submitted as slides, while computer animations would be in disk format. The Academic Dean, in consultation with the Department Chair, will conduct an evaluation of the studio art pieces and will determine the student's placement within the American Academy of Art's curriculum based upon the comparability of course learning outcomes and the skill level demonstrated.
3. For humanities and sciences course requirements (also called general education courses at some schools), the student may receive credit for a course with a different content as long as it is from the same learning cluster. The American Academy has defined four learning clusters: Behavioral and Social Sciences, Communication, Fine Art and Humanities, and Mathematics and Physical and Life Sciences. Students must receive twelve credits in each cluster in order to graduate. In the Art History and Humanities cluster, at least two of the classes must be in art history. As long as the course to be substituted falls within the same cluster, the course need not have covered the exact topic offered by the Academy. In other words, a course in psychology could be substituted for a course in sociology since both are considered to be Behavioral and Social Sciences. Similarly a course in creative writing could be substituted for a course in professional communication since both are in the Communications cluster. The Academic Dean, in conjunction with the Registrar, will make the determination of credit accepted.
4. The American Academy of Art does not accept high school Advanced Placement credits or tests for transfer credit.
5. The Academy will not accept more than 50% of transfer credit into the Bachelor of Fine Arts Program.

**TRANSFER OF CREDIT PROCEDURES, MFA Program (Incoming from another institution)**

The American Academy of Art will consider the transfer of credits for completed coursework from other institutions, provided they are submitted for evaluation prior to the student's entry to the program.

To be eligible for transfer of credit to the college, completed course work must have achieved a minimum grade of "B" or "3.0," and the completed credit must be considered comparable in content, purpose and standards to the level of course work at the American Academy of Art. Only credits from nationally-accredited or regionally accredited institutions will be considered, and no more than twenty-five percent of the coursework may be completed at other institutions.

Unofficial student transcript copies may be used for preliminary analysis of possible credit, but final awarding of credit can only be based on transcripts that are official and original. Although the awarding of transfer credits can result in a student taking a reduced load, the student should consult the enrollment agreement for questions about the effect of transfer credit on tuition charges.

Accepted credits earned at other institutions will be recorded on a student's permanent academic record, but grades received at other institutions will not be recorded or included in the student's grade point average.

The procedures to be followed to receive consideration of transfer credits are:

1. An official transcript must be sent directly to the Office of the Registrar by the institution(s) attended.
2. The Academic Dean, in consultation with the Department Chair, will conduct an evaluation and will determine the student's placement within the American Academy of Art's curriculum based upon the comparability of course learning outcomes and the skill level demonstrated.
3. The Academy will not accept more than 25% of transfer credit into the Master of Fine Arts Program.

### **SPECIAL TRANSFER POLICIES FOR INTERNATIONAL STUDENTS**

In lieu of the requirement that the institution from which you seek to transfer credits be regionally or nationally accredited, the school must either be:

- a. Officially recognized by the Ministry of Education, or
- b. Considered university level by an outside evaluator.

Your transcript and course descriptions must be translated into English.

It is sometimes necessary that your credentials be evaluated by a professional international credential evaluation company: Transfer students with non-U.S. institution credentials may choose to pursue an "external" evaluation on your own through a professional evaluation company, such as World Evaluation Services, <http://www.wes.org>, or by the American Association of College Registrars and Admissions Officers (AACRAO) <http://aacrao.org/credentials>. In either case, you will receive an official copy of the evaluation and you will need to request a copy of the evaluation to be sent to the Registrar's Office at the Academy. This is an extremely valuable document for you to keep. The Registrar will be happy to look at your documents to see if this outside evaluation will be necessary.

### **TRANSFER CREDIT FROM THE AMERICAN ACADEMY OF ART**

Program coursework and specific graduation requirements of institutions vary considerably. The Registrar will provide academic information to any institution upon the written request of the student. The receiving institution will evaluate the credits earned at the American Academy of Art and determine the transferability of those credits. Please recognize that the Academy has no control over the policies of other institutions.

A student may request to have an official transcript sent from the Academy to another party.

A 'Transcript Request Form' may be found at the American Academy of Art's website [www.aaart.edu](http://www.aaart.edu) and must be completed with following information:

- An official signature allowing release of the documentation (no faxed or copied signature is accepted).
- Date of Birth.
- Social Security Number.
- Any previous last name since the enrollment of the student.
- The approximate time frame of the enrollment.
- There is a \$5.00 fee per transcript.

### **U-PASS**

The students at the American Academy of Art are eligible to receive the **U-PASS**. The U-PASS is a photo transit card that will allow you to use the CTA and PACE busses and trains (not METRA) 24 hours a day, 7 days a week during the semester. The U-PASS is valid 5 days prior to the start of the semester and 5 days after the last day of the semester. The U-PASS is also useful as some Chicago businesses will give discounts with the use of the card. The cost of the U-PASS is covered in the student's activity fee for each semester.

#### **ELIGIBILITY:**

1. You must be registered as a Full-Time (12 or more credits) student for the Semester.
2. You must have **completed** all requirements in the Financial Services. Students waiting for loan certifications do not meet this requirement.
3. You must have (and bring with you) a current valid American Academy of Art I.D. card.

### **VETERAN ADVISING**

All questions regarding veteran's benefits should be directed to the Registrar's Office.

### **VOTER REGISTRATION**

We hope that our students will make their opinion count in local, Federal and State elections. For this reason, the school maintains voter registration forms in the Registrar's office. If you are not already registered to vote, be sure to pick up a form at least 30 before Election Day.

### **WITHDRAWAL PROCEDURES**

To withdraw from classes, the student must notify the Registrar and complete a Notice of Withdrawal Form. For academic and financial purposes, the effective date of the withdrawal shall be the last date of attendance. Failure to follow the official withdrawal procedure may

result in the recording of failing grades, as well as the institution's decision not to release transcripts.

Students who withdraw from an individual class prior to the midterm will receive a "W" for the class. The "W" will be used only in the calculation of the students' quantitative factor of satisfactory progress. Students may receive a "W" grade in a particular class after the midterm only if they withdraw entirely from the Academy. Students may receive a "W" grade in a particular class after the midterm only if they withdraw entirely from the Academy. After the midterm, students who wish to withdraw from a portion of their courses will be given a grade based upon the course requirements for the entire semester.

### **REFUND POLICY AND RECALCULATION OF FINANCIAL AID ELIGIBILITY IN CASES OF WITHDRAWAL**

If a student does not complete the course, an adjustment in charges will be calculated according to the refund policy as stated in the catalog and on your enrollment agreement. A chart is available from the school to illustrate the application of this policy.

If a refund is due from financial aid funds, it will be made to the financial aid programs in the following order:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Plus Loan
4. Federal Pell Grant
5. FSEOG
6. Other private or institutional aid
7. The student or the student's parent

### **RECALCULATION OF ELIGIBILITY FOR AID IN THE CASE OF DROPS**

If a student drops before 60 percent of the term has been completed, a portion of the Federal aid received may need to be returned to the government. Thus, it may be the case that it was expected that financial aid would cover the full costs of education, but that because of the student's drop status, a portion of the funds must be returned. Moreover, because of the recalculation of the student's eligibility for aid, the student may owe the school additional tuition, fees, and books and supplies amounts. The student may also owe funds back directly to the government, if he/she received funds for living costs.

For example, if the student dropped after four weeks, the school would have earned 70% of his/her semester's tuition, but the government would only consider you as eligible for 26% of the aid you would have received had you completed the semester. This would mean that you would be responsible for paying the Academy the difference.

